



ROCK COUNTY

ADMINISTRATIVE

POLICY AND PROCEDURE

**June 10, 2024**

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INTRODUCTION

This Policy and Procedures Manual (hereinafter referred to as “Manual) sets forth the policies and procedures of Rock County, Wisconsin. The purposes of this Manual are: (1) to provide management with the information necessary to fulfill its responsibilities to its employees; and (2) to provide for fairness and equity in the treatment of employees. This Manual also informs employees about what the employer may generally expect from them so as to guide employees in their professional duties and in fulfilling their responsibilities as public servants.

None of the statements or policies outlined in this Manual are meant to create any contract of employment, nor do they imply that the employer is guaranteeing employment for any person or changing the at-will employment relationship in any manner. This Manual is not, nor is it intended to be, construed as an employment contract or to guarantee any rights to employees.

To the extent this Manual conflicts with specific language in applicable collective bargaining agreements covering certain personnel, the specific language of the collective bargaining agreement shall control over the language of this Manual.

Final interpretation and implementation of any of the policies or rules in this Manual are vested solely with the County through the County Administrator. The policies are subject to change at any time by the employer and will be reviewed and revised periodically. Additions, deletions, and changes will be distributed to all employees.

The contents of this Manual are not to be used as a substitute for any controlling ordinance, resolution, regulation, state or federal statute, code, common law or other legally binding authority. Detailed descriptions of the health plans are contained in other documents.

The policies in this Manual are intended for all employees of Rock County. **Employees are accountable for reading and understanding these policies and procedures.** The County reserves the right to revise, change, or terminate policies or procedures at any time, with or without notice.

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Josh Smith  
County Administrator

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Date

# **Section 1: Introduction**



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COMPLIANCE WITH POLICIES AND PROCEDURES

Rock County has established the policies and procedures found in this Manual in furtherance of the effective operation of the County and to provide high quality service to all Rock County residents, including those persons interacting with the County government.

The County expects all employees to demonstrate professional, competent and reasonable behavior, and to continually serve, both on duty and off-duty, as positive examples of the high-quality personnel affiliated with this organization and consistent with the high expectations of the public.

Compliance with the policies, rules and general expectations of conduct is of paramount importance in order to fulfill these objectives and for the employee to have a successful career in Rock County government. Failure to comply with these Policies and Procedures, and general expectations of conduct, can undermine these objectives, and the trust and confidence that the public, businesses, employees and officers of the County must have in that employee.

The County treats all violations of policy and procedure, and the general expectations of conduct very seriously. Violations of these Policies and Procedures, and the general expectations of conduct can subject an employee to discipline, up to and including discharge.

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**Rock County Mission Statement**

To enhance the quality of life, health, safety, and trust of all residents by providing top quality public services through a creative and responsive team committed to excellence, integrity, accountability, and respect.

Core Values

Honesty - Integrity - Respect

Vision

- **SERVICE** to the public is our fundamental reason for being. We strive to treat residents with courtesy and as valued customers.
- **COOPERATION** among our staff and departments creates a smooth running organization. These collaborative attitudes and efforts are reflected in our working relationships with other public entities, the business community, nonprofit organizations, and residents.
- **DILIGENCE** is the foundation of our work ethic. We challenge and inspire all staff to be efficient and effective in carrying out day-to-day tasks and activities.
- **ACCOUNTABILITY** is vital to maintaining public trust. We ensure accountability for our actions by adopting and enforcing policies, procedures, and processes that withstand the test of public review and scrutiny.
- **FISCAL RESPONSIBILITY** is fundamental to the way we conduct business. We maximize our human, physical, and financial resources in order to provide effective stewardship of public funds.
- **COMMUNICATION** and an informed citizenry are essential to the democratic process. We are committed to providing residents with relevant, accurate, and timely information about our goals, services, and the decisions that will affect the public.
- **INNOVATION** and creativity shape our future. We encourage staff to challenge the status quo and discover new ideas or better methods. We foster staff development in order to respond to changing needs in our community.

- **SAFETY** is critical to a high standard of living. We protect the citizenry through prevention, early intervention, treatment services, and enforcement of the law.
- **ENVIRONMENT** is central to our community. Preservation of our natural environment ensures that generations to come will enjoy the resources we value and preserve. Caring for our social environment ensures that community remains a vital part of our culture.
- **DIVERSITY & INCLUSION** - Rock County commits to a diverse workforce that increases creativity and provides a safe, inclusive, and motivating environment for all employees, residents, and those we serve. Rock County promotes a workplace that provides respect, fairness, and work-life balance; maintains opportunities for all to excel in their careers; and is void of discrimination and prejudice.

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OPEN COMMUNICATION

At Rock County, we believe that communication is at the heart of good employee relations. Employees should always be fair and courteous to fellow employees, clients, vendors, and the general public. Employees should share their concerns, seek information, provide input, and resolve work-related issues by discussing them with their supervisors until they are fully resolved. It may not be possible to achieve the results an employee wants, but the supervisor needs to attempt to explain in each case why a certain course of action is preferred. If an issue cannot be resolved at this level, the employee is welcome to discuss the issue with the manager of their department. The supervisor should set up a time for both of them to meet with the manager. If the employee's concern cannot be resolved with the manager, the employee may discuss it with the Human Resources Department. The manager shall schedule that meeting for the employee.

Regardless of the situation, employees should be able to openly discuss any work-related problems and concerns without fear of retaliation. Managers and supervisors are expected to listen to employee concerns, encourage their input, and seek resolution to the issues and concerns. Often this will require setting a meeting in the near future. Managers and/or supervisors are to set these meetings as quickly as possible, and employees are expected to understand that issues and concerns may not always be addressed at the moment they arise. Discussing these issues and concerns with management will help to find a mutually acceptable solution for nearly every situation.

If an employee has a concern about discrimination and/or harassment, Rock County has special procedures to report and address those issues. The proper reporting procedures are set forth in the organization's Harassment Policy.

Employees are much more likely to resolve work-related concerns by speaking directly with co-workers or their supervisor rather than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post complaints or criticism of the employer or fellow employees to a social media outlet the employee runs the risk of violating Rock County Ordinance Section 18.608.

### **County DEI Training Policy**

Rock County values **diversity, equity, and inclusion** as core strength components among its workforce and clientele. We acknowledge that systemic oppression exists and results in disparities in outcomes for diverse populations. The County's equity priorities aim to improve our policies to align with our commitment to provide culturally competent and responsive services to our County's diverse needs and characteristics. We are passionate about building and sustaining an inclusive and equitable working environment, and we believe every team member enriches our diversity by exposing us to a broad range of ways to understand the world, identify challenges, and discover, design, and deliver solutions.

### **County Training Commitment**

As part of this commitment, all employees must complete two DEI trainings per year. There are a variety of diverse topics and training formats provided to all employees. The purpose of this training is to promote awareness and understanding of diversity, equity, and inclusion issues and to develop the skills necessary to create a more inclusive and welcoming workplace. The training will cover a range of topics, including but not limited to:

1. Understanding diversity and its importance in the workplace
2. Recognizing and addressing unconscious bias
3. Promoting inclusive language and communication
4. Creating an inclusive workplace culture
5. Understanding and addressing microaggressions
6. Addressing discrimination and harassment
7. Building allyship and solidarity with marginalized communities

All county employees will be required to complete this training within the first year of their employment and on a regular basis thereafter. The training will be provided online or in-person, depending on the employee's preference and availability.

Participation in DEI training is considered part of each employee's job responsibilities, and employees are encouraged to attend during regular work hours. However, employees who cannot attend during regular work hours, and whose attendance at required DEI training events would result in overtime, will be paid overtime for their attendance/participation. We believe that this DEI training policy is an essential step in promoting a positive and respectful workplace for all employees. We encourage all employees to take this training seriously and to actively apply what they have learned in their daily work.

### **County Requirements & Expectations**

As a part of the Rock County's commitment to Diversity, Equity, and Inclusion, the county's DEI training requirements are as follows:

**Training Requirements**

1. Has a significant DEI training or informational component
2. At least 60 minutes in length
3. Aligns with the County's DEI goals

## **Section 2: Administration**

Before any county official signs a legal document, they should ask themselves three questions: First, has the County Board and/or the appropriate standing committee authorized the action? Second, has the County Board and/or the appropriate standing committee given anyone the authority to sign the document? And third, has the document gone through the contract review process?

The first two questions deal with policy issues on which the Board must act. The County Board through adoption of resolutions or ordinances exercises the powers of a county as a legal entity. The resolved clauses in resolutions authorize the entry into those legal agreements and designate individuals to sign on behalf of the county. Thus, a resolution run through the committee structure and the County Board is often a precursor or parallel process to a contract review. In some situations, the authority to take an action and sign an agreement may be granted by a standing committee of the County Board.

The third question deals with an administrative process outlined by the Contract Review Policy and section 2.229 of the Rock County Code of Ordinances. The policy requires that all legal documents that accept or convey property rights, or contractually commit Rock County to accept or deliver goods or services for monetary consideration must be routed through the contract review process.

The process is in place for good reason. It establishes a record of what contracts have been authorized in the name of Rock County. The repository of those records is found in the County Clerk's Office. It offers legal protection to individuals who enter into the contract by documenting the fact that they acted in proper authority and oversight. Legal staff examine the language to make sure it is consistent with the intent of the contract and ensure legal protection of the County's interest are in place.

### **Contract Review Process**

1. Department imports the contract into Laserfiche and fills out the review fields. Detailed instructions can be found on the Intranet.
2. The Contract is initially assigned to Purchasing.
3. Purchasing reviews and assigns the contract to Corporation Counsel.
4. Corporation Counsel reviews, writes legal notes and assigns to Risk Manager .
5. Risk Manager reviews, notes insurance compliance or recommendations and assigns to Finance.



6. Finance reviews, writes fiscal note and moves to Signature Pending folder.
7. Administration obtains the signature of the County Administrator or other appropriate signatory pursuant to Rock County Ordinance, scans signed document into Laserfiche and places in the Signature Pending-Vendor folder.
8. Department monitors the Signature Pending folder and obtains the vendor signature, then imports final contract and assigns to Awaiting Finalization folder.
9. County Clerk finalizes the contract and moves it to the Final folder.

**I. Scope:**

This policy addresses the County's allocation of financial resources to programs provided by outside agencies.

**II. Areas Excluded:**

This policy does not address nor affect:

1. The County receiving contributions/donations which is governed by Wis. Stat. Sec. 59.52 (19) DONATIONS, GIFTS AND GRANTS. The board may accept donations, gifts or grants for any public governmental purpose within the powers of the county.
2. Incidental allocation of, or donation of resources of minimum value and consistent with the County's mission/purpose, subject to County Ordinance 2.217 - Disposal of Unsuitable or Unusable Goods. Example: the Land Conservation Department donates unsold tree stock to local schools with a value of approximately \$400.
3. In-kind services provided by a County staff person to an agency subject to approval by department head and may be for a time-limited basis.
4. Rock County contracts for services with the organization.
5. A Rock County department participates in a conference sponsorship as part of a community collaboration
6. The organization receives county funding as a condition of a grant that requires community collaboration.

**III. Criteria:**

1. The organization making the request is a non-profit.
2. Rock County and the organization serve the same client base, primarily but not exclusively targeted towards low to moderate income.
3. Allocation of resources furthers the County's Mission.
4. The allocation would be provided primarily with tax levy funding.

**IV. Process for Requesting County Resources:**

The County's budget process would be used for agencies requesting county funding.

Requests will be placed in a separate allocation section of the budget and would not be part of a particular department or governing committee section.

The agency would submit the following minimum information at the same time departmental budgets are due to the County Administrator's Office:

- A. Amount requested
- B. Proposed use of county funds
- C. Number of and type of clients served
- D. Description of how county funding will improve service to county clients
- E. Description of how county funding will decrease county costs
- F. If the agency received funding in the prior year, the agency would submit a written report on services provided for the funds allocated.

**V. Process for Determining Resource Allocation:**

- 1. County Administrator reviews all requests and will seek input from department heads and other county staff as appropriate.
- 2. County Administrator will advise County Board Staff Committee of tentative funding recommendations in advance of submission of Recommended Budget.
- 3. County Administrator will include funding recommendations in Recommended Budget for consideration by the County Board of Supervisors.
- 4. Amounts provided in prior years are subject to change and not a guarantee of future funding. Any funding is contingent on availability of funds and competing priorities.

## **Section 3: Health and Safety**

All Rock County Departments will comply with all federal (OSHA) and State requirements to ensure a healthy and safe work environment for all employees.

Should any employee become aware of conditions they believe to be unhealthy or dangerous to the safety of employees, patients or clients such employee shall report the condition immediately to their supervisor. All conditions deemed unsafe or unhealthy shall be remedied as soon as is practicable.

All Rock County Departments shall use the following forms and adhere to the following programs:

- Rock County First Report of Injury  
The form requires the employees to fully describe how any accident or injury occurred. It needs to be filled out within 24 hours of the event and given to the employee's immediate supervisor. It is generally used for worker's compensation purposes. The form is located on the employee intranet under the Safety and Security tab.
- Security and Safety Report  
This form is used for physical attacks, threats, damage or stolen property. It needs to be filled out within 24 hours and given to the supervisor. The form is located on the employee intranet under the Safety and Security tab.
- Supervisors Accident/Injury Incident Report  
This form is used by the employee's supervisor to investigate and document any event that leads to a First Report of Injury. The form is located on the employee intranet under the HR Department page, Managers Section, Safety tab.

The Rock County Health and Safety programs are located on the employee intranet, under the Safety and Security tab. These programs include:

- Asbestos Abatement Program
- Blood Borne Pathogens Program
- Confined Space Program
- Hazard Communications Program
- Hearing Conservation Program
- Lead Paint Program
- Lock Out/Tag Out Program
- Personal Protection Equipment Program
- Respiratory Protection Program

### **Automated External Defibrillator (AED)**

An automated external defibrillator (AED) is used to treat people who experience sudden cardiac arrest (SCA). It is only to be applied to people who are unresponsive and showing no signs of breathing (i.e. normal rising of the chest, coughing and movement). The AED will analyze the heart rhythm and advise the operator if a shock should be given and if CPR should be continued or if a heart beat is detected. If a shock is needed, the AED will tell the person working the machine and advise the operator to deliver a shock.

#### **Responsibilities**

The Chair of the Safety Committee (or designee) shall be responsible for:

- Coordination of training for designated and volunteer emergency responders,
- Notification to appropriate Local Emergency Medical Response Agencies of AED acquisition and installation – Appendix A will be distributed to the appropriate agencies,
- Revision of this policy as required and,
- Monitoring the effectiveness of this system.

for the Facilities Management Department shall be responsible for:

- Checking each AED in the building to which they are assigned for coordination of equipment and accessory maintenance (replacement AED batters/AED pads/AED items and First Aid Kit supplies).
- Complying with all equipment and accessory maintenance as suggested by the manufacturer.
- Notifying the Facilities Management Director and/or Chair of the Safety Committee about changes/updates/replacements etc. needed for AED's and accessories, and First Aid Kit Supplies.
- Post Use Maintenance

## Equipment Maintenance

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness.

- Monthly Check - Once each calendar month, the Facilities Maintenance contact will conduct and document a system check. This check shall include the following elements:
  - a) AED emergency supplies (each AED will have one set of adult-defibrillation electrodes, two pair of latex-free gloves, one set of trauma shears and one facemask barrier device), and
  - b) AED battery life.
- Post Use – Following the use of emergency response equipment, all equipment will be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to procedures outlined in the County’s Blood Borne Pathogen Policy. All supplies will be replenished as necessary.

## **Emergency First Aid Kit**

Every County building should have at least one Emergency First Aid Kit that is OSHA compliant. The first aid kit should be appropriate for the employees working in the building where it is located. (i.e. The Department of Public Works should have burn cream and Quick Clot in their kit). Employees should be aware of where the kit is located.

Equipment Maintenance: All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness.

- Anytime anyone uses something from the first aid kit, they need to document what was used, the date, and for whom. (A form for this purpose will be inside each kit.)
- Monthly Check - Once each calendar month, the appropriate contact will conduct and document a first aid kit check. All supplies should be replenished as necessary.

## **Responder Protocol**

Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to emergency response only to the extent that they are comfortable. The emergency medical response of these individuals may include CPR, AED or medical first aid. If conscious and oriented, the victim has the right and responsibility the right to determine their health care needs, and the response to those needs. In circumstances involving a victim who is unresponsive or not breathing, calling 911 is the

appropriate response. Rock County employees who offer emergency assistance are always covered by “Good Samaritan Laws.”

The county has also designated employees at the following locations to respond to medical emergencies, when able:

- Rock County Courthouse
- HCC
- Youth Services Center
- Department of Public Works
- Public Health Department
- Rock Haven Nursing Home
- Sheriff’s Office

A list of designated responders is located next to each AED and First Aid Kits.

### Training

Designated Emergency Responders will need to complete an-approved AED course including CPR training every two years. Training can be obtained from the American Red Cross or American Heart Association and paid for by the County. Updated training will be provided every two years. Designated emergency responders will also be trained in universal precautions against blood borne pathogens and offered the Hepatitis B vaccination free of charge. Each Department maintains training records for designated emergency responders.

### Procedures – Medical Emergencies

If a serious injury or illness occurs on county property and the victim is conscious and, able to answer questions, the victim has the right and responsibility to determine their own health care needs, and the response to those needs.

- Asking the victim if they would like you to call 911 is an appropriate response. If the employee is certified in Basic Life Saving Skills, CPR and AED use, they should identify to the person that they are trained and can offer care.

If a serious injury or illness occurs on county property and the victim is non-responsive and breathing,

- (911) and stay with the person until help arrives and send someone for the AED and First Aid Kit.



- If the non-responsive person stops breathing before responders arrive and you are trained in CPR and AED use, begin CPR and use the AED as soon as it arrives. Do not delay CPR if you are trained to wait for an AED.
- If you do not know CPR, give your name, describe the nature and severity of the medical problem and location of the victim. Do not hang up until released by the 911 operator. Have someone wait outside for the emergency medical responders so that they can be taken directly to the victim. Once 911 has been called, contact one of the designated AED responders previously mentioned in this policy based on the location of the victim. Keep an unresponsive breathing person still and comfortable until advanced medical help arrives. Do not move the person.

#### Post Event Documentation

It is important to document each use of an AED. The Rock County Safety and Security Report form shall be completed by the emergency responder and sent to the Rock County Risk Manager in the Corporation Counsel Office. Forms are available on the Rock County intranet under the Safety and Security tab.

#### Post Event Review

Following each use on the AED, a review shall be conducted to learn from the experience. The Chair of the Rock County Safety Committee (or designee) shall conduct and document the post event review. All key participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing as appropriate.

## Appendix A – AED/First Aid Kit Site Information For Rock County

Company Name: Rock County

Address: 51 South Main Street, Janesville, Wisconsin 53545

Type of Business: County Government

AED Questions: Please contact Risk Manager in the Corporation Counsel Department.

Telephone #: (608) 757-5530:

Email: [corporationcounsel@co.rock.wi.us](mailto:corporationcounsel@co.rock.wi.us)

Number of AED's: 15 plus the Sheriff's Department's squad cars

### Location & Description of AED's:

- **Rock County Courthouse**

Location: Courthouse, Sheriff's Office Secure facility (first floor, court side of building)

Manufacturer: Lifepak 1000, Physio-Control

Location\*: Courthouse, 5<sup>th</sup> floor, copy room (across from Meeting rooms N1 and N2)

Manufacturer: Zoll

- **Department of Human Services (DHS)** There are 4 AEDs located at DHS, one at the South entrance and one at the West entrance, one in Integrated Services and one in the Fitness Center

Manufacturer: Zoll

- **Youth Services Center**

Location: Secure Hallway, Adjacent to gym (First Aid Kits are in both Shelter Care and Secure Care)

Manufacturer: Zoll

- **Department of Public Works**

Location: Hallway on the south wall to the main entrance of the lunchroom, between the lunchroom door and the men's locker room.

Manufacturer: Zoll

- **Department of Public Health**

Manufacturer: Cardiac Science

- **Rock Haven Nursing Home**

Location: Limestone East

Manufacturer: Zoll

Location: Sandstone East

Manufacturer: Zoll

- **Sheriff's Office**

Location: Medical Unit

Manufacturer: Medtronic Lifepak 500, Physio-Control

Location: Central Control

Manufacturer: Medtronic Lifepak 500, Physio-Control

Location: Booking

Manufacturer: Medtronic Lifepak 1000, Physio-Control

Location: Booking

Manufacturer: Medtronic Lifepak 1000, Physio-Control

This is also a unit in every Sheriff's squad car:

20 – Manufactured: Lifepak 500, Physio-Control

6 – Manufactured: Lifepak 1000, Physio-Control

It is the goal of the Sheriff's Office to purchase a Lifepak 1000, Physio-Control each year to replace the obsolete Lifepak 500 series.

#### Local Fire / EMS / Police Departments

This information will be shared with Local Fire / EMS / Police Departments through the Rock County 911 Communications Center.

### Breastfeeding Employees

Section 4207 of the *Patient Protection and Affordable Care Act* (also known as Health Care Reform), amended the Fair Labor Standards Act (FLSA), or federal wage and hour law. The amendment requires employers to provide reasonable break time and a private, non-bathroom place for nursing mothers to express breast milk during the workday, for one year after the child's birth. The new requirements became effective when the Affordable Care Act was signed into law on March 23, 2010.

#### Definitions

**Breast Milk/Human Milk:** Milk from the breast. Contains a balance of nutrients that closely matches infant requirements for brain development, growth, and a health immune system.

**Breastfeeding/Chestfeeding:** the process by which a human breast milk is fed to a child through the breast or chest.

**Expressing Milk-** removing milk from your breast other than when your baby is feeding. There are two ways to express milk:

- Use your hands to remove your breast milk. This is called hand expression.
- Use a manual or electric machine called a pump. With these, the pump helps to remove your milk.

#### County Responsibilities:

Breastfeeding/chestfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:

- Milk Expression Breaks

Breastfeeding/chestfeeding employees are allowed to breastfeed or express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use personal leave or may make up the time as negotiated with their supervisors.

- A Place to Express Milk

A private room (not a toilet stall or restroom) shall be available for employees to breastfeed or express milk. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor. Expressed milk can be stored in general department refrigerators or in the employee's personal cooler. (A list of rooms at each work site can be found on the Employee Intranet Page-Rock and Wellness-Pregnancy and Milk Expression: <http://earth2/wellness-resources-category/95-breastfeeding>)

- Education

Prenatal and postpartum breastfeeding/chestfeeding informational materials and support are available through the Rock County Public Health Department for all families.

- Staff Support

Supervisors are responsible for alerting pregnant and breastfeeding/chestfeeding employees about the County's worksite lactation support program. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding/chestfeeding employees.

Employee Responsibilities:

- Communication with Supervisors

Employees who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the County.

- Maintenance of Milk Expression Areas

Breastfeeding/chestfeeding employees are responsible for keeping both the designated milk expression areas, as well as, other areas where expressing milk will occur clean and sanitized.

- Milk Storage

Employees should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee's milk. Each employee is responsible for proper storage of their milk using department refrigerators or personal storage coolers. Expressed milk must be taken home at the end of the employee's shift.

- Use of Break/Meal Times to Express Milk

- Breastfeeding/chestfeeding employees are allowed to breastfeed or express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use personal leave or may make up the time as negotiated with their supervisors.

The following shall be the County's policy on the use of portable electric space heaters:

**General:** Every effort should be made to maintain an employee's work area to a "comfortable" temperature without resorting to the need for a personal space heater. This is not easy given that "comfortable" for one person may not be comfortable for another. Employees often have to share space and share control of the temperature. Some county buildings/windows/offices are not as air tight as others, making it difficult to maintain a temperature that all employees feel is comfortable.

Electric space heaters should only be used when there is a need for an additional degree of comfort over and above what a facility's heating system can deliver. With the use of portable electric space heaters comes the increased risk of fire, damage to other equipment and potential injury. Therefore, it is necessary to establish and maintain strict guidelines for the use of such heaters and for an assurance by each employee using such a heater that they will maintain the heater in accordance with this policy.

**Approval for use.** Approval for an employee to bring a portable electric space heater into an office building where the employee works will only be granted after General Services has attempted to raise the temperature in the work area, and such attempts have not resolved the temperature issue.

[For Rock County employees in buildings not owned and/or maintained by the County's General Services Department, the same provisions shall apply but the entity doing the inspections will be the maintenance staff for that building, a building manager or a Department Head/or their designee.]

To be acceptable for use the space heater must meet the following criteria:

- Non-electric heaters, such as fuel powered propane or kerosene space heaters, including propane fired open flame heaters like "Mr. Heater Buddy", will not be permitted in any building for employee use under this policy.
- The space heater must have a thermostat for heat regulation. The thermostat will sense when an area has reached a certain temperature and will shut off until called to heat. Heaters without thermostats that only have an on/off, high/low switch will not be permitted.
- Space heaters must be fan driven.

- Heaters with metal coils are not permitted.
- Space heaters must have a tip-over shutdown feature.
- Space heaters must only be located on the floor, nothing should ever be placed on top of the space heater.
- At least three (3) feet of clearance must be maintained around the heater at all times. (This includes keeping waste baskets, plastic containers, storage boxes, etc. away from the space heater.) The heater must be kept out of traffic paths.
- Heaters must be unplugged (not just turned off) at the end of the work day.
- Heaters must be inspected by their owner prior to their use each year and any time a new device is introduced into the workplace.
- Space heaters are classified as a personal item. The County will not provide space heaters and will not be responsible for damage to, or the theft of a personal space heater.

In order to reach the nearest electrical outlet a space heater may be plugged into a power strip under the following conditions: The power strip must be approved by the Underwriters Laboratory (UL) or Factory Mutual (FM), the Canadian equivalent to UL. The power strip must be in excellent working order, with no frayed cords or exposed wires. The model for the power strip must be capable of accommodating the space heater along with any other equipment that might be plugged into it. If the model is overloaded and shorts out it cannot continue to be used.

Certain buildings or areas of buildings may not allow the use of any personal portable electric space heaters (e.g. the 911 Communication Center Building dispatch room).

In buildings and areas where personal portable electric space heaters are permitted, they will only be allowed in office areas for temporary use and only after the following conditions are met:

- (A) Rock County employees in Rock County buildings requesting the use of a portable electric space heater shall inspect their heater and fill out the “**Employee Safety Inspection Check List**” form. Forms can be obtained through the General Services Department or on the employee intranet under the Safety tab.

Employees who want to utilize a portable electric space heater shall physically inspect it and its work location on a daily basis for compliance with the *Rock County Policy and Procedures Regarding the Use of Electric Space Heaters*. Any electric space heater not in compliance with Rock County policy and procedures will not be allowed. To assist employees with determining compliance, the following safety checklist is provided.



All checklist questions must have a "Yes" answer for compliance with the *Policy and Procedures Regarding the Use of Electric Space Heaters*. A "No" answer to any of the following questions means the electric space heater cannot be used.

- (B) The employee shall sign the "**Employee Acknowledgement Form**" stating that the employee has read and understands the policy regarding the proper use of said heaters. Forms can be obtained through the General Services Department or on the employee intranet under the Safety tab.
- (C) Employees who have inspected their portable electric space heaters and determined that it is in compliance; and who have signed the acknowledgement form, should turn these forms into their supervisor, Department Head or their designee.
- (D) The Department Head or their designee will then have the space heater inspected by the General Services Department (or the building maintenance staff if it is not a County owned building).
- (E) General Services (or the building maintenance staff) shall inspect the electric space heater, any power strip it is plugged into and its location to determine compliance. They shall use the "**Employer Safety Inspection Report**" form.

The Department Head or their designee will be notified of the determination by General Services.

- Those that are approved shall be issued a permit and tagged "Approved for Use" by General Services. All appropriate information on the permit shall be completed by the General Services Department.
  - The Department Head or their designee of an employee with a non-conforming electric space heater will notify the employee's supervisor.
  - Employees will be notified by their supervisor and the non-conforming equipment/situation shall either be corrected or the employee will be directed to take the space heater off the premises.
- (F) The Rock County General Services Department shall maintain the Inspection Reports for County Buildings and a list of all approved portable electric space heaters. Department Heads for all buildings which County employees have offices shall also maintain a file.

- (G) The Rock County General Services Department will be responsible for monitoring purposes which will be done by maintenance and custodial staff.

**EMPLOYEE SAFETY INSPECTION CHECK LIST**  
**to be completed by the Employee**

| <b>SAFETY INSPECTION CHECKLIST to be completed by the Employee</b>   | <b>YES</b> | <b>NO</b> |
|--|------------|-----------|
| Does the heater bear a listing label from Underwriters Laboratory (UL) or Factory Mutual (FM), the Canadian equivalent to UL, which indicates that the model has been evaluated and found to operate in a safe manner when the manufacturer's instructions are followed? |            |           |
| Has the heater and its cord been inspected to ensure that it is operating in a safe manner and showing no signs of wear or damage?   |            |           |
| Does the heater have all its parts (guards, knobs, feet, etc.)?  |            |           |
| Does the heater contain a built-in circuit to shut off the appliance if accidentally tipped over?  |            |           |
| Does the heater have a low center of gravity to minimize the potential for tipping over?   |            |           |
| Is the electric space heater plugged directly into an electrical outlet or an appropriate UL or FM approved power strip?   |            |           |
| Has the heater been placed in a well-ventilated space for heat to escape and for air to circulate around it?   |            |           |
| Has the heater been placed at least three (3) feet away from all combustible materials (e.g. furniture, paper, curtains, clothing, plastic containers, waste baskets, etc.),   |            |           |
| Has the heater been placed at least three (3) feet away from other equipment so that it does not cause a meltdown of the case or internal components of the other equipment (e.g. computers, monitors, etc.)   |            |           |
| Has the heater been properly located so there is a means of egress around it and no one will trip over it? (e.g. no cords crossing a doorway, paths of travel, corridors, etc., or in any high traffic area)   |            |           |
| Is the heater turned off and left unplugged at the end of the working day?   |            |           |

All questions must be answered **“YES”** in order to use the space heater.

**ELECTRIC SPACE HEATER POLICY**  
**EMPLOYEE ACKNOWLEDGEMENT FORM**

**(Page 2)**

I have read, reviewed, and fully understand the *Rock County Policy and Procedures Regarding the Use of Electric Space Heaters* and the attached Electric Space Heater Safety Checklist. I agree to comply with said policy and procedures. Should my space heater not meet any of the requirements of this policy in the future, I agree to immediately remove it.

Location of heater: \_\_\_\_\_

Building: \_\_\_\_\_

Room Number: \_\_\_\_\_

Department: \_\_\_\_\_

Date Heater Placed in Service: \_\_\_\_\_

Type of Heater: \_\_\_\_\_

Employee Name (please print):

\_\_\_\_\_

Signature:

\_\_\_\_\_

Supervisor's Name and phone number:

\_\_\_\_\_

Keep a copy of this form for yourself

Give a copy to your supervisor

Give the Original to your Department Head or their designee

**ELECTRIC SPACE HEATER POLICY**  
**EMPLOYER SAFETY INSPECTION REPORT**

All checklist questions must have a "YES" answer for the use of the electric space heater to be approved.

A "NO" answer to any of the following questions shall prevent the employer from allowing the employee to put the electric space heater into service.

| <b>EMPLOYER SAFETY INSPECTION REPORT</b>  | <b>YES</b> | <b>NO</b> |
|---|------------|-----------|
| Will the electrical circuit for the room where the space heater is located safely accommodate the use of a portable electrical space heater and/or power strip?   |            |           |
| Does the space heater bear a listing label from UL (Underwriters Laboratory) or Factory Mutual (FM), the Canadian equivalent to UL, for its intended use?   |            |           |
| Has the space heater and its cord been inspected and checked for signs of wear and/or damage?   |            |           |
| Does the heater have all its parts (guards, knobs, feet, etc.)?   |            |           |
| Does the space heater have a low center of gravity to minimize its potential for tipping over?  |            |           |
| Does the space heater contain a built-in circuit to shut off the appliance if accidentally tipped over?   |            |           |
| Is the space heater located far enough away from paper and other combustibles (3 feet) to insure that there is no chance of starting a fire?  |            |           |
| Has the heater been placed at least three (3) feet away from other equipment so that it does not cause a meltdown of the case or internal components of the other equipment (e.g. computers, monitors, etc.)  |            |           |
| Has the employee requesting the use of the space heater in their work area signed the <i>Electric Space Heater Employee Acknowledgement Form</i> stating they have read, reviewed and fully understand the County's policy and procedures in regard to electric space heaters, and agree to comply with them? |            |           |
| Has the space heater been inspected, approved and has a tag/label been attached to the unit with room number and building in which the unit will be used?   |            |           |

**ELECTRIC SPACE HEATER POLICY**  
**EMPLOYER SAFETY INSPECTION REPORT**  
**(Page 2)**

Date Inspected by General Services or other appropriate entity: \_\_\_\_\_

Name of person who did the inspection: \_\_\_\_\_

Approved (  )      Denied (  )

If denied a permit, state the reason why and what (if anything) the employee can do to correct the situation:

General Services will keep the Original Employer Inspection Report  
Copy to Employee

The following Safety and Security Programs can be accessed on the County's Intranet site under Safety and Security.

Asbestos Abatement

Bloodborne Pathogens

Confined Space Entry

Hazard Communications

Hearing Conservation

Lead Paint

LockOut/TagOut

Protective Equipment

Respiratory Protection

Link: <http://earth2/safety-security>

The following shall be the County's policy on the use of personal furniture in the work place:

**General:** Rock County makes every effort to provide employees with the furniture they need to complete their job. At times, employees may want to bring in their own personal furniture for comfort. The use of personal furniture in the workplace creates concerns about liability for damage to property, liability for injury when moving and using furniture, sanitation or cleaning concerns, safety issues, and the maintenance of a professional appearance. This policy outlines rules for personal furniture allowed in offices and work sites in county buildings.

**Permissible Furniture:**

Employees may use personal furniture items including, but not limited to, desk chairs, sit/stand desk, bookcases, tables, and small file storage to supplement County furniture. Employees who utilize personal furniture will be required to sign a waiver of liability.

**Prohibited Furniture:** Personal Core Balls, Fitness Balls, Exercise Balls, or chairs for these balls are not permitted.

Employees will be allowed to bring in their own personal furniture if the following conditions are met:

- (A) The employee shall sign the "**Release of Waiver and Liability**" stating that the employee has read and understands the policy regarding the use of Personal Furniture. Forms can be obtained through the employee intranet under the Safety tab. <http://earth2/safety-committee>
- (B) The Employee will then have the furniture inspected by the Facilities Management Department. Employees will utilize the on line Work Order System to request an inspection.
- (C) Once the furniture is inspected, the Facilities Management Staff will sign the "**Release of Waiver and Liability**" form
- (D) The employee will return the completed "**Release of Waiver and Liability**" form to the Purchasing Department.



**Assembly or Repair of Furniture:** The assembly or repair of an employee's personal furniture is the responsibility of the employee. Facility Management Staff will not assemble or repair any employee owned furniture.

**Removal of Furniture:** If Department Heads, Supervisors, Managers or Facilities staff observes inappropriate furniture or an unsafe or unsanitary condition in any office or any area of County buildings, they should direct the removal of the personal furniture by the owner. When an employee leaves employment with the County or transfers employment within the County, resulting in vacating of a workplace in any office or area of a County building, the employee shall be responsible for removing any personal property or furniture from the work area. If the employee fails to remove such personal furniture or belongings, the furniture or belongings will be disposed of as abandoned property by the County pursuant to County Ordinance.

Failure to comply with this policy may result in disciplinary action against the offending employee, up to and including termination of employment.

## **Section 4: IT Policies**

## **Cybersecurity Phishing Campaign Policy**

### **1.0 Overview**

Not long ago, phishing was primarily aimed at the consumer market, and malware was considered the biggest threat to businesses. Today, phishing is the top social attack on consumers, businesses, and government and is responsible for more than 75 percent of security breaches. Because no cybersecurity solution can block 100 percent of attacks, employees need phishing awareness training to understand what to look for to protect themselves from phishing attacks.

### **2.0 Purpose**

The purpose of this policy is to establish standards for the cybersecurity phishing campaigns and training for the education of all Rock County employees. Effective implementation of this policy will help decrease the chances an employee will be duped by bad actors.

### **3.0 Scope**

All persons with a Rock County email account must adhere to this policy. The only exception will be members of the County Board who will have separate training opportunities. The education and training described within will be implemented and continuously applied throughout the year to keep all employees up-to-date on the most recent methods and tools used by bad actors.

### **4.0 Policy**

Each month, a new cybersecurity phishing campaign will be sent out to all persons with a Rock County email account apart from the County Board as described above.

### **5.0 General Requirements**

The following requirements must be met:

- 3-5 phishing email templates will be sent out randomly to all employees with county email addresses.
- Access to a computer must be made available to all employees with county email addresses regardless of whether or not they use one in their everyday work life.

- Phishing templates may not be duplicated from one month to the next.

## **6.0 Monitoring**

All phishing campaign activity will be monitored:

- The I.T. department will utilize software that will record all phishing campaign activity including all employees who avoided the email and passed the phishing test as well as all employees who failed the phishing test.
- Statistics will be maintained by the I.T. department and phishing software.
- Statistics will be calculated to determine which department had the most failed phishing attempts and which department had the most successful phishing attempts.
- A testing period of one year will be used for Compliance Monitoring.

## **7.0 Policy Compliance**

### **7.1 Compliance Measurement**

- The IT department will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback from department administration. A time period of one calendar year will be used to measure compliance.

### **7.2 Non-Compliance**

- An employee's first failed phishing attempt will require a 5-minute remedial training exercise to be completed by the employee before that phishing module can be marked as fulfilled.
- An employee's second failed attempt will require a second training exercise. Additionally, an email will be sent to the employee and his/her supervisor to set up a time for a training session with the I.T. Information Security Program Manager to discuss the employee's options for improvement with their supervisor.
- A third failure will require a third training exercise which will be administered by the I.T. Information Security Program Manager in a one-on-one session with the employee. Additionally, an email will be sent to the employee, the employee's supervisor, the department head and the I.T. Director. The I.T. department will set up a time for all parties to meet to discuss the next steps in the employee's mandatory system security training.
- A fourth failure will result in the employee's loss of network access, a one-day suspension, and documentation will be required to support the action based on the seven Standards of Just Cause as defined in the Rock County Personnel Ordinance. For the employee to regain network access, the employee will need to complete several required training courses and the employee's supervisor, department head and the I.T. Department will need to authorize the employee's rights to be restored.

- A fifth failure will result in the employee's loss of network access, a three-day suspension, and additional Just Cause documentation will be required. For the employee to regain network access, the employee will need to complete several required training courses and the employee's supervisor, department head, the I.T. Director and the H.R. Director will need to authorize the employee's rights to be restored.

## **Cybersecurity Training Policy**

### **1. Overview**

Our growing dependence on cyberspace is evident all around us. From smart phones and online banking to electronic health records, social networking, and automated manufacturing, we increasingly relies on cyberspace. While there is no doubt that technology has changed the way we live, work, and play, there are very real threats associated with the increased use of technology and our growing dependence on cyberspace. The need for a safe and secure digital environment has never been more important.

### **2. Purpose**

The purpose of this policy is to establish standards for the cybersecurity training and education of all Rock County employees. Effective implementation of this policy will increase each employee's understanding of the digital world around them as well as how to identify and mitigate potential threats to the Rock County network.

### **3. Scope**

All persons with a Rock County email account must adhere to this policy. The only exception will be members of the County Board who will have separate training opportunities. The education and training described within will be implemented and continuously applied throughout the year to keep all employees up-to-date on the most recent methods and tools used by bad actors.

### **4. Policy**

#### **4.1 General Requirements**

4.1.1 Each quarter, a new cybersecurity education module will be released to all Rock County persons with county email addresses. The following requirements must be met:

- A communication must be sent from the I.T. department to all department heads and supervisors alerting them to the release of an education module.
- The link to the education module must be made available to each employee with a county supplied email address.
- Access to a computer must be made available to all employees with county email addresses regardless of whether or not they use one in their everyday work life.

- No education module may exceed 10 minutes in length.
- When training is complete, the I.T. department will be informed automatically by the training software.
- Training must be completed within 30 days to conform to training requirements.

## **4.2 Monitoring**

4.2.1 All training activity will be monitored:

- Any training started and finished by an employee will be logged with a date and time stamp.
- Any training finished by an employee will be measured to see if it occurred within the 30 day requirement.

## **4.3. Policy Compliance**

### **4.3.1 Compliance Measurement**

- The IT department will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback from department administration.

### **4.3.2 Non-Compliance**

- The expectation is for each employee to complete the training within 30 days.
- Any employee who has not started the training within 10 business days after release will receive an email requesting the training be started as soon as possible. The employee's supervisor and the department head will be copied on the email and the supervisor will be expected to communicate the importance of training to that employee.
- If training has not been completed after 30 days, the employee's network access will be disabled, the employee may receive a one-day suspension and documentation will be required to support the action based on the 7 Standards of Just Cause as defined in the Rock County Personnel Ordinance. Additionally, an email will go out to the employee, the employee's supervisor and the department head advising them of these actions.
- If the employee would like to re-engage and have network access restored, they must have their supervisor or department head contact the I.T. department asking for the action to take place. The employee will have one day to complete the training. If the training is not completed successfully, network access will again be revoked, the employee will receive a three-day suspension, and additional Just Cause documentation will be required. For the employee to regain network access, the employee will need to complete several required training courses and the employee's supervisor, department head, the I.T. Director and the H.R. Director will need to authorize the employee's rights to be restored.

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## POLICY STATEMENT

Electronic mail (e-mail) is defined as written or typed messages, such as memos or letters, sent and delivered by communications link from person to person. E-mail often consists of the primary text of the message and any attachments, such as word processing files, spreadsheet files, documents, and graphics. Employees should use the e-mail system for business use. The e-mail system should not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations. E-mail and other information systems are not to be used in a way that may be disruptive, offensive to others, or harmful to morale. E-mail and other information systems must not be used for display or transmission of sexually explicit images, messages, or cartoons or any communication that contains ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs. All messages sent over the e-mail system are organization records. Rock County reserves the right to access and disclose all messages sent over its e-mail system.

Individual users should not attempt to gain access to another individual's personal mail files without permission.

### PROCEDURES AND RESPONSIBILITIES:

This policy provides guidelines for procedures and responsibilities for all Rock County staff.

#### **Departmental Management**

- Ensure that employees are properly trained in the use of e-mail.
- Monitor the use of e-mail, respond to complaints regarding its misuse, and take appropriate disciplinary action against individuals in violation of this policy.

#### **Information Technology Staff**

- Ensure that the e-mail system is properly maintained and updated.
- Ensure that each user's mailbox is properly set up, with security adequate to ensure confidentiality.
- Refrain from accessing or attempting to access another individual's e-mail messages without the permission of the Director of IT or County Administration.
- Ensure that user mailboxes for terminated or separated employees are removed in a timely manner.
- Ensure that a current backup copy of the e-mail system is maintained in an off-site storage location.



## **All Users**

- Treat e-mail with the same privacy and confidentiality as regular County mail.
- Use e-mail for conducting County business.
- Use proper and professional language, which another individual would not find obscene, harassing, or profane.
- Target messages only to appropriate individuals.
- Exercise caution regarding the content of e-mail, as messages may be forwarded to persons other than the intended recipient.
- Delete or purge older or sensitive e-mail messages in a timely manner.
- Refrain from sending e-mails containing PHI or other confidential information unless it is encrypted.

### **GENERAL INFORMATION:**

Rock County recognizes and encourages the use of computers and the e-mail system in its daily business and communications. The organization currently uses an e-mail system on the countywide network. Rock County's e-mail system is a valuable tool that can assist in eliminating telephone tag and reduce the production and circulation of hard-copy memorandums and other correspondence. Each individual has responsibility as outlined in this policy relating to the professional use of the electronic mail system.

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## **POLICY STATEMENT**

A variety of information may be considered sensitive to Rock County if obtained by the wrong parties. This policy provides guidelines for determining the sensitivity level of the organization's information assets and for creating procedures to protect them.

All County personnel will adopt measures to protect the organization's information assets. Information assets include, but are not limited to, the following:

- Workstations, Laptops, Tablets, and iPads
- Printers and Scanners
- Telephones/Cellphones
- Physical sites housing information assets
- Persons with systems and technology knowledge and skills who are responsible for operating an information asset
- Operating software and related documentation
- Application software and related documentation
- Information produced, delivered, or maintained by another information asset
- Licenses, contracts, and other records relating to information assets

The County views unauthorized copying, modification, or theft of information assets as a serious offense and will pursue all legal means to prosecute persons violating this policy.

## **PROCEDURES AND RESPONSIBILITIES**

This policy specifies procedures and responsibilities for management, all users, and information technology (IT) personnel.

### **Management**

- Protect all information assets by establishing procedures to ensure the safeguarding of each information asset.
- Establish information asset usage privileges and access in accordance with the I.T. security administrative policies and procedures.
- Work with I.T. in the replacement of old technology or acquisition of new technology.
- Allow only authorized personnel access to sensitive information assets.

## **All Users**

- Obtain authorization from organization management to use an information asset. The authorization must be noted when creating an Ivanti Service Request for the asset.
- Identify County Assets assigned to you when requested by the Information Technology Department. This will normally be done when you receive new or replacement equipment or during a yearly asset inventory.
- Protect the accuracy, integrity, and confidentiality of information that has been produced, delivered, or maintained by another information asset.
- Report misuse, damage, or theft of an information asset immediately to the next highest level of management or directly to the I.T. Security Officer.
- All equipment must be moved by I.T. Staff unless prior I.T. authorization has been given.
- At no time should unauthorized equipment be attached to a county computer. If you are unsure what is or is not authorized, please contact the I.T. department using the Ivanti request system.
- All County equipment which is taken home (nights/weekends, for usage by remote or hybrid remote/onsite employees, etc.) will only be utilized by the County employee assigned to the equipment and will be stored / set-up in a safe location both from a security and environmental aspect (e.g., away from other family members, guests, pets, water, dusty areas, open windows, outdoor elements, etc.). When not in use by employee, equipment is to be secured by locking the Windows session (computer), locking the mobile device (phone or otherwise) and/or logging off or powering down equipment where applicable.
- Any abuse of County equipment will not be tolerated.

## **Information Technology Staff**

- Ensure all users provide the required information on the Employee Asset Inventory Sheet when given a new or replacement piece of equipment or other information asset such as software. The Inventory Sheet can be found in Ivanti in the Service Catalog.
- Make sure that any information asset changed state is recorded in the Ivanti Inventory Management System. Be sure to include all relevant data as outlined in the screen forms.
- Assist in the orderly and systematic replacement of older technology with newer technology as defined in the yearly Rock County I.T. Budget or outside of budget if approved by both the requesting department and I.T.
- Preserve the integrity of the control environment in user departments as equipment is replaced.

## GENERAL INFORMATION

Personnel information is typically viewed as sensitive by many organizations, but the County may consider a wide variety of other information sensitive if the wrong parties obtain the information. For example, law enforcement and court-related documents would be extremely sensitive and should be carefully controlled. Also, technology planning and annual business planning information may be viewed as highly sensitive to the County.

### Evaluating the Sensitivity Level

To assist in evaluating the sensitivity of information, consider the following criteria:

- *Availability of information.* Information that is generally available to the public does not need the same security as information that can be derived only after considerable effort and research.
- *Cost of information.* Information that is costly to obtain implies that few organizations will incur the costs to obtain similar information.
- *Timeliness of information.* Information that is dated or stale has less value than current, timely information.
- *Purpose of information.* Information that is created or developed to assist management in planning future activities and strategies is more valuable than information produced to assist daily operations.

### Classifications

Examples of sensitivity classifications include:

- *Public or unclassified.* This information may be minimally protected in its various forms.
- *For internal use only.* This information could have minimal controls internally, but strict controls to prevent its disclosure outside the organization.
- *Sensitive.* This classification implies that the information is confidential and should be tightly controlled within the organization.

### Procedure Components

Standard procedures for protecting various forms of sensitive information should be developed and implemented. The following components should be identified:

- The “creator” and/or “owner” of the information and the individual or group responsible for ensuring its security
- The custodians (those who have “authorized possession” of the asset (e.g., the data processing function or a service center)) and the users of the information (those who have access to the asset)
- The method of securing the information, including specific procedures that relate to the class of information being protected
- Retention guidelines for the information
- Methods of safely storing the information

- Methods of disposal or disposition of the information

**POLICY COMPLIANCE:**

Compliance checks will be done on a monthly basis to ensure inventory records are up-to-date and software licensing is within contract limits. Reports will be run by the appropriate personnel in the I.T. department and random data will be chosen for verification as necessary. Any data discovered that does not match inventory records will require inventory be updated to match reality and then new reports will be run to verify accuracy. All reports will be sent to the requestor(s) and the Security Management Office as appropriate.

## **POLICY STATEMENT**

It is the policy of Rock County that property and facilities of the County are to be used exclusively for the purposes of fulfilling the county's mission of public service. Rock County Internet access is a purchased service to provide employees with communication links to better perform their public service mission. Employees may not use Rock County's Internet access in any manner that violates existing County Policies and Procedures or State and Federal law. Violations of these policies will be handled through existing disciplinary procedures as identified in the Human Resources 7 Standards of Just Cause as defined in the Rock County Personnel Ordinance.

## **PROCEDURES AND RESPONSIBILITIES**

This policy provides guidelines for procedures and responsibilities for all Rock County staff.

### **Departmental Management**

- Ensure that employees are properly trained in the use of the Internet.
- Oversee the use of the Internet; respond to complaints regarding its misuse, and take appropriate disciplinary action against individuals in violation of this policy.
- Assure that access to the Internet is accomplished only through the Internet service provider contracted by the County. Departments are prohibited from negotiating separate agreements for Internet services.
- Limit Internet access to those employees who have a documented need.
- Request employee Internet access using the IT Network Access Request form. These forms are available from the IT department. The request form must document the need for access under "Justification" and be signed by the department head.

### **Information Technology Staff**

- Provide filtering capabilities to block inappropriate Internet sites. Users are encouraged to use proper judgment if they encounter an unblocked and inappropriate site.
- Configure Internet access for authorized employees and verify that virus detection software is in place. Virus detection software must be used on all files acquired on the Internet. The virus detection software may not be removed or disabled for any reason.
- Provide security safeguards to assist in preventing rogue equipment from accessing the County network as well as a firewall to additionally safeguard the County's network.
- Keep a log of Internet usage activities. The log includes, but is not limited to, the following: Web sites accessed and Internet usage time. Department heads and Human Resources may request information pertaining to individual usage activities. Information

regarding the questionable use of the Internet by employees may be referred to department heads or Human Resources for appropriate action.

### **All Users**

- Understand that all Internet-related activities, including external e-mail, file transfer, and Web usage, are monitored. Auditing mechanisms are in place to report each individual's Internet use and identify excessive or abusive conditions.
- Do not use Rock County's E-Mail, Web browsers, or Internet software for personal gain.
- Use Internet E-Mail in a manner consistent with the rules, policies and provisions contained in the "Electronic Mail" portion of the policy, which governs the use of the County's internal E-Mail system.
- Do not use the County Internet connection as a medium of expression that is unrelated to the programs or operations of the County.
- Do not use the Internet for recreational reading or for personal entertainment. These restrictions apply during and outside normal working hours.
- Use the County's computer equipment, software and network access in a manner consistent with policies and procedures found in the County Personnel Policy.
- Do not use the Internet in any manner that violates state or federal law.
- Do not interfere with the ability of other employees to make effective use of the County's computing and network resources.
- Do not exchange usernames and passwords with anyone.
- Do not download application programs such as ".exe", ".bat", or ".pif" files under any circumstances. Employees are directed to contact the Information Technology Department with requests to download application programs.

### **GENERAL INFORMATION**

Rock County recognizes the value and encourages the use of the Internet in its daily business and communications. Each individual has responsibility as outlined in this policy relating to the professional use of the Internet within the County.

### **POLICY COMPLIANCE:**

As with email, there is no expectation of privacy by staff for internet usage. As such, internet logs as well as individual account activity may be monitored, and information obtained may be used to establish the existence or non-existence of compliance. Compliance checks will be done on an as-needed basis and reports will be sent to the requestor(s) and the Security Management Office as appropriate.

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## **POLICY STATEMENT**

Rock County requires the development of access and internal controls for applications that relate to or affect mission-critical systems.

This policy applies to internally developed or purchased applications.

## **PROCEDURES AND RESPONSIBILITIES**

This policy provides guidelines for procedures and responsibilities concerning work group or individual users, and IT staff.

### **County Equipment User**

- Ensure that any purchased or acquired commercial software product for departmental, work group, or individual use is properly obtained and licensed.
- Ensure that any bulletin board or freeware program acquired for departmental, work group, or individual use is approved by the Information Technology (IT) department before installation by authorized IT staff.
- Establish proper backup procedures for those departmental, work group, or individual-use software products and associated data files that are not routinely backed up as part of the County's network backup procedures (i.e., the software product is maintained solely on personal computers). These backup copies should be retained in a secure location for those applications that have a mission-critical function. Documentation relating to the use of such software should be secured and a backup copy retained off-site.
- Ensure that departmental, work group, or individual-use applications containing information of a sensitive or confidential nature adhere to County policies on protection of information resources (see information assets policy).
- Request assistance from the IT department in the design and development of computer applications.
- Work with IT department personnel, as necessary, when large volumes of data are to be transferred to support a work group or individual client/server application. Likewise, consult with IT department personnel when the application outputs large print volumes.
- Determine whether ad hoc client/server applications that are used frequently are candidates for institutionalizing as departmental systems. The user is responsible for consulting with IT department personnel to determine whether more efficient methods exist to execute frequently used applications.
- Ensure that remote access to departmental, work group, or individual-use applications that contain sensitive or confidential information is limited and that such access is secured.
- Ensure that work group or individual-use applications that are mission-critical (or affect mission-critical applications) are developed in a manner that ensures data integrity.



Applications with financial data implications should include reconciliation and balancing internal controls, and an audit trail of transactions in such systems must be maintained.

- Recognize that work group or individual-use mission-critical applications are subject to the same management procedures implemented for all County applications.

### **IT Staff**

- Assist departments and users in identifying software solutions as requested.
- Assist departments and users in standardizing frequently used applications that have a County-wide impact.
- Assist departments and users in determining the security and infrastructure requirements of applications that use the County network.

### **SUMMARY**

Applications developed by work groups or individuals that interface with mission-critical applications or affect the County's information resources are subject to the same standards and guidelines observed for other applications. Users are responsible for adhering to certain standards regardless of whether the applications are purchased or developed. Any user application, particularly if acquired from an outside source, has the potential to compromise the integrity of County information resources. It is therefore necessary for all work groups and individual users that acquire or develop these stand-alone applications to follow a minimum set of user standards.

### **POLICY COMPLIANCE:**

As with any county owned asset, there is no expectation of privacy by staff for applications created by county staff. As such, system logs as well as individual account activity may be monitored, and information obtained may be used to establish the existence or non-existence of compliance. Compliance checks will be done on an as-needed basis and reports will be sent to the requestor(s) and the Security Management Office as appropriate.

## **POLICY STATEMENT**

It is the intent of the Rock County Information Technology Department (Rock-IT) to develop a communication strategy that benefits the Rock County workforce of which we are all a part. To accomplish this goal, we need to ensure the flow of communication remains open so we can exchange valued information regarding technology. There are four mechanisms we currently use to exchange information: the Rock-IT News email group, the Rock County Intranet site, the Piece of the Rock bi-monthly newsletter, and the Ivanti Service Portal.

## **PROCEDURES AND RESPONSIBILITIES**

This policy provides guidelines for procedures and responsibilities for all Rock County staff regarding Information Technology.

### **Departmental Management**

- Ensure that communications from the Rock-IT group are made available to all staff. In addition to electronic presentation, please post Rock-IT communications in a central place within your department for all to see or discuss it in your meetings.
- If staff have any questions concerning I.T. communications, please feel free to contact us so we can ease any anxieties or clear up any misunderstandings. We are here for you!

### **Information Technology Staff**

- The I.T. staff will use the Piece of the Rock to talk about technical tips and tricks or upcoming changes that may affect staff.
- We will use the Intranet site to post advisory data on how to get help or how to get the HR or Finance forms you need.
- The Rock-IT News email is used to give timely information about activity that is either currently impacting service or will impact service or change procedures. Please be sure to read all Rock-IT News as it is used to pass along valuable information.
- Lastly, the Ivanti Service Portal is our one-stop shop for all things Rock-IT. If you have a new person coming on board (service catalog employee onboarding), or a problem with your computer (submit an incident), or if you want to know how to fix something in a word document (knowledge base) we will be sure to post the answers you need as well as respond to your concerns.
- Please be sure to use all of these tools to get the most out of your Rock-IT staff and the County's technology.

## All Users

- Please be sure to read all Rock-IT communications that come your way. We put this information out there to teach and help you. It is for your benefit!

### **GENERAL COMMUNIATION – PLEASE READ**

Rock County uses Cisco Duo as a Multi-factor authentication tool to help us verify that you are you! Please enroll as soon as possible, and if you have any difficulties, please report it in the Ivanti portal so we can help.

If you mis-enter your network password or Duo verification number too many times and get locked out, you will be able to try again after 60 minutes – this might come in handy someday.

Your computer (workstation or laptop) will be automatically rebooted every 30 days if you do not reboot it yourself within this time frame. This is for your benefit so you can stay up to date on the latest system upgrades and the most current anti-virus security patches.

## **Acceptable Use Policy**

### **1.0 Overview**

Information Technology is committed to protecting Rock County, its employees and partner agencies from illegal or damaging actions by individuals, either knowingly or unknowingly.

The following document outlines guidelines for use of the computing systems of the Rock County Information Technology Department. Use of the computer facilities includes the use of data/programs stored on Rock County computing systems, data/programs stored on any storage media that is owned and maintained by the Rock County Information Technology Department.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Rock County. These systems are to be used for business purposes in serving the interests of the Rock County during normal operations.

Effective security is a team effort involving the participation and support of every Rock County employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

### **2.0 Purpose**

The purpose of this policy is to outline the acceptable use of Rock County owned technology. These rules are in place to protect the employee and Rock County and to ensure that all Rock County employees use the computing systems in an effective, efficient, ethical and lawful manner. Inappropriate use exposes Rock County to risks including virus attacks, compromise of network systems and services, and legal issues.

### **3.0 Scope**

This policy applies to employees, contractors, consultants, interns, temporaries, and other

workers at Rock County, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Rock County.

#### **4.0 Policy**

##### **4.1 General Use and Ownership**

While Rock County network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the County systems remains the property of Rock County.

Because of the need to protect Rock County's network, management cannot guarantee the confidentiality of information stored on any network device belonging to Rock County. Users are requested to report any weaknesses in Rock County computer security, any incidents of possible misuse or violation of this agreement to the proper authorities by contacting the Rock County Information Technology Help Desk at (608) 757-5039 or by creating an Ivanti support ticket at <https://rock-it.ivanticloud.com/>

Employees are responsible for exercising good judgment regarding the reasonableness of incidental personal use and should have no expectation of privacy.

The Information Technology Department recommends that any information users consider sensitive or vulnerable be encrypted. For guidelines on encrypting email and documents, please contact the Rock County Information Technology Help Desk at (608) 757-5039 or by creating an Ivanti support ticket at <https://rock-it.ivanticloud.com/#>

For security and network maintenance purposes, authorized individuals within Rock County Information Technology may monitor equipment, systems and network traffic at any time. Rock County reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Users shall not attempt to access any data or programs contained on Rock County systems for which they do not have authorization.

Users shall not share their Rock County Information Technology account(s) with anyone. This includes sharing the password to the account, or any other means of sharing. Rock County Information Technology "user" accounts are to be used only for the purpose for which they are authorized and are not to be used for non-county related activities. Therefore, unauthorized use of Rock County Information Technology computing systems constitutes grounds for either civil or criminal prosecution.

Users shall not make unauthorized copies of copyrighted software.

Users shall not make copies of system configuration files for their own, unauthorized personal use or to provide to other people/users for unauthorized uses.

Users shall not purposely engage in activity with the intent to: harass other users; degrade the performance of systems; deprive an authorized Rock County user access to a County resource; obtain extra resources, beyond those allocated; circumvent Rock County computer security measures or gain access to a Rock County computer system for which proper authorization has not been given.

Electronic communication facilities (Email) are for authorized government use only. Fraudulent, harassing or obscene messages and/or materials shall not be sent from, to or stored on Rock County computer systems.

Users shall not download, install or run programs. Only authorized Rock County Information Technology staff will install and configure any programs or utilities required.

#### **4.2 Security and Proprietary Information**

Employees should take all necessary steps to prevent unauthorized access to confidential information and follow all agency guidelines, policies, and laws such as HIPAA.

Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. User passwords shall be changed every 365 days.

All PCs, laptops and workstations connected to the Rock County network shall be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes.

Use encryption of information in compliance with Information Technology's Acceptable Encryption policy.

Because information contained on portable computers is especially vulnerable, special care should be exercised. Postings by employees from a Rock County email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Rock County, unless posting is in the course of business duties. This is provided automatically at the bottom of every email by the Information Technology department.

All hosts that are connected to the Rock County Internet/Intranet/Extranet, shall be continually executing virus-scanning software with a current virus pattern database.

Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, malware, phishing scams, e-mail bombs, links to vulnerable or infected websites, or Trojan horse code.

#### **4.3. Unacceptable Use**

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of Rock County authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Rock County-owned resources.

The lists below are by no means exhaustive but attempt to provide a framework for activities which fall into the category of unacceptable use.

#### **System and Network Activities**

The following activities are strictly prohibited, with no exceptions:

Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the

installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Rock County.

Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Rock County or the end user does not have an active license is strictly prohibited.

Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.

Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).

Revealing your account password to others or allowing use of your account by others.

Using a Rock County computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.

Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

Port scanning or security scanning is expressly prohibited unless prior notification to Information Technology is made.

Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.

Circumventing user authentication or security of any host, network or account.

Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).

Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

Providing information about, or lists of, Rock County employees to parties outside Rock County.

### **Email and Communications Activities**

Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).

Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.

Unauthorized use, or forging, of email header information.

Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.

Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.

Use of unsolicited email originating from within Rock County's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Rock County or connected via Rock County's network.

Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

### **Blogging and Podcasts**

Blogging and Podcasting by employees, whether using Rock County's property and systems is subject to the terms and restrictions set forth in this Policy. Limited and occasional use of Rock County's systems to engage in blogging or creating and/or storing podcasts are acceptable, if it is done in a professional and responsible manner, does not otherwise violate Rock County's policy, is not detrimental to Rock County's best interests, and does not interfere with an employee's regular work duties. Blogging and podcasts from Rock County's systems are also subject to monitoring.

Rock County's Confidential Information policy also applies to blogging and podcasts. As such, Employees are prohibited from revealing any confidential or proprietary information when engaged in blogging and podcasting.

Employees shall not engage in any blogging or podcasts that may harm or tarnish the image, reputation and/or goodwill of Rock County and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging, podcasting, or otherwise engaging in any conduct prohibited by Rock County's Non-Discrimination and Anti-Harassment policy.

Employees may also not attribute personal statements, opinions or beliefs to Rock County when engaged in blogging and podcasting. If an employee is expressing his or her beliefs and/or opinions, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Rock County. Employees assume any and all risk associated with blogging and podcasting.

Apart from following all laws pertaining to the handling and disclosure of copyrighted or export-controlled materials, Rock County's trademarks, logos and any other Rock County intellectual property may also not be used in connection with any blogging activity.

### **5.0 Enforcement**

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Any noncompliance with these requirements will constitute a security violation and will be reported to the user's supervisor and department head. Additionally, any serious infraction of this policy will be reported to the Human Resources department. Infractions of this policy may result in a loss of access to some or all Rock County computer systems and disciplinary action. Serious violations may result in civil or criminal prosecution.



**DECLARATION**

I have read, understand, and acknowledge receipt of the I.T. policies section of the Rock County Administrative Policies and Procedures manual. I will comply with the guidelines set out in these policies and understand that failure to do so might result in disciplinary action per HR, department, and county policies.

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

Printed Signature: \_\_\_\_\_

## **POLICY STATEMENT**

The social media application Tik Tok owned by ByteDance, a Chinese company headquartered in Singapore, poses security concerns to government-owned devices. Tik Tok may access user data, such as browsing history, location, record keystrokes, and gather biometric data.

The application is currently prohibited on United States military devices and the State of Wisconsin has banned the application on all state-owned devices due to these security concerns.

Some county agencies with investigative powers may need to access Tik Tok for investigative purposes.

Rock County authorized, per Resolution 2023-137, the banning of the Tik Tok application on all Rock County issued devices, except for county agencies that may be required to access Tik Tok for investigative purposes only.

## **PROCEDURES AND RESPONSIBILITIES**

This policy specifies specific procedures and responsibilities for management, all users and information technology (IT) personnel.

### **Management**

- Ensure that employees are made aware of this policy.

### **All Users**

- Understand that any use of Tik Tok application is prohibited.

### **County Agencies with Investigative Powers**

- Ensure that employees are trained on proper use of Tik Tok application for investigative purposes only.
- May develop and maintain departmental policy on use of Tik Tok for investigative purposes only.

## **Information Technology (IT) Staff**

- Ensure and monitor county devices that Tik Tok application has been removed and/or is not in use.
- Work with county agencies that have investigative need to use Tik Tok.

## **Section 5: Human Resources**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA) are federal laws that require employers to not discriminate against qualified individuals with disabilities and when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations so that they may perform the essential functions of the position. It is County policy to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, Rock County will not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

### **DEFINITION OF DISABILITY**

Disability is a physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record of such impairment, or being regarded as having such impairment.

### **REASONABLE ACCOMMODATION**

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, they will be given the same consideration for employment as any other applicant. A reasonable accommodation is any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform the functions of that position without undue hardship to the County.

To determine the appropriate reasonable accommodation, the applicant or employee must make a request for accommodation and Rock County will engage in an interactive process with the applicant or employee regarding the need of an accommodation, and the types of accommodations that will allow the individual to perform the essential functions of the position. This process should identify the precise limitations resulting from the disability and potential reasonable accommodations that could overcome those limitations. The County is required to provide such an accommodation unless it creates an undue hardship on the County. In order to facilitate and better inform the interactive process, the applicant or employee is required to provide medical verification with suggested potential accommodations for the disability to Human Resources.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of themselves or other individuals in the workplace, which threat cannot

be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of themselves or the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employees' immediate employment situation.

### **Service Animals**

A service animal is any animal individually trained to work or perform tasks for the benefit of an individual with a disability. Employees requesting an accommodation for a disability that includes a service animal must submit the request to the Human Resources Department and include how the animal accommodates for the employee's disability. Service animals must meet the following requirements:

- All animals need to be in good health, and immunized against rabies and other diseases common to that type of animal and all vaccinations must be current, and records of such must be submitted to Human Resources.
- Animals must wear a rabies vaccination tag.
- All dogs must be licensed.
- Service animals must wear an owner identification tag.
- Animals must be on a leash, harness, or other type of restraint at all times, unless the employee is unable to retain the animal on a leash due to a disability.
- The owner must be in control of the animal at all time. The care and supervision of the animal, including toileting and feeding, is solely the responsibility of the employee.
- Responsible behavior is required from service animals.

The Human Resources Department is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues.

Employees may need to use their personal vehicles while performing official County business. Any employee operating a personal vehicle on official County business must have a valid, driver's license. Any employee who has been charged with a violation of statutes that affects their driver's license or who has their driving privileges rescinded, suspended, restricted as the result of an occupational license, or revoked must notify their immediate supervisor within twenty four (24) hours of the occurrence. The employee's driving privileges will be suspended until the immediate supervisor, in conjunction with Human Resources, have conducted an independent review of the circumstances and approves the restoration of the employee's driving privileges.

**Damage to Personal Vehicle.** In the event that an employee is transporting a client in their personal vehicle and the interior of the vehicle is damaged by the client in the employee's normal course of duties, the County will pay a sum to the employee that represents a fair market value for repair of the damage not covered by the employee's insurance carrier.

The incident causing such damage, may be subject to verification by the Employer. It will be the sole judgment of the Employer what market value is attached to the damage, which shall not be arbitrary, capricious or discriminatory.

This policy only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011:

#### Human Services Department

The Employer will pay to each employee any additional premium increment for bodily injury and property which increment is incurred by such employee as a result of their personal automobile being classified "for business use" by such employee's insurance carrier due to the requirement for client transportation. Such increment payment shall be limited to the dollar charge for the difference in said premiums limited to a maximum coverage of \$100,000/\$300,000. The dollar amount of such premium increment shall be verified to the Employer by an appropriate affidavit from the individual insurance agent of each employee claiming benefits pursuant to this Section.

It shall be the policy of Rock County to allow a County employee to contribute earned benefit time, excluding sick time, to another County employee (who has successfully completed their initial probationary period) under the following terms and conditions:

1. This is to be done only in extreme cases involving a seriously ill or injured County employee, parent, spouse or child.
2. The receiving employee will have no more than eighty hours of their own combined available benefit time in their time off bank prior to the request for donations.
3. Only earned vacation, holiday or compensatory time can be contributed to the recipient's sick leave bank. Contributions must be not less than four (4) hours, and will be credited to the recipient employee on an hour for hour basis.
4. Contribution requests must be approved by the Human Resources Director.
5. Once approved the Human Resources Director will notify the requestor and the recipient.
6. Contributions are irrevocable, and shall remain banked in the recipient's sick leave account until used.
7. Any recipient will be treated as all other employees who are on paid status for the period of time the recipient has contributed time to cover their absence.
8. Employees who receive donated time may receive no more than 480 hours within a rolling 12-month period.

Nothing in this policy will be construed to limit or extend maximum allowable absences under the state or federal Family and Medical Leave Acts.



In the event of a death an employee may be excused from work without loss of pay for up to a maximum of thirty-two (32) hours annually for the purpose of attending a person's wake, visitation, memorial service, funeral, or making necessary arrangements regarding the person's death, within a reasonable time after the occurrence. Reasonable time after the occurrence is defined as within six (6) months from the date of death.

No more than (32) hours can be used for the same decedent.

If additional time is required beyond the thirty-two (32) hours annually, an employee may request to use accumulated vacation, holiday or comp-time. Sick leave may be used in accordance with the Sick Leave Policy.

Bereavement leave cannot be accrued from one year to the next.

Bereavement leave can be used in increments of quarter hours.

A second or third shift employee may be excused from work the scheduled shift before or after the event, provided the shift begins or ends on the same calendar date of the event.

All leaves under this section shall be prorated based upon the employee's FTE.

Employees who are eligible to earn overtime have the option of taking it in pay or in compensatory time. All comp time earned and used must be reported on the employee's timesheet. Employees are to accurately report the hours worked on their time sheet and to note whether they wish to receive pay for the time worked or to "bank" it. If nothing is marked, payroll will automatically pay it out.

All Employees are required to record the actual hours worked. For purposes of calculating overtime, the County uses the seven (7) minute rule. This means if an employee starts or ends their work day less than seven minutes before or after their normal work schedule start or end time – no overtime is earned. Anything beyond the seven minutes is to be rounded to the nearest quarter hour.

NOTE: An employee reporting late for work, or leaving work early, are subject to discipline for tardiness or leaving early, however no reduction in pay will be made if such is less than seven minutes.

The County considers vacation, holiday and sick time as time worked for purposes of computing overtime. Compensatory time is not counted as time worked.

It is the responsibility of the supervisor/department head to review and approve each employees timesheet. If you are not sure if something is overtime, please contact the Human Resources Department.

Compensatory time may accumulate to a maximum of eighty (80) hours each calendar year. Utilization of compensatory time shall be subject to staffing requirements and approval by an employee's supervisor. Unused compensatory time will be paid out on the last paycheck of the calendar year, no carryover is allowed. Overtime worked between the end of the first pay period in December and December 31 must be paid time, not compensatory time.

## DRUG-FREE WORKPLACE AND SUBSTANCE ABUSE

It is Rock County's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Prescription and over the counter drug use are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over the counter medication will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of their job. If the use of medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty, notify supervisor, notify company doctor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur.

Violations of this policy may lead to disciplinary action, up to and including, termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences. Use of some drugs is detectable for several days. Detection of such drugs or the presence of alcohol will be considered being "under the influence." Refusal to submit to a drug and/or alcohol screen shall be deemed a positive result and shall be grounds for immediate termination.

Employees using prescription medications according to a physician's instructions or using over-the-counter drugs for medicinal purposes should, in the event such drugs would impair their physical, mental, emotional, or other faculties, notify their department supervisor, who is responsible to notify Human Resources.

The organization's substance abuse program includes several components to support its efforts to remain drug/alcohol-free, including:

- supervisory training;
- employee awareness program;

- drug/alcohol testing for accidents involving injury and/or property damage;
- drug/alcohol testing when a supervisor suspects that an employee is "under the influence" during working hours;
- an Employee Assistance Program (EAP).

All information relating to drug and/or alcohol screens is to be kept strictly confidential. The information will be kept in each employee's medical file, which will be maintained separately from the employee's personnel file. These medical files will be kept locked and secured, and access will be limited. Under no circumstances should the results of a drug and/or alcohol screen be discussed with individuals that do not have a work-related need to know.

#### Post-Accident

If employees cause or contribute to accidents that seriously damage (defined as over \$3,000) any vehicles, machinery, equipment or property, or result in an injury to themselves or others requiring offsite medical attention, they will be screened to determine whether they test positive for drugs and/or alcohol. This provision is limited to any instance involving a work-related accident or injury in which an employee who is operating a motorized equipment/vehicle is presumed to have caused or contributed to the accident. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner. Under no circumstances will the employee be allowed to drive themselves to the testing facility.

#### Reasonable Suspicion

If a supervisor suspects that an individual is at work and under the influence of alcohol and/or drugs, the supervisor should notify the Human Resources Director to seek authorization to test the employee. The supervisor will be granted permission to test the employee if sufficient objective symptoms exist to indicate the employee may be under the influence of drugs and/or alcohol. If the situation occurs outside of regular business hours the authorization can be provided by the Departmental on-call supervisor. The supervisor should make a written record of the employee's name, the date, time and symptoms present. This documentation should be attached to the test results and kept in the confidential medical file as justification for why the tests were performed. If a supervisor believes an employee is impaired, the employee should not be allowed to drive themselves to the testing facility.

Employees will be paid up to two (2) hours to complete any required testing.

While the County does not condone the abuse of alcohol, prescription drugs, and/or use of illegal drugs, Rock County does recognize that addiction to drugs and/or alcohol can be treated. If an employee recognizes a personal addiction or abuse problem and seeks assistance from management in advance of detection, the organization will assist the employee in seeking treatment. The confidential nature of the employee's counseling and rehabilitation for drug and/or alcohol abuse will be preserved.

The Employee Assistance Program (EAP) is a confidential resource designed to assist employees and their eligible dependents in dealing with challenges and problems, such as substance abuse. Participation in the EAP by employees shall not protect them from disciplinary actions due to

continued substandard job performance or rule infractions nor will it jeopardize future employment or advancement opportunities.

## POLICY

Rock County is a governmental entity committed to providing a broad range of high quality services to its residents. To do this, Rock County is committed to the health and well being of its employees.

The County recognizes that a wide range of personal problems, conditions, concerns, and illnesses, not directly associated with an employee's job function, can adversely affect an employee's job performance. Therefore, to assist individuals with problems or potential problems, Rock County offers an Employee Assistance Program (EAP) <https://www.co.rock.wi.us/rchr/employee-assistance-program> .

The primary focus of the Employee Assistance Program is to provide services that enhance the quality of life for employees by 1) assisting in the early identification of problems, 2) offering support and/or information and referrals to community and professional resources.

## CONFIDENTIALITY

Employee contacts and information acquired by the Employee Assistance Program shall be confidential.

- A. Only demographic (non-employee identifying) information will be reported by the Employee Assistance Program.
- B. In the case of referral related to a disciplinary action, the EAP counselor will only verify whether or not the employee attended the EAP session. In some situations, the nature of the session and/or follow up sessions will need to be disclosed to the Human Resources Department. No information will be released without the expressed written consent of the employee.

## PRINCIPLES

- A. The EAP is available to all employees and their dependents.
- B. Participation in the EAP is voluntary. Whether an employee chooses to use the EAP or not, it does not excuse the employee from following policy and procedure or meeting required standards for satisfactory job performance.

- C. Participation in the program will not jeopardize an employee's job security, promotional opportunities, or reputation.
- D. When performance problems are not corrected with usual supervisory attention, employees may be referred to the assessment and referral counselor to determine whether personal problems are causing unsatisfactory job performance. If the job performance problems are corrected, no further action will be taken. If job performance problems persist, routine disciplinary procedures will be employed.
- E. In certain circumstances, referral (including complying with recommendations) may reflect a condition of continued employment.

In such cases, the authorization of the Department Head and the Human Resources Director will be required.

- F. It is not the role or responsibility of supervisors and peer coordinators to diagnose or treat, but rather to provide appropriate support and referral information to the employee.

#### PROGRAM DESCRIPTION

Rock County's EAP is a confidential program designed to assist in the prevention, identification and resolution of behavioral, medical, and productivity problems associated with employees impaired by personal concerns. These include, but are not limited to, health, marital, family, financial, alcohol, drug, legal, emotional stress, or other personal concerns, which may adversely affect job performance.

- ◆ Confidential support and short-term consultation related to problem assessment.
- ◆ Referrals for assessments, diagnosis, treatment and other counseling.
- ◆ Ongoing counseling service will not be provided by the EAP staff.

#### V. METHODS FOR ACCESSING EAP

An employee or a family member may independently, or upon suggestion of the employee's supervisor, confer privately and confidentially with the EAP.

##### Self-Referral

Employees with personal problems are encouraged to seek help on their own initiative before health and job performance are adversely affected. Employees and/or family members may consult with the EAP.. Consultation can be over the phone or in person.

##### A. Supervisor Referral

Supervisors may suggest contact with the EAP if an employee's job performance declines or negatively affects the work group. When the referral is in connection with a disciplinary problem, supervisors shall follow the normal procedure of coordinating through the Human Resource Director.

## VI COST

There will be no charge to the employee for the initial assessment services of the EAP. Fees charged by community resources will be submitted and paid in accordance to the County Health Plan.



Rock County is committed to providing a safe and secure environment for the employees of Rock County and for the security of the public utilizing Rock County services. All Rock County employees shall have and display, an identification badge while conducting official County business. Minimal exceptions, for safety reasons, may be approved by Department Heads.

This policy will outline the responsibility, identification badge information, requirements for wear, replacement of badges, upon leaving County employment and enforcement and monitoring.

#### Responsibility To Issue Cards

Human Resources Department will issue the first identification badge to Rock County employees and temps on the first day of work at no cost.

#### Requirements For Wear

All Rock County employees (temp, full-time, part-time) shall be issued an Identification Badge. Identification Badges are to be displayed or carried on the person while at work in County facilities or on County business.

The Badge shall be worn attached to a clip or lanyard in plain view at or above the waist. Employees that are required to carry the badge with them must be able to produce the badge immediately for identity verification upon request. Stickers, decals, pins, etc shall not be used to deface or alter the Identification Badge.

An employee encountering an unknown person without proper identification in a nonpublic area should offer assistance. If the employee has any doubt as to the person's response or demeanor, security or 911 should be notified.

#### Badge Replacement

Rock County will provide the first badge and badge holder at no cost to the employee. Replacement of lost cards and cardholders will be the employee's responsibility. The cost for a replacement card is \$5.00. Employees should notify their supervisor and Human Resources immediately if their identification badge is lost or stolen so that it can be de-activated. If an employee has a name change, change in department or job title, the employee must contact the Human Resources Department for a new identification badge at no cost to the employee. Broken or worn identification badges will be replaced at no cost to the employee provided the damage was not a result of the employee's negligence. Replacement badges must be picked up in the Human Resources office in person by the employee.

### Leaving County Employment

The Badges are the property of the County and are to be returned upon separation or retirement from the County. On a terminating or retiring employee's last workday, the employee's supervisor is responsible for collecting the identification badge from the employee, and shall return the badge to the Human Resources Department. The card will be destroyed and de-activated.

### Enforcement and Monitoring

Identification Badges are to be worn at all times unless otherwise determined by the Department Head. If an employee reports to work without their Identification Badge, the employee will need to notify their supervisor that the employee will need to return home, using appropriate benefit time, to retrieve their badge and return to work. Continued failure by the employee to wear their ID badge will be subject to the disciplinary process.

### Tailgating

1. **Tailgating definition-** Allowing others to follow you through a door after you have activated the card reader with your badge.
2. **Visitor access tailgating-** Exterior and interior doors that are equipped with card readers are not to be held for visitors, and visitors are not to be allowed to follow another employee who has badge-activated the door to enter the building or department. It is the responsibility of the employee who has badge-activated a door for not letting a visitor tailgate. (This is for protecting staff and visitors from disgruntled person).
  - Employees violating this policy puts themselves and others at risk and will be subject to discipline up to and including termination.
3. **Employee access tailgating**

Exterior and interior doors that are equipped with card readers should be swiped each time an employee passes through. Each employee will be required to badge the reader to enter the building or department. Holding the door for another employee does put the County at risk. If you are unsure about an employee you held the door for please notify HR of this concern.

### Expiration Date

The Identification Badge will expire four (4) years from the employee's date of hire and each four (4) years thereafter. The employee will need to contact the Human Resources Department to make an appointment to have a new Identification Badge made. It is also the supervisor's responsibility to ensure that all of their employees have Identification Badges that are not expired.

## EMPLOYMENT AT WILL

Nothing contained in this Policy and Procedure Manual or in any other materials or information distributed by the County creates a contract of employment between an employee and Rock County. Employment is on an at-will basis. Any individual may voluntarily leave employment upon proper notice and may be terminated by the employer at any time and for any reason, except as specifically modified by any collective bargaining agreement. No statements to the contrary, written or oral, made either before or during an individual's employment can change this. No individual supervisor, manager or officer can make a contrary agreement.

EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION

It is the policy of Rock County to promote equal opportunity and non-discrimination in employment practices, and to actively implement all Federal, State, and County Equal Employment Opportunity/Affirmative Action laws, policies, plans, rules, regulations and ordinances.

Rock County does not and will not discriminate on the basis of protected status as defined by State or federal law, and Rock County Personnel Ordinance 18.102(B4).

The County ensures equal opportunity in all of its employment practices including, but not limited to: recruitment, selection, transfer, promotion, testing, placement, layoffs or termination, so that discrimination practices against persons of protected status, or any other cause for discrimination as defined by law, will not hinder access to employment.

Any person may file a complaint if they feel they were discriminated against on the basis of their protected status.

A complaint relating to employment may be filed by contacting the Human Resources Department (608) 757-5520. A “Rock County Applicant Grievance Form” is available upon request from the Human Resource Department. If you need assistance in completing the form, you may arrange for it through Human Resources. You are encouraged to utilize Rock County’s Internal Complaint Procedure to resolve your concerns most quickly. It is preferable that a complaint be filed for investigation within 30-days after the incident. Complaints may be left with the Human Resources Department, or be mailed to:

Rock County Human Resources Department  
51 South Main Street  
Janesville, WI 53545

The Human Resource Director or their designee will make an investigation and full report regarding the basis of the complaint. The resolution of the complaint will be sent to the complainant in writing in a language understandable to the complainant. For visually impaired persons, the resolution of the complaint will be transmitted by a method, which will be understood by the complainant. The report will include a summary of the complaint, the scope of the investigation, facts which support or refute the complaint, the decision and the reasons for the decision. The report will be rendered within thirty (30) days of the date of receipt of the complaint. The records and reports relating to the complaint will be retained for two years from the date of final disposition of the complaint by the department.

If the complainant is not satisfied with the resolution of the complaint, there is a formal right of appeal to any of the agencies listed below. Appeal can also be made to the County Administrator or their designee.

This complaint procedure is provided to all employees. The complaint procedure is posted in the general reception areas for applicant review.

No complainant will be intimidated, harassed, or subjected to any other form or adverse action because of the filing of a complaint of discrimination. Staff members who are witnesses or knowledgeable parties are urged to cooperate fully in the complaint investigation process without fear of adverse action or retaliation.

Rock County has adopted a written Affirmative Action Plan to ensure utilization of minorities, the disabled, veterans, and women at all levels and divisions of the organization. Rock County is committed to making a good-faith effort toward achieving the objectives of the Plan. Any employee who would like to review the Plan may do so by scheduling an appointment with the Human Resources Department during normal business hours.

If you do not wish to utilize the internal complaint process you may submit your complaint to the following:

**A. COMPLAINTS RELATED TO EMPLOYMENT (AA)**

1. A complaint may be filed directly with any of the following agencies:
  - a. Equal Rights Division, Department of Workforce Development, P.O. Box 8928, Madison, Wisconsin, 53708. (608) 266-6860  
Note: Must be filed within 300 days of date of alleged discrimination.
  - b. Equal Employment Opportunities Commission, 310 W. Wisconsin Avenue, Suite 500, Milwaukee, Wisconsin, 53203. (414) 297-1111



ROCK COUNTY  
EMPLOYMENT DISCRIMINATION COMPLAINT FORM

Name of Complainant: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Are you an employee of this agency: Yes \_\_\_\_\_ No \_\_\_\_\_

Are you applying or did you apply for a job with this agency: Yes \_\_\_\_\_ No \_\_\_\_\_

What was the Position you applied for: \_\_\_\_\_

Basis for employment discrimination complaint: \_\_\_\_\_

(Include the protected status category(s) defined in Rock County Personnel Ordinance 18.102(B4)).

Description of the action or treatment which you think was discriminatory. (Include information about who, what, when, where, how, why, and the names, addresses and phone numbers of any witnesses, if you know them. Please be specific about the date of the last incident. You may write this on another sheet of paper if you need more room. In the space below, please say how many pages are attached if you need to add pages.)

Describe the relief or satisfaction you want:

Complainant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: You may call our Equal Opportunity Coordinator, Human Resources Director, at 608-757-5520.

\*\*\*\*\*For Office Use Only\*\*\*\*\*

Date Received: \_\_\_\_\_ Action Taken: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Actions and Individual(s) to be investigated: \_\_\_\_\_

Further action required: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what action is recommended:

Findings: \_\_\_\_\_

Written Response sent to Complaint on: \_\_\_\_\_

(Must be completed within 30 days)

Signature: \_\_\_\_\_

It is the policy of Rock County to capture information about possible improvement opportunities by conducting exit interviews when employees separate from County employment regardless of the employee's length of service, position, or circumstances of separation.

Exit interviews are conducted to gather information that can provide insight on such things as management that may not always be gathered during employment tenure.

Separating Rock County employees, have the option to complete the exit interview questionnaire alone, with a supervisor, or with a Human Resource staff member. The questionnaire is confidential and will not be placed in the employee's personnel file.

Should the employee elect an in-person exit interview, it will be conducted either before the employee finally leaves, or, if not possible or desirable, it will be conducted soon after the employee has left.

The information provided will be used to determine areas of need for training and/or changes in personnel policies and procedures.

Exit interview questionnaires may be accessed on line or in paper format.



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## **THE STATE AND FEDERAL FAMILY AND MEDICAL LEAVE ACTS**

This Policy applies to all eligible salaried and hourly employees ('employees') of Rock County ('County') in the United States.

Rationale for the adoption of this policy and use of an outside provider by Rock County:

- To safe guard employees' rights to use their protected time.
- To make sure that all decisions about FMLA are made fairly and without regard to the status of the employee.
- To ensure that all HIPAA guidelines in regard to protected employee information are followed.
- To guard against misuse and abuse of the benefit.
- To effectively and efficiently administer a program that is at times difficult to understand, labor intensive and requires a substantial amount of documentation and written communications.

### **Initiating a request for FMLA:**

#### **A. Employee Responsibilities:**

Generally a "serious medical condition" is defined as: (a) illness, injury, impairment, or mental condition that involves an inpatient stay, or (b) outpatient care that requires continuing treatment or supervision. (For a more detailed definition see the definitions under federal and state FMLA included within this policy.)

Any time you are absent from work (planned or unplanned leave) due to a "serious medical condition" you **must** do the following:

Contact your Supervisor or other appropriate contact pursuant to your department absence reporting policies.

Call 877-GO2-FMLA (877-462-3652) or log onto [www.fmlasource.com](http://www.fmlasource.com)

- a) Your information will be verified by a specialist who will initiate the Family/Medical Leave process and answer any questions that you may have.
- b) The specialist will send you a letter confirming your request, your notification or rights under the FMLA and a medical certification form to be completed by your healthcare provider.

After submitting the medical certification form to your healthcare provider you should periodically verify if the paperwork was completed and faxed to FMLASource.

You will receive an approval or denial letter from FMLASource after your claim has been processed:

- a) If your intermittent leave request is approved you must contact your manager AND FMLASource to report FMLA hours used; otherwise your absence may not be protected under FMLA.
- b) If your continuous leave request is approved you must contact your manager and FMLASource to report your return to work date and submit a Fitness-for-Duty form to Human Resources once you return.
- c) If your leave request is denied please contact FMLASource with questions. Many times an employee's initial request will be denied because the employee's health care provider has not submitted the necessary paperwork. Employees need to work with their provider to let them know FMLASource will need documentation and the sooner they can provide it the better.

An employee's willful refusal to follow through on their FMLA responsibilities outlined above may result in discipline.

### **B. Manager / Supervisor Responsibilities:**

If you are informed by an employee that they may need to leave work due to a serious medical condition, it is your responsibility to direct the Employee to FMLASource.

FMLASource will help determine eligibility and notify the employee and management of leave status and track absences.

You may also contact FMLASource at 877-GO2-FMLA (877-462-3652) to open an FMLA claim on behalf of the employee. An FMLA Specialist will ask to verify the following:

- Employee's name and identification number
- Employee's current mailing address
- Reason for leave (Employee or family member's medical condition)
- Type of leave (continuous, intermittent or reduced schedule)
- Approximate dates of absence

### **The Wisconsin Family and Medical Leave Act**

In accordance with the Wisconsin Family and Medical Leave Act, employees who have been employed by the County for fifty-two consecutive weeks and who have worked at least one

thousand (1,000) hours during the preceding fifty-two (52) weeks may be eligible for unpaid, job-protected leave per the Wisconsin FMLA, as provided under this policy.

Under the Wisconsin FMLA an employee may take up to two or six weeks of unpaid, job-protected leave during a calendar year (i.e., January – December) for the following qualifying conditions:

- (a) Up to six (6) weeks of leave for the birth or adoption of a child (leave must commence no later than 16 weeks after the birth or adoption date)
- (b) Up to two (2) weeks for the serious health condition of a spouse, domestic partner, child or parent (including foster parent, treatment foster parent, adoptive parent, stepparent, or legal guardian of an employee, employee's spouse or domestic partner) with a serious health condition.
- (c) Up to two (2) weeks for the employee's own serious health condition which prohibits the employee from performing essential functions of the position.

### **The Federal Family and Medical Leave Act**

In accordance with the Federal Family and Medical Leave Act of 1993 (FMLA), employees who have worked for the Company for at least 12 months and have worked at least 1,250 hours during the past 12 months, are entitled to the benefits provided by the Family and Medical Leave Act.

Under the federal FMLA, an eligible employee may take up to 12 weeks of non-paid, job-protected leave during a 12-month period for the following reasons:

- (a) upon the birth of an employee's child;
- (b) upon the placement of a child for adoption or foster care with an employee
- (c) when an employee is needed to care for a spouse, child (restricted to children under age 18 unless incapable of self-care because of physical or mental disability), or parent who has a serious health condition; or
- (d) when an employee is unable to perform at least one of the essential functions of their position because of the employee's own serious health condition.
- (e) in situations of qualifying exigency to be with an employee's spouse, parent or child if said person is an active service member or called to active duty status in the National Guard or Reserves, so long as they are being deployed to a foreign country.
  - Short-notice deployment,
  - Military events and related activities,
  - Childcare and school activities,
  - Financial and legal arrangements,
  - Counseling,
  - Rest and recuperation,
  - Parental care

- Post-deployment activities, and
  - Additional activities where the employer and employee agree to the leave
- (f) for the care of an injured service member if the service member is the employee’s spouse, child, parent, or “next of kin”. This type of FMLA can be elected once to be taken for up to 26 weeks in a 12-month period.

**Combined Leave**

If an employee’s leave qualifies under Federal and State law, the leaves will run concurrently. For example, a leave request for the birth of a child would qualify as an eligible employee medical leave under Wisconsin and Federal FMLA laws. Thus the employee’s time away from work for a qualifying leave will be deducted from their available leave entitlement under both Wisconsin and Federal laws. All leaves granted under FMLA will also run concurrently with any available leave provided under the Ordinance.

**FMLA husband and wife both County employees**

A husband and wife who are both eligible for FMLA leave and are both employed by the County are limited to a combined total of 12 weeks of leave during a 12-month period for (1) the birth of a child or to care for the child after birth; or (2) for the placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement.

A husband and wife who are both eligible for FMLA leave and are both employed by the County are each eligible to take 12 weeks of leave for their own serious health condition or to care for a child or spouse who has a serious health condition. However, the total leave for an employee cannot exceed 12 weeks in a 12-month period.

**MORE INFORMATION ABOUT THE STATE  
AND FEDERAL FAMILY AND MEDICAL LEAVE ACTS**

**Definitions under the Wisconsin FMLA**

1. A “Parent” is defined as a natural, foster or adoptive parent, stepparent, or legal guardian of an employee, an employee’s spouse or domestic partner.
2. “Son” or “daughter” refers to a natural, adopted or foster child, stepchild, or a legal ward that is under the age of 18 or over 18 and unable to care for themselves because of a serious health condition.
3. “Spouse” refers to a husband or wife as defined or recognized under Wisconsin state law.
4. “Domestic Partners” are defined as same-sex couples who register in their county of residence or same-sex and opposite-sex couples who are not required to register.
  - a. To qualify as registered domestic partners, two individuals must meet the following criteria:

- i. They must be at least 18 years of age and capable of consenting to the relationship;
      - ii. They may not be married to, or in a domestic partnership with, another individual;
      - iii. They must share a common residence;
      - iv. They must not be more closely related than second cousins — whether of the whole or half blood or by adoption;
      - v. They must be members of the same sex; and
      - vi. The couple must apply to form a domestic partnership with the clerk in the county in which they reside and must file a declaration of domestic partnership with the register of deeds.
    - b. To qualify as a same-sex or opposite-sex non-registered domestic partnership, two individuals must meet the following criteria:
      - i. They must be at least 18 years of age and capable of consenting to the relationship;
      - ii. They may not be married to, or in a domestic partnership with, another individual;
      - iii. They must share a common residence;
      - iv. They must not be related by blood in a way that would prohibit marriage under Wis. Stat. § 765.03;
      - v. They must consider themselves to be members of each other’s immediate family; and
      - vi. They must agree to be responsible for each other’s basic living expenses.
5. “Serious Health Condition” is defined as a disabling physical or mental illness, injury, impairment or condition involving either:
- a. Inpatient care in a hospital, nursing home, or hospice or
  - b. Outpatient care that requires continuing treatment or supervision by a health care provider.
6. A “Health Care Provider” is a licensed physician, nurse, chiropractor, dentist, podiatrist, physical therapist, optometrist, pharmacist, psychologist; athletic trainer, certified occupational therapist, occupational therapy assistant, physician assistant, perfusionist, respiratory care practitioner, dietitian, acupuncturist, social worker, marriage and family therapist, professional counselor, speech-language pathologist or audiologist; a partnership of any of the above-listed providers, hospices, inpatient health care facility, community-based residential facility, rural medical center, and Christian Science practitioner.

Qualified Exigency:

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves, so long as they are deployed to a foreign country, may use their 12-week leave entitlement to address certain qualifying exigencies. 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.

Care for an Injured Service member:

Eligible employees may also take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a (1) current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

**Definitions for the purposes of leave under the federal FMLA:**

1. “Son” or “Daughter” refers to a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing ‘in loco parentis’.
2. “Spouse refers” to a husband or wife as defined or recognized under state law for purposes of marriage under the state where the employee resides, including common law marriages in states where it is recognized.
3. “Serious health condition” is defined as an illness, injury, impairment or mental condition that involves:
  - a. Incapacity or treatment connected with in-patient care (overnight stay) in a hospital, hospice or residential medical care facility, including any period of incapacity; or
  - b. Continuing treatment by a health care provider which includes one or more of the following:
    - i. A period of incapacity lasting more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also includes:
      1. treatment two or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); **or**
      2. one treatment by a health care provider (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (e.g., prescription medication, physical therapy); **or**
    - ii. Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; **or**

- iii. Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; **or**
  - iv. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; **or**
  - v. Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.
4. For the care of an injured service member”, is defined as a service member who is “undergoing medical treatment, recuperation, or therapy, is otherwise in an outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.”

“Serious illness or injury,” is a serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of their office, grade, rank, or rating. A serious injury or illness also includes injuries or illnesses that existed before the service member’s active duty and that were aggravated by service in the line of duty on active duty.

In talking about the care of an injured service member, “Next of Kin” is defined as the “nearest blood relative”. If a person has no spouse, their closest adult relative, usually a parent or an oldest sibling, but occasionally an adult child, will be designated as “next of kin”. However, there are people without any close adult relatives and “Next of Kin” could be a first cousin, aunt, uncle, or grandparent.

- 5. “Disability” is defined for the purposes of this policy, is used as defined in the Company’s short term disability plan and is not used as defined by the Americans with Disabilities Act. (ADA)
- 6. “12 month period” is defined as a “rolling” 12-month period measured backwards from the date an employee uses any FMLA leave. This means that any time an employee takes FMLA leave, the leave remaining for that employee would be any balance of the 12 weeks, which has not been used during the immediately preceding 12 months.
- 7. Healthcare Providers as defined by the Department of Labor are doctors of medicine or osteopathy licensed to practice in the state; podiatrists, dentists, clinical psychologists, optometrists, chiropractors (for manual manipulation of spine to correct subluxation demonstrated by X-ray), nurse practitioners, nurse-midwives, physician assistants and clinical social workers, if authorized to practice under state law; or Christian Science

practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; any health care provider from whom a certification of the existence of a serious health condition would be accepted; any health care provider listed above who is authorized to practice in a country outside of the U.S.

### **FMLA intermittent or reduced leave:**

You may be entitled to take leave intermittently or on a reduced leave schedule. You should check with FMLASource, HR and/or your Department Head if you are interested in pursuing an intermittent or reduced leave schedule. Intermittent or a reduced schedule leave must be approved by your Department Head and scheduled so as not to unduly disrupt the County's operation.

If you have an approved or pending intermittent leave, and have a planned absence, you will be required to report that absence to the appropriate County representative 30 days prior to the absence if possible. If 30 days' notice is not possible you must report the absence in a timely manner. You must also report that absence to FMLASource at 877-GO2-FMLA (877-462-3652).

The County may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule for leave for the employee or employee's family member that is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

When an employee's hours are restricted or limited, the hours unavailable to work will be counted toward their FMLA entitlement. This includes any overtime or mandation hours not worked.

When leave is taken after the birth or placement of a child for adoption or foster care, an employee who is eligible for leave and has entitlement available under the Wisconsin FMLA, which must commence within the first 16 weeks of the birth or placement, may take leave intermittently or on a reduced leave schedule, only after receiving County approval. However, an employee who is only eligible for Federal FMLA, and who requests leave on an intermittent or reduced-schedule basis shall be required to secure approval from their department head, and shall only be approved for such intermittent or reduced-schedule leave if it meets with the needs of the department. Leave for the birth of a child and newborn care, or placement for adoption or foster care, must conclude within twelve months of the date of birth or placement.

### **Light Duty**

Time spent in "light duty" work does not count against an employee's FMLA leave entitlement, and the employee's right to job restoration is held in abeyance during the light duty period. Light duty work does not include a restriction of hours.



## **Wisconsin Bone Marrow and Organ Donation Leave Act**

### **A. Eligibility for leave under the Bone Marrow and Organ Donation Leave Act**

To be eligible for leave under the Bone Marrow and Organ Donation Leave Act, a Rock County employee must have completed 52 consecutive weeks of service, and have been paid for at least 1,000 hours of service in the 52 weeks immediately prior to the leave commencing.

### **B. Benefits**

1. Qualifying employees may take up to six weeks of protected leave to act as a bone marrow or organ donor. Employees will only be provided protected leave for the amount of time reasonably needed to recover from bone marrow or organ donation procedures as certified by their healthcare provider. This leave is separate from the leave provided to an employee under the Wisconsin FMLA. This leave may run concurrently with leave taken under the Federal FMLA if the employee's donation qualifies as a serious health condition under that law.
2. An employee may substitute accrued paid sick leave, compensatory time, or vacation for unpaid leave under the Bone Marrow and Organ Donation Leave Act.

Anytime a qualifying employee is absent from work due to the of bone marrow or organ donation the employee must Call 877-GO2-FMLA (877-462-3652) or log onto [www.fmlasource.com](http://www.fmlasource.com) to begin the claim process.

a) Your information will be verified by a specialist who will initiate the bone marrow or organ donation leave process and answer any questions.

b) The specialist will send you a letter confirming your request, your notification of rights under the Bone Marrow and Organ Donation Act and a medical certification form to be completed by your healthcare provider.

### **Use of paid leave for FMLA purposes:**

During your FMLA leave your medical, dental, vision and life insurance will continue at the same level of coverage you had prior to your leave. Premiums deductions will continue for any period of leave where any Paid Time Off (PTO) is authorized.

Under Wisconsin law, an employee may choose to substitute any paid leave for up to six weeks of FMLA leave for the birth or adoption of a child or up to two weeks for leave for their own serious health condition or for the care of an eligible family member. Thereafter, under Federal law, the employee is required to substitute any remaining sick leave, floating holiday, compensatory time, vacation, and holiday time that the employee has available, in the order that the employee designates at their FTE Status. Should the employee fail to designate the benefit time to be used, it will be utilized by the County in the order outlined above (See chart below). Under no circumstances will employees be entitled to FMLA leave in excess of the authorized 12 weeks as a result of the substitution of paid leave.

Any leave, paid or unpaid, that is designated as leave under FMLA will count against the employee's FMLA entitlement. Worker's Compensation will also run concurrently with FMLA.

Unpaid time off that continues beyond the 12 weeks of FMLA leave is subject to prior approval by your Department Head and Human Resources in accordance with the County Ordinance.

If at any time during your leave you are not receiving pay, your benefits will not be terminated. Any premiums due and owing may be paid during your absence. If you do not pay your premiums during your absence, they will be deducted by payroll in accordance with Finance Department policy upon your return to work.

If you do not return to work following FMLA leave for a reason other than (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; or (2) other circumstances beyond your control, you may be required to reimburse the County for its share of health insurance premiums paid on your behalf.

|  | <b>Week 1- 8 (320 hours)</b>                     | <b>Week 9-12 (160 hours)</b> |
|--|--|------------------------------|
| Birth, Adoption  | Paid<br>Unpaid<br>Combination of Paid and Unpaid | Paid at your FTE Status      |
|  | <b>Week 1- 4 (160 hours)</b>                     | <b>Week 5-12 (320 hours)</b> |
| Employee's Own Serious Health Condition                        | Paid<br>Unpaid<br>Combination of Paid and Unpaid | Paid at your FTE Status      |
|  | <b>Week 1-4 (160 hours)</b>                      | <b>Week 5-12 (320 hours)</b> |
| Employee's Parent, Spouse, or Child's Serious Health Condition | Paid<br>Unpaid<br>Combination of Paid and Unpaid | Paid at your FTE Status      |

**Requirements for taking a FMLA leave of absence:**

You may request a FMLA leave of absence by making the request to FMLASource via the toll free number, 877-GO2-FMLA (877-462-3652), or online at [www.FMLASource.com](http://www.FMLASource.com). You must give notice of the need for a leave of absence at least thirty (30) days before any foreseeable leave. If thirty (30) days' notice is not practical because of an emergency or other circumstance, the leave

should be requested as soon as possible (typically within two business days of learning of the need for leave).

After notification to your supervisor you must call FMLASource to report the circumstances of your leave. FMLASource will provide you with applicable forms and information about your rights and responsibilities under the FMLA.

To request a leave for a serious health condition, you will be required to submit information from an appropriate health care provider confirming the existence of the serious health condition and other relevant information. FMLASource will provide you with a Medical Certification of Health Care Provider form for this certification. A certification form will also be required for intermittent medical treatment or continuous leave.

Periodic reports and additional physician certifications may also be required during a leave. The County may, at its own expense, require a second (or third) opinion regarding a medical certification. If you fail to provide timely certifications, your leave request may be delayed or denied.

For a serious health condition of your family member, a medical certification about the needed care for the family member, information about the care of the family member and an estimate of the time needed must be provided from your eligible family member's physician.

For care of an injured service member, a medical certification about the needed care for the service member, information about the care of the service member, relationship to the service member, and an estimate of time needed must be provided from your service member's physician.

For a qualifying exigency, a copy of the service member's orders will be necessary to prove the active duty status or impending call to active duty status in support of a contingency operation. In addition, an estimate of time needed must be provided by the employee.

#### **Returning from a leave of absence:**

In order to return to work from an approved FMLA leave due to your own health condition, you will be required to provide a release or "fitness for duty" certification from your health care provider stating you are able to resume the major and essential functions of your job. Fitness for duty certification may be requested for an intermittent leave if reasonable safety concerns exist.

If you return from leave at its expiration, you will be returned to the same or equivalent position unless you fail to provide a release to return to work. Upon restoration, benefits will be resumed in the same manner and at the same levels as provided when the leave began, subject to any changes that took place while the employee was on FMLA leave. Performance evaluation dates will not be adjusted as a result of the leave of absence.

The County has the right under FMLA to deny job restoration to certain "key employees" under certain circumstances, if necessary to prevent substantial and grievous economic injury to the County operations. "Key employees" are salaried employees who are among the highest paid 10

percent of all employees within 75 miles of the eligible employee's worksite. To deny job restoration to a key employee, the County will notify the employee of their status as a key employee and will provide all other information required by law.

If you return from FMLA with no benefit time and encounter an unforeseen medical situation, please refer to the Rock County Personnel Ordinance 18.508 and Administrative Policy and Procedure 5.26.

**Maximum leave of absence and termination of employment:**

If you fail to return to work on the first day after your FMLA leave expires, and have not received prior approval from your Department Head and Human Resources for additional leave time as provided by County Ordinance, you will be deemed to have voluntarily resigned your employment with Rock County.

**Employment while out on leave:**

An employee's inability to perform job duties while out on Family Medical Leave (FMLA) or any other authorized leave of absence for the County, is assumed to extend to any other job duties the employee may have outside of the County employment as indicated in the employee's medical certification. Employees who have a disability under the Americans with Disabilities Act (ADA) may be provided reasonable accommodations or extensions of leave and should contact Human Resources.

If you are not on an approved FMLA leave or you give a false or non-validated reason for a leave of absence, termination of employment can occur.

If FMLASource is unable to verify eligibility, they will contact Human Resources to verify the eligibility status of an employee.

**Falsification of medical certification**

Any false answers or statements knowingly made in connection with your application for FMLA will be sufficient grounds for disciplinary action up to and including discharge.

Rock County may use hiring, interviewing, testing and screening processes to determine the best qualified candidates for any particular position.

In filling job vacancies or new positions, employees within the department with the vacancy will be given consideration. External candidates may also be considered.

Depending on the nature of the position and the applicants applying for the position, the County may conduct varying levels of background screening to determine whether candidates are suitable for the position they applied for. Information that may be obtained or requested includes, but is not limited to: information relating to references past employment, work habits, education, judgments, criminal background and offenses, character, general reputation, and driving records.

Any employee who must interview or test for a job opening for other Rock County departments during their work hours shall be allowed time to participate in said interviews or tests without loss of pay, excluding off days, vacations, floating holidays, or other paid time off.

After completion of all the required pre-employment screening processes, the most qualified candidate who meets the requirements for the position and fits the needs, mission and values of the department may be offered the position. The determination of such qualifications shall rest with the Department Head.

It is the policy of Rock County that all employees should be able to enjoy a work environment free from all forms of harassment. Employees who engage in harassment not only hurt others, but they also expose both themselves and the County to potential legal liability. Consequently, Rock County will not condone or tolerate any conduct in the workplace on the part of its employees (whatever their positions), elected officials, vendors, or members of the public, if that conduct violates the right of someone else to be free from harassment. County employees who violate this policy will be subject to appropriate discipline, up to and including termination.

## I. GENERAL POLICY

All employees are responsible for assuring that the workplace is free from any form of harassment, including harassment on the basis of any protected class status as defined by State and/or Federal Law and Rock County Personnel Ordinance 18.102(B4). All employees and elected officials shall be familiar with, and comply with, the policy of the County prohibiting harassment in the workplace as explained below.

This policy prohibits any County employees (whatever their positions), elected officials, vendors, or members of the public from harassing an employee or other person while on the job, or from creating a hostile work environment.

Harassment by an employee, supervisor, manager, or any other person will not be tolerated. All supervisors and administrators, as part of their job requirements, are responsible for preventing and eliminating harassment in their respective department, division, or work areas.

## II. SEXUAL HARASSMENT

Sexual harassment includes any unwelcome sexual conduct that is either made a condition of employment or that creates an offensive, intimidating, or hostile working environment. The Equal Employment Opportunity Commission guidelines state that conduct is harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct is used as a basis for an employment decision affecting the employee; or
3. Such conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating a work environment, which is intimidating, hostile, or offensive to the employee.

### III. OTHER UNLAWFUL FORMS OF HARASSMENT

Unlawful harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964 and other federal authority.

Unwelcome verbal or physical conduct based on any protected class status as defined by State and/or Federal Law and Rock County Personnel Ordinance 18.102(B4) constitutes harassment when:

1. The conduct is sufficiently severe or pervasive to create a hostile work environment; or
2. A supervisor's harassing conduct results in a tangible change in an employee's employment status or benefits (for example, demotion, termination, failure to promote, etc.).

**Hostile work environment harassment** occurs when unwelcome comments, symbols, or conduct based on any protected class status as defined by State and/or Federal Law and Rock County Personnel ordinance 18.102(B4) unreasonably interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment. Anyone in the workplace might commit this type of harassment – a management official, co-worker, or non-employee, such as a contractor, vendor or guest. The victim can be anyone affected by the conduct, not just the individual at whom the offensive conduct is directed.

Examples of actions that may create sexual hostile environment harassment include:

- Leering, i.e., staring in a sexually suggestive manner
- Making offensive remarks about looks, clothing, body parts
- Touching in a way that may make an employee feel uncomfortable, such as patting, pinching or intentional brushing against another's body
- Telling sexual or lewd jokes, hanging sexual posters, making sexual gestures, etc.
- Sending, forwarding or soliciting sexually suggestive letters, notes, emails, or images

Other actions which may result in hostile environment harassment, but are non-sexual in nature, include:

- Use of racially derogatory words, phrases, epithets
- Demonstrations of a racial or ethnic nature such as a use of gestures, pictures or drawings which would offend a particular racial or ethnic group
- Wearing or displaying, while on Rock County property, any symbols that are designed to, or have the effect of harassing, demeaning, intimidating, or disparaging others. Examples include, but are not limited to, the confederate flag (County Board Resolution 20-8A-060), and Nazi swastika. Displays may include, but are not limited to, posting or showing such symbols in common areas, hallways, or parking lots; posting or showing

symbols in an office, cubicle or desk area; having uncovered body art such as tattoos or branding showing a symbol; or showing symbols on clothing.

- Comments about an individual's skin color or other racial/ethnic characteristics
- Making disparaging remarks about an individual's gender that are not sexual in nature
- Negative comments about an employee's religious beliefs (or lack of religious beliefs)
- Expressing negative stereotypes regarding an employee's birthplace or ancestry
- Negative comments regarding an employee's age when referring to employees 40 and over
- Derogatory or intimidating references to an employee's mental or physical impairment

Harassment that results in a tangible employment action occurs when a management official's harassing conduct results in some significant change in an employee's employment status (e.g., hiring, firing, promotion, failure to promote, demotion, formal discipline, such as suspension, undesirable reassignment, or a significant change in benefits, a compensation decision, or a work assignment). Only individuals with supervisory or managerial responsibility can commit this type of harassment.

**A claim of harassment** generally requires several elements, including:

1. The complaining party must be a member of a statutorily protected class;
2. S/he was subjected to unwelcome verbal or physical conduct related to their membership in that protected class;
3. The unwelcome conduct complained of was based on their membership in that protected class;
4. The unwelcome conduct affected a term or condition of employment and/or had the purpose or effect of unreasonably interfering with their work performance and/or creating an intimidating, hostile or offensive work environment.

### **What is Not Harassment?**

The anti-discrimination statutes are not a general civility code. Thus, federal law does not prohibit simple teasing, offhand comments, or isolated incidents that are not extremely serious. Rather, the conduct must be so objectively offensive as to alter the conditions of the individual's employment. The conditions of employment are altered only if the harassment culminates in a tangible employment action or is sufficiently severe or pervasive to create a hostile work environment.

Report any incident of harassment immediately to your supervisor, any member of management and/or to the Director of Human Resources.

## **IV. INVESTIGATION OF COMPLAINTS OF HARASSMENT**

An employee who believes they have been the subject of, or witness to, harassment shall promptly report the matter to their supervisor or directly to Human Resources.



Any complaint of harassment shall receive the immediate attention of the supervisor to whom it is made. The supervisor shall immediately forward all complaints brought to their attention to the Human Resources Director. Supervisors shall not discourage employees from making complaints. If a matter involves the employee's supervisor, the complaint may be taken instead to another supervisor, a division head, a department head with whom the employee feels comfortable, the Human Resources Director, or the County Corporation Counsel.

In all complaints an investigation will be undertaken to determine the facts surrounding the complaint. Because of its sensitive nature, complaints of harassment will be investigated and shall remain, to the extent possible, confidential.

After appropriate investigation, any employee found to have violated this policy will be subject to appropriate disciplinary action up to and including termination from employment with Rock County.

The County also recognizes that false accusations of harassment can have serious adverse effects. All employees shall act honestly and responsibly in complying with and enforcing this policy. Anyone who knowingly makes false accusations of harassment will be subject to appropriate disciplinary action up to and including termination from employment with Rock County.

Rock County prohibits retaliation against anyone that reports, in good faith, alleged harassment, or assists in the investigation of a complaint. Anyone who retaliates against a person who reports harassment or who assists in the investigation of a harassment complaint will be subject to appropriate disciplinary action up to and including termination from employment with Rock County.

Employees who become aware of possible harassment, even if they are not themselves victims, are responsible for bringing the matter to the attention of the appropriate supervisor as provided in this policy. Discrimination or harassment may also be reported to the Equal Employment Opportunities Commission (1-800-669-4000), or State of Wisconsin Equal Rights Division (1-608-266-6860). If an employee makes a report to either of the above agencies, that employee shall provide a copy of that report to the County Corporation Counsel's Office within forty-eight (48) hours of the making of the complaint.

Administrative Policy & Procedure Manual  
Section: Human Resources

Policy: Hazard Pay

Policy No: 5.16

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Employees assigned to patrol duties, at the Rock County Public Works Department, on a multi-lane highway with a posted speed limit of 60 miles per hour or higher will receive a hazardous pay premium of \$2.00 per hour for actual hours worked.

- A. Medical Insurance. A group comprehensive and major medical insurance plan shall be in force for all employees that enroll for such coverage. Regularly scheduled part-time employees shall be covered by said medical insurance, provided the employee is normally scheduled to work eighty-five hours or more per month.

If an employee (Employee A) and their spouse (Employee B) are both employed by the County, either Employee A or Employee B (but not both), may elect dependent Coverage. If Employee A chooses to enroll for coverage as Employee B's dependent, then Employee A is not eligible to also enroll for Single Coverage. If there are no eligible children, Employee A and Employee B may both elect Single Coverage.

The County will pay 90% of the premium for health insurance and the Employee will pay 10% of the premium, based on the terms of participation of the Healthy Employee Incentive Program (HEIP). Under the HEIP, employees must complete their activities and have all supporting documentation turned in to the Human Resources Department by December 31 of each calendar year. Employees who do not meet all the requirements of the HEIP will pay 10% of toward their health insurance premium for the entire following calendar year.

The premium shall be established annually by the County. Premiums shall be determined for the following four categories:

- Employee
- Employee Plus Spouse
- Employee Plus Child(ren)
- Family

- B. Premium while on approved leave of absence. Any employee on a leave of absence for more than thirty continuous calendar days unpaid shall be allowed to continue their health, dental, and life insurance coverage provided they reimburse the County for the premium. In the case of an FMLA absence or approved paid medical leave of absence-Non FMLA, the County will continue to pay health, dental, and life insurance premiums for no more than three months.
- C. Effective Date. Health and dental insurance for new hires will become effective on the first of the month following the employee's hire date. To enroll eligible dependents on the health, dental, or vision insurance, new hires will be required to provide proper documentation.

- D. End Date. Health insurance for will end at Midnight of the employees last paid day for resigning/terminated employees. Dental and Vision Insurance will end on the last day of the month for resigning/terminated employees. Health, Vision and dental insurance will end on the last day of the month for employees who qualify for the County's retirement benefit.
- E. Retirement. An employee who retires from County employment (immediately draws an annuity from the Wisconsin retirement system), or spouse thereof, shall be allowed to remain in the County's Group Insurance Plan, provided they submit the required monthly premium to the County Financial Accounting Office, made payable to the County Treasurer.

For part-time employees hired after January 1, 2018, the County shall pay a pro-rated share of the premium as follows:

Rock County will provide single coverage health insurance to all employee that are scheduled for at least 0.5 FTE. If the employee chooses to select employee and spouse, employee and child, or family coverage, the employee will pay a pro-rated share of the premium difference between single coverage and the coverage of their choice. During the initial period of employment, the employee must be scheduled for at least 0.5 FTE and the employee's premium share will be based upon the employee's scheduled FTE rounded to the nearest 10%. For example, if the employee is scheduled for a 0.7 position, the employee's premium share will be 30% of the cost difference between single coverage and the coverage of their choice. The employee will pay the 30% until the first day of the quarter following one full calendar quarter of employment. At that point, the employee's premium share will be based upon the employee's total paid hours during the previous calendar quarter as a percent of full-time and rounded to the nearest 10%. For example, if the employee is paid for 416 hours during the calendar quarter, the employee will pay 20% of the premium during the following calendar quarter. For the purposes of this section, paid hours will include workers compensation time, State and Federal FMLA and all overtime. An employee whose scheduled FTE is below 0.5 will be eligible for insurance by accumulating paid hours above 0.5 during a calendar quarter.

In order to receive holiday pay, employees must normally be scheduled to work for not less than four (4) hours the regular workday before and not less than four (4) hours the regular workday after the holiday, unless on authorized paid time off (sick leave, vacation) or on paid FMLA.

**Holiday Bank:**

All employees shall have their holiday time capped at 88 hours per calendar year (See “Holiday Bank” under leave bank on check stub). Any hours earned over 88 hours in a calendar year will be paid out.

The Department Head shall attempt to rotate employees called to work on holidays insofar as such rotation is not inconsistent with efficient operation of the department.

Exempt employees who work on a holiday shall receive a day in lieu thereof.

For purposes of computing overtime, a holiday shall be counted as eight hours worked in computing the 40 hours workweek.

**Non-Exempt Employees in non 24/7 Positions**

Employees (.4 FTE or more), shall receive holiday pay according to the number of hours for which they would be scheduled to work on that day. If a holiday falls on an employee’s scheduled day off, the employee shall be entitled to a compensatory day off with pay pro-rated based on their FTE.

Employees who work on a holiday shall be compensated at the rate of time and one-half their hourly rate of pay for hours worked and will bank holiday hours equal to all hours worked up to eight (8) hours.

Employees shall be paid at the rate of two and one-half (2 ½) times their regular rate of pay for all hours worked on a holiday in excess of their normally scheduled shift. No additional holiday time will be banked.

Employees not scheduled to work, but required to work on holiday, shall be compensated at the rate of time and one-half their hourly rate of pay for hours worked in addition to the holiday pay.

### **Non-Exempt Employees in 24/7 Positions**

Non-exempt employees (.4 FTE or more) in 24/7 positions working on any holiday shall receive compensation at the rate of time and one-half their regular rate of pay for all hours worked. In addition, they shall be eligible to take another day off with pay in lieu of the holiday worked, which is to be scheduled at a time that is mutually convenient to the Employer and employee.

Part time employees who work on a holiday shall be compensated at the rate of time and one-half their hourly rate of pay for hours worked and will bank holiday hours equal to all hours worked up to eight (8) hours.

If a holiday falls on an employee's scheduled day off, the employee shall be entitled to a compensatory day off with pay pro-rated based on their FTE.

For the purpose of computing holiday pay, the following guidelines shall be applied:

1. For each holiday enumerated a full twenty-four hour period shall be subject to premium pay.
2. Where an employee's shift falls completely within the holiday, the employee should be paid at the premium rate for the entire shift.
3. Where a regular shift falls on two calendar days, the Employer shall pay premium pay for the full shift of which the majority of hours fall on the holiday. This shall relieve the Employer from paying any premium pay for the shift for which the minority of hours fall on the holiday.

For supervisors working at the 911 Communication Center, who are required to work on a holiday, they will be paid or granted compensatory time off at a rate of time and one half for all hours worked between 7:00 a.m. the day of the holiday through 6:59 a.m. the day after the holiday, and earn 8 hours of holiday time in lieu of.

For Medicolegal Investigators at the Medical Examiner's Office, who are required to work on a holiday, they will be paid or granted compensatory time off at a rate of time and one half for all hours worked between 6:00am. the day of the holiday through 5:59 a.m. the day after the holiday, and earn 8 hours of holiday time in lieu of.

Employees shall be paid at the rate of one and one half (1 ½) times their regular rate of pay for their normally scheduled shift (Example: employee is normally scheduled to work 12 hours) and at two and one-half (2 1/2) times their regular rate of pay for all hours worked thereafter on a holiday. Employees working on their scheduled day off will be paid two and one half (2 ½) times their regular rate of pay for all hours worked on the holiday.

For purposes of computing overtime, a holiday shall be counted as eight hours worked in computing the 40 hours workweek.

#### **Employees in Pool/Relief/FTE below .4**

Employees who are required to work a holiday will be paid at a rate of time and one half.

#### **Holiday Pay while on a Leave**

In order to receive holiday pay, employees must normally be scheduled to work for not less than four (4) hours the regular workday before and not less than four (4) hours the regular workday after the holiday, unless on authorized paid time off (sick leave, vacation) or on paid FMLA.

When a holiday falls within a period of leave with pay, the employee shall receive pay for the holiday.

When a holiday falls within a period of leave without pay, the employee shall receive no pay for the holiday.

#### **Holiday Pay for Alternative Work Schedule.**

Employees who work four ten-hour days or four nine-hour days and one four-hour day, will have a total of eighty (88) hours of paid holiday time per calendar year. The current, established holidays: 1) New Year's Day, 2) Martin Luther King Jr. Day, 3) the Spring Holiday directly preceding Easter, 4) Memorial Day, 5) July 4th, 6) Labor Day, 7) Thanksgiving Day, 8) Friday following Thanksgiving, 9) one full day before Christmas, 10) Christmas Day will be taken as the employee's holiday if it falls within the four ten-hour day, or the four nine-hour and one four-hour day work week. The remaining holiday hours to the total 88 hours, may be used as floating holidays, with in the calendar year, upon the employee's request and approval of their supervisor.

The Immigration Reform and Control Act of 1990 provides that all new hires must complete an I-9 form, which verifies employment authorization and identity.

No new employees, including seasonal, limited term, and part-time will be processed unless the necessary employment authorization and identity documentation is provided. Examples of employment authorization would be a social security card, birth certificate, etc. Examples of identity would be a driver's license, photo ID, etc. Some documents such as an U. S. passport, certificate of U.S. citizenship, etc., would cover both employment authorization and identity. All new employees will be aware of this requirement as it is mentioned on the County Application Form and is part of their letter of employment. In any case a social security card shall be presented for employment.

Any employment offer is contingent on providing this information. The information will be checked and verified by the Human Resource Department during general orientation. If the information is not provided within 3 days, the employee will be terminated from employment with Rock County.



The County's policy is to maintain all work schedules without interruption regardless of inclement weather.

Authorization to Close Building (s). Under the provisions of the Personnel Ordinance Section 18.501(l), the County Administrator may designate holidays in unusual circumstances with the approval of the County Board Chair and/or Vice Chair. Unusual circumstance might include inclement weather that dictates closing non-essential facilities, or conditions at County Building(s). Notice of authorized closings will be given when possible, thru local media.

Positions designated as "necessary to report". Identified positions in public safety departments, 24-hour operations, and support departments have been designated as "necessary to report" and are required to be present at the physical work location. A list of those positions can be found at the end of this policy. Employees filling these positions are required to report to their physical work location if possible even if county facilities are closed. If they are unable to report to work, the time off must be covered with benefit time-off such as vacation, floating holiday, comp time or absence without pay if the employee does not have any benefit time available. Under this circumstance, an absence will not count toward the department's disciplinary track. Sick leave may not be used.

Non-designated Positions-Employees in non-designated positions ,with laptops, should plan on working from home when in-person operations are suspended. If approved by their supervisor, employees may opt to use vacation and other forms of accumulated leave, except sick leave, to be absent from work when in-person operations are suspended.

Other positions-Employees, without laptops or the nature of their work does not provide telework opportunities, will receive their normal compensation for the hours they were scheduled to work that day.

Employees who were on a preapproved sick, vacation, or holiday day off, or were on a paid or unpaid leave of absence do not receive any additional compensation for the day. Paid leave time is used for the absence as was previously planned.

# Necessary to Report

## **Airport -SWRA**

Airport Director  
Airport Superintendent  
Airport Maintenance Tech

## **Communications Center**

911 Comm. Center Director  
911 Comm. Center Assistant Director  
911 Communications Center Shift Supervisor  
911 Communications Telecommunicator  
911 Communications Call Taker

## **County Administrator**

County Administrator

## **Emergency Management**

Emergency Management Director  
Deputy Emergency Management Director

## **Facilities Management**

Facilities Management Director  
Facilities Superintendent  
Facilities Supervisor  
Sr. Crew Leader  
Crew Leader  
Maintenance Tech  
Master Electrician  
Master Electrician

## **Medical Examiner**

Lead Medicolegal Investigator  
Medicolegal Investigator

## **Public Works**

### **Parks**

Park Services Supervisor  
Highway Tech I  
Maintenance Tech  
Parks Assistant

### **Highway**

Public Works Director  
Assistant Director Public Works  
Public Works Superintendent  
Engineering Tech  
Storekeeper  
Crew Leader  
Highway Tech I & II  
Mechanic I & II  
Shop Superintendent  
Stock Clerk  
Fleet and Asset Coordinator

## **Sheriff**

Sheriff  
Administrative Professional III  
Chief Deputy  
Commander  
Captain  
Sergeant  
Detective  
Deputy Sheriff  
Correctional Officer  
Correctional Supervisor  
Vehicle Maintenance Supervisor  
Vehicle Maintenance Tech.

## **Human Services**

### **Youth Services Center**

Youth Services Center Operations Manager  
Assistant Operations Manager  
Youth Services Center Supervisor-FT & Relief  
Human Services Professional I  
Youth Specialist-FT & Relief  
Youth Specialist-Lead  
Youth Specialist-Art Programmer

### **Children, Youth, and Family\*\***

Human Services Professional I,II, III  
HSD Supervisor I  
Human Services After Hours Staff

### **Crisis Intervention Unit\*\***

Human Services Professional I, II, III  
Human Services Paraprofessional  
On-Call HSD Supervisor II

\*\*Child Protective Services and Crisis Services will either transition to remote phone relay services or report to the office. These positions must be prepared to report to designated locations.

## **Rock Haven**

### **Administration**

Nursing Home Administrator  
Administrative Professional III

### **Medical Staff**

Physician

### **Environmental Services**

Environmental Services Tech

### **Materials**

Materials & Environ. Svcs. Supervisor  
Central Supply Tech

### **Food Services**

Food Service Supervisor  
Registered Dietician  
Food Service Tech-Lead  
Cook

Food Service Tech

### **Nursing Administration**

Director of Nursing  
Assistant Director of Nursing  
Nurse Managers  
Staffing Coordinator

Administrative Professional I

Unit Associate

### **Nursing Services**

Nursing Supervisors  
Admission Coordinator  
MDS Nurse  
Infection Preventionist  
Registered Nurse  
Licensed Practical Nurse  
Certified Nursing Assistant

### **Program Services**

Activity Supervisor  
Activity Therapy Assistant  
Rock Haven Social Worker  
Social Services Case Worker  
Social Services Case Specialist

### **Finance Rock Haven**

Business Supervisor  
Accounting Specialist II

### **HEALTH INSURANCE COVERAGE**

Health Insurance coverage begins the first day of the month following employment for all permanent employees working in a 0.5 FTE position or greater (regardless of probationary period). Employees who do not enroll in the first 30-days of hire (or transfer into a position with benefits) are **NOT** permitted to enroll as late applicants **UNLESS** they can document health coverage through another source, which has lapsed no more than thirty days prior to enrolling in the Health Insurance. Failure to meet this 30-day deadline will result in being ineligible for health coverage until the following open enrollment period. Health coverage ends on the last day in which the employee terminates employment, unless continuation coverage is chosen under COBRA.

### **DENTAL INSURANCE COVERAGE**

Dental Insurance coverage begins the first day of the month following employment for all permanent employees working in a 0.5 FTE position or greater (regardless of probationary period). Employees who do not enroll in the first 30-days of hire (or transfer into a position with benefits) are **NOT** permitted to enroll as late applicants **UNLESS** they can document dental coverage through another source, which has lapsed no more than thirty days prior to enrolling in the Dental Insurance. Failure to meet this 30-day deadline will result in being ineligible for dental coverage until the following open enrollment period. Dental coverage ends on the last day of the month in which the employee terminates employment, unless continuation coverage is chosen under COBRA.

### **VISION INSURANCE COVERAGE**

Vision Insurance coverage begins the first day of the month following employment for all permanent employees working in a 0.5 FTE position or greater (regardless of probationary period). Employees who do not enroll in the first 30-days of hire (or transfer into a position with benefits) are **NOT** permitted to enroll as late applicants **UNLESS** they can document vision coverage through another source, which has lapsed no more than thirty days prior to enrolling in the Vision Insurance. Failure to meet this 30-day deadline will result in being ineligible for vision coverage until the following open enrollment period. Vision coverage ends on the last day in which the employee terminates employment, unless continuation coverage is chosen under COBRA.

## **LIFE INSURANCE COVERAGE**

Eligibility for this benefit is tied to whether or not the employee is eligible for retirement benefits. Life Insurance coverage becomes effective on the first day of the month following 30 days from the date of hire. . If an employee initially declines or misses the 30 day enrollment period and wishes to apply for coverage at a later date, the employee must fill out an Evidence of Insurability Form and be under the age of 70. The insurance carrier is entitled to accept or refuse coverage based on the Evidence of Insurability.

## **FLEXIBLE SPENDING ARRANGEMENTS**

Flexible spending (medical or dependent care) benefits begins the first day of the month following employment for all permanent employees working in a 0.5 FTE position or greater (regardless of probationary period). Employees who do not enroll in the first 30-days of hire (or transfer into a position with benefits) are NOT permitted to enroll as late applicants. Failure to meet this 30-day deadline will result in being ineligible for flexible spending until the following open enrollment period. Coverage terms on your last day which the employee terminates employment. The employee will have ninety (90) days to submit expenses incurred prior to their last day of employment.

## **VOLUNTARY BENEFITS**

Voluntary benefit (i.e Accident, Critical Illness, Hospital Indemnity, Short or Long Term Disability) coverage begins the first day of the month following employment for all permanent employees working in a 0.5 FTE position or greater (regardless of probationary period). Eligible employees have thirty (30) days from date of hire to enroll in Voluntary benefits. Failure to meet this 30-day deadline will result in being ineligible for Voluntary benefits until the following open enrollment period. Enrollment during this time is not a guarantee of coverage and is subject to review by the carrier. Voluntary benefits coverage ends on the last day in which the employee terminates employment.

## **CHANGES IN COVERAGE**

Employees shall inform Human Resources of any “life changes” such as birth, adoption, marriage, divorce, leave of absence, or change of address, which may affect insurance coverage within 30-days of the change.

Internal vacancies or new positions will be posted on the Human Resources Intra-net page. External recruitments will be posted on the County's electronic application system (Neo-Gov).

Such postings will be uniform and will remain posted for five days, excluding Saturdays, Sundays and holidays from the date received, and will identify the position, including the job location, job shift, and the rate of pay.

Employees who are interested in applying for the vacancies or new positions shall submit an Internal Posting Application form to HR by 5:00 p.m. on the deadline date of the posting.

Employees who miss the internal posting deadline must complete an application on the Neo-Gov system by 5:00pm on the deadline date of the job announcement.

Administrative Policy & Procedure Manual

Section: Human Resources

Policy: Job Share

Policy No: 5.23

Effective: 3/1/2009

Revising:

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A Job Share occurs when two people voluntarily share the duties and responsibilities of one full-time position, with the salary and leave entitlement allocated on a pro-rata basis. In a job share situation, only one individual is entitled to the health and dental insurance coverage. Benefits will inure to the employee working the majority of the job share hours. If both employees are equal in number of hours, benefits will inure to the most senior of the two employees unless otherwise agreed in writing.

The County will agree to a job share when it is in the County's best interest to do so, and where operational needs will not be adversely affected. A request for a job share will require the approval of the Department Head and the Human Resources Director.

Guidance on job shares can be sought from the Human Resources Department when a position becomes vacant, or when a request to job share is received from an employee.

When recruitment takes place to a vacant job share, the vacancy will be filled in accordance with Rock County Policy. The successful candidate will meet the requirements of the position. If the recruitment process fails to produce a qualified candidate to fill the job share post, the job share will end and the remaining incumbent will return to full time employment. Immediate family members, as defined in the Rock County Personnel Ordinance, will not be allowed to job share with each other.

The manager/supervisor and/or Department Head will determine the arrangement of hours worked in a job share position; however, the overall duties and responsibilities of the whole position shall always be shared.

Although job sharers will be on the same pay scale/range, they need not necessarily be on the same step. Where incremental salary scales apply, it is possible for job sharers to be on different steps according to qualifications and experience, or years of County service.

All leave entitlements will be received on a pro-rata basis based on the employee's fulltime equivalency (FTE).

Job sharers are responsible for ensuring that the duties and responsibilities attached to the position are carried out. They are also individually responsible for their own performance within the position, and will have their individual performance reviewed in the same way as any other staff member.

When a job share occurs, a letter of agreement will be developed by the Human Resource Department. All individuals involved, including the Department Head and Human Resource Director will be required to sign this agreement.

**Jury Duty:**

Any employee called for jury duty in any court of competent jurisdiction shall be granted time off from their regular and normal daily schedule of working hours with pay, for such jury service provided such employee shall remit to Rock County Treasurer's Office all fees received from the Clerk of Courts for such service, and further provided that no claim for overtime pay or compensatory time off shall be made by such employee as a result of their jury services. If a second or third shift employee is selected to serve on a jury panel, the employee will not be required to work their next scheduled shift, if such shift begins on the same calendar day. If the employee does not remit the fee, they shall be considered to be on leave of absence without pay while performing jury duty. The County shall pay a reasonable amount for the difference if the employee has to pay parking fees and reimbursement from the Court does not fully cover the fee.

Should an employee not be selected to serve on a jury panel, the employee will report back to work within one hour of dismissal by the court.

If the employee chooses not to return to work, they may use available benefit time to take the rest of the day off. Sick Leave cannot be used.

**Subpoenaed Witness:**

When subpoenaed to appear before a court, public body, or commission in connection with County business on regular work time, the employee shall be paid at their regular rate of pay and the employee shall remit their fee to the County.

Employees who are off duty and are subpoenaed to appear in court as a result of their work assignment shall receive a minimum of two hours pay at the rate of time and one half. If the employee is required by the court to be present in court for time over and above the minimum, the employee will be paid at the rate of time and one half. Employees shall be reimbursed for mileage costs incurred because of court appearances required under this provision. Employees shall sign and turn over to the County any and all fees and reimbursements paid because of court appearances resulting from their work assignment.

**Subpoena Cancellation Pay.** Employees who are subpoenaed to testify on off duty time and are not notified of the cancellation or dismissal of said subpoena at least twenty-four hours prior to the time scheduled for appearance, shall be paid two hours of pay at their regular rate of pay. There shall be a maximum of two (2) canceled subpoenas per day.



Employees subpoenaed to appear before a court, public body, or commission for reasons outside of their County employment will be given time off of work if they must appear during their normally scheduled shift. The time away from work will be covered by the employee's benefit time or will be leave without pay if the employee does not have appropriate benefit time to cover.

This process and policy does not pertain to Exempt staff or staff listed as non exempt exceptions in the Overtime, Flex, On Call, and After Hours Payment.

The appointing authority may layoff an employee: a) whenever it is necessary to reduce the workforce for any reason (e.g. lack of work, lack of funds, abolishment of a position, etc.), b) when an employee has exhausted all available leave options and is unable to return to work, c) when an employee has failed to successfully complete their probationary period after a promotion or d) when an employee can no longer perform the essential functions of the job.

In situation (a) above, no regular employees shall be laid off while there are temporary or probationary employees serving in the same classification, in the same department. Layoffs shall be based on the needs of the County and the lowest employee in the identified job title with in the department will be designated for lay off.

The Human Resources Department shall notify each person laid off of all their rights. Regular employees shall receive at least thirty (30) calendar days' notice prior to layoff in situation a) above. Layoff plans shall be approved by the Human Resources Director before they are implemented.

A) Bumping

Regular full time and part time employees whose positions have been eliminated or permanently reduced by more than 8 hours in their work week in a calendar year, or an employee who has been bumped, will have the right to bump the least senior employee in their classification or the least senior employee in any equal or lower classifications within their department provided:

- 1) they are qualified to do the work of that position,
- 2) they can work the FTE of that position, and
- 3) they have more seniority than the person they are bumping.

Qualified for purposes of this section means that they can demonstrate their ability to do the work of the position to the satisfaction of the Department Head and they have all the necessary licenses and certifications necessary to meet the requirements of the position.

- B) Options. Once the employer becomes aware that there will be a lay-off and is ready to present the options to the affected employees, the employer will run a seniority roster to determine the available bump options. This roster will be used throughout the entire bump process and will not be updated for this set of lay-offs.

The employee shall be given a list of bumping options and shall have not more than forty-eight (48) hours from the time of receiving those options, excluding weekends or holidays, to notify the Human Resources Department of the employee's election to bump or accept the layoff.

Employees who are without jobs as a result of the bumping process or reduction in the number of positions shall be notified in writing four weeks prior to the date of their lay-off and shall be placed on a recall list.

Employees who do not choose to exercise their bumping rights may be placed on the recall list.

For the purpose of an employee exercising bumping rights, a lower classification will be defined as a classification in a lower pay grade than the pay grade of the employee's current classification.

For the purpose of an employee exercising bumping rights, an equal classification will be defined as a classification within the same pay grade as the employee's current classification.

- C. Recall List. The Employer will maintain a recall list of such laid off employees. Such list will be in the order of the employee's seniority at the time of the lay-off with the most senior being number one on the list. Such list will also show the classification(s) for which employees are qualified. Employees on the recall lists maintain seniority and recall rights for a time equal to the length of service, not to exceed two years
- D. Recall from Lay-Off. Employees will be recalled from layoff in accordance with their seniority to jobs for which they are qualified regardless of their FTE. The Employer will not employ any new temporary employees, limited term employees or part-time employees in positions for which there exists a qualified employee on the re-employment list.
- E. Volunteers. Another employee may voluntarily request to replace an employee designated for lay off. If the Department Head agrees, that employee shall utilize the bumping rights of the laid off employee
- F. Availability. It is the responsibility of laid off employees to apprise the Human Resources Department as to their current address and telephone number so that recall or other placement activities can be handled efficiently. An employee failing to do so may be considered to have forfeited their recall rights.

Notice of recall will be sent by the Employer to the laid off employee's last known address and the laid off employee shall be required to respond within two weeks (fourteen days) from the date of recall. Employees who do not respond to such recall notices shall be dropped from the list and all rights shall be lost.

- G. Failure to report for work. Any employee recalled from layoff shall report for work as soon as possible following the date they respond to the recall notice, but no later than seven calendar days thereafter. An employee who fails to report for work within the recall period shall be considered to have voluntarily terminated their employment.
- H. Workweek reductions. Under certain circumstances workweek reductions may be imposed instead of layoffs.
- I. Loss of seniority. Employees laid off and re-employed within two years shall experience no loss of seniority as a result of the layoff. This section shall not apply to Employees who terminate. Such Employees, if re-employed, shall begin as new Employees.
- J. Rate of pay. Employees who bump into a lower pay grade classification will be placed at the same pay step they were on in their previous classification (e.g. step to step).
- K. New hires during bumping. The Employer will not employ any new temporary employees, limited term employees or part-time employees during the bumping process.
- L. Benefits. Employees that are laid off will have all vacation, holiday, comp time, and floating holiday (if unused) paid out to them. Sick time will remain in the employee's sick bank for the duration of the layoff. If an employee is recalled, the employee will have access to their sick time but will accrue all other benefit time starting with the date that the employee returns to active status. If an employee resigns or their recall rights are exhausted, the remaining sick time will be paid according to Administrative Policy and Procedure 5.38. Health insurance will end at Midnight for laid off employees. Dental and Vision Insurance will end on the last day of the month for laid off employees.
- M. Bi-lingual Exceptions. In the case of a lay off situation, where the employee to be laid off is in a position where being bi-lingual is a Bona Fide Occupational Qualification (BFOQ), a more senior employee may be laid off instead.

Employees who must possess a license/certification that is either necessary to fulfill the requirements of the position, or it has been determined by the Department Head that it is in the best interest of the County for the employee to maintain this license/certification for operational efficiency, shall be reimbursed for the cost of said license, professional dues, and mandated continuing education courses.

In addition, employees noted below:

**Employees at the Public Works Department and Airport.**

Employees who as a condition of employment are required to maintain a valid State of Wisconsin Commercial Driver's License shall upon renewal of said license along with submission of proof to the County be reimbursed for the cost of said license.

For Mechanic positions that require a Class A CDL within the Public Works Department, an employee who is hired without a Class A CDL will be paid at the rate established for Mechanic I (non CDL). Employees must obtain their Class A CDL within six months of their start date. Once a Class A CDL has been received (in-training does not qualify), the employee's wage rate will be increased to the step in the pay grade for Mechanic II with the next highest dollar amount that provides an increase. The effective date of this increase will be the start of the next pay period immediately following notification with documentation of the Class A CDL to management. The employee will be eligible for subsequent step increases based on the established pay grade steps. Employee will be required to remain in the Mechanic II classification for two years.

For Highway Tech I positions that require a Class A CDL within the Public Works Department, an employee who is hired without a Class A CDL will be paid at the rate established for Highway Assistant. Employees must obtain their Class A CDL within six months of their start date. Once a Class A CDL has been received (in-training does not qualify), the employee's wage rate will be increased to the step in the pay grade for Highway Tech I with the next highest dollar amount that provides an increase. The effective date of this increase will be the start of the next pay period immediately following notification with documentation of the Class A CDL to management. The employee will be eligible for subsequent step increases based on the established pay grade steps. Employee will be required to remain in the Highway Tech classification for two years.

**Employees at the Rock Haven Nursing Home**

Beautician

LPN  
Registered Nurse

**Employees at the Human Services Department**

Licensed Professionals

**Employees working for the Corporation Counsel's Office**

Assistant Corporation Counsel  
Deputy Corporation Counsel  
Corporation Counsel

**Employee working at the Public Health Department.**

Public Health Nurse  
Environmental Health Specialist

Rock County has a number of leave of absence options available to employees. When an employee requests a leave, care should be taken to determine which leave is applicable.

When an employee requests a leave-of-absence, the Leave of Absence Request form must be completed. The leave request and all required documentation shall be submitted, if possible, fourteen calendar days prior to the start of the leave. Leaves of absence, not to exceed six months(except for an educational leave), may be granted by the County Administrator or the Department Head, with the approval of Human Resources Director in writing to any employee.

Requests for more than six months, will be reviewed by the Department Head and Human Resource Department on an individual basis. Any employee on leave of absence who accepts employment with any other employer shall lose all rights of employment with the County.

- (1) Leave of absence (with or without pay) may be granted when it is in the best interest of the County to do so. Requests for leave of absence shall be approved prior to the taking of such leave. When such leave is requested as an extension of sick leave, an acceptable physician's certificate shall be required.
- (2) At the expiration of a leave of absence, the employee shall be reinstated to the position they vacated or to an equivalent position which is vacant at the time, provided the employee meets the stated qualifications. If there is not a suitable vacancy available, the employee's name shall be placed on an appropriate recall list.

For a medical non FMLA leave of absence, Prior to returning to work, the employee shall furnish the Employer with a written statement from a qualified physician who attended to the employee in the treatment of the disability covered by the medical leave. Said statement shall be submitted, if possible, fourteen calendar days prior to the termination date of the leave and shall state that the employee is released to perform the prior job duties as required by the Employer. The employee may be returned to their former position. If there are any restrictions regarding an individual's return to work, please consult the Human Resources Director.

- (3) Credit toward vacation and sick leave shall not be earned after 30 days while an employee is on leave without pay. Insurance benefits may be retained according to HR Policy and Procedure.
- (4) Leave without pay shall not constitute a break in service; however, if the employee is absent more than thirty days during a calendar year, it shall change the employee's anniversary date.

When a leave without pay of more than thirty (30) consecutive days is taken, the employee's anniversary date shall be moved ahead by the total number of days of the leave.

- (5) A return to work earlier than the scheduled termination of leave date may be arranged by the supervisor and the employee, with notification of the Human Resources Department.
- (6) Employees on leave of absence from the County may not be employed full time elsewhere. Employees holding employment elsewhere during a leave of absence shall be deemed to have voluntarily resigned from employment with Rock County.
- (7) If an employee is unable to return to work on the date stipulated, they may submit a written request to extend the leave of absence, subject to the approval of the County Administrator or Department Head and the HR Director. If, on the date following the expiration of the leave of absence, an extension is not requested and granted and the employee has not returned to their position, the employee shall be considered to have voluntarily resigned from County employment.
- (8) Unauthorized Absence. It is recognized that there may be extenuating circumstances for unauthorized absence, and due consideration shall be given each case. However, an employee who is absent from duty without approval shall receive no pay for the duration of the absence, and shall be subject to disciplinary action, which may include dismissal.

### **Educational Leave**

Employees may be granted a full time leave of absence without pay to further their education for a period not to exceed eighteen months if it is determined to be in the best interest of the County.

At the expiration of the leave, the employee may be reinstated to their position if it is available or an equivalent position if one is available and if it is determined to be in the best interest of the County.



**Non Work Related Witness or Personal Litigation**

A leave of absence without pay shall be granted to an employee upon their request to appear under subpoena or in their own behalf in litigation involving personal or private matters

## I. WHO MAY USE A MOTOR POOL VEHICLE

This policy establishes the rules and guidelines for the authorized use of County Owned vehicles in the motor pool as well as the passenger cars, vans and pick-up trucks assigned to individual departments. County employees with the appropriate valid driver's license are authorized to drive County vehicles for County business. (For the purposes of this section only, *employee* shall mean an employee of Rock County, or an employee of a third-party under contract with Rock County to provide services to consumers of a Rock County services. A multiple passenger van or bus may require a commercial driver's license or additional training.) Employees are prohibited from driving a County owned vehicle if their driver's license is suspended, revoked, or on restricted (not due to corrective lenses) status. All employees and contract drivers who drive a county vehicle must have the Driver's License and Insurance Verification Form on file with the Departmental Motor Pool Coordinator (which must be updated annually). It is the responsibility of the driver to reveal any changes in the status of their driver's license. The Driver's License and Insurance Verification Form can be found on the Rock County Intra-net under Forms (<http://earth2/forms>).

Any department that is assigned a motor pool vehicle must designate a Departmental Motor Pool Coordinator.

## II. VEHICLE USAGE

Rock County vehicles shall be used for official business only. Vehicles may not be used for non-business mileage. Travel to and from motels, restaurants, etc., on out-of-county business trips shall be considered a part of the business trip.

Vehicles shall be returned to their assigned parking space upon return from a trip. Vehicles shall not be taken home, unless the County Board Staff Committee has granted permission to an employee to do so under the provisions of Section 5.48 of the Rock County Policies and Procedures Manual. The Department Head may authorize an employee to take a vehicle home overnight for special, one-time-only situations where the employee can save time/mileage by reporting directly from their home.

An employee given permission to take a vehicle home shall fill out the proper reports for IRS tax purposes documenting any personal use of the vehicle.

## III. RECORD KEEPING REQUIREMENTS

For all trips, employees shall record destination, and beginning and ending odometer readings on departmental forms and in the vehicle logbook that is kept in the vehicle. The department head or their designee is responsible for verifying the accuracy of logbook entries. The logbooks are subject to audit for accuracy and completeness on a periodic basis.

Department Location Motor Pool Coordinators are responsible for tallying all miles driven on their assigned vehicles, and reporting the totals within three (3) business days of the beginning of each month to the Public Works Department.

Department Location Motor Pool Coordinators are responsible for notifying the DPW Shop Superintendent (757-5463) and Corporation Counsel (757-5530) of all accidents.

#### IV. FUELING AND REPAIRS

Department Location Motor Pool Coordinators are responsible for scheduling maintenance/service at the factory recommended intervals as supplied by the Department of Public Works Shop Superintendent. Currently the intervals are every 5,000 miles for Chevrolet and Chrysler vehicles and every 7,500 miles for Ford vehicles. For repairs other than regular maintenance/service, the Department Location Motor Pool Coordinator must call the Department of Public Works at 757-5450, to schedule needed repairs with the Crew Leader or Superintendent. Employees should note any problems, noises, and wear of parts; and report them to their Department Location Motor Pool Coordinator who should contact the Department of Public Works as soon as possible.

If a breakdown occurs, whether in or out of county, contact the Shop Superintendent at the Public Works Department at 757-5450 during working hours, 7:00 a.m. - 4:00 p.m. After hours call the Communications Center at 757-2244. Ask the dispatcher to contact the on duty Public Works Superintendent and convey the message to return your call.

Before setting out on a trip, make sure the vehicle has enough gasoline for the trip! As of October 2016, all Motor Pool vehicles were assigned Exxon/Mobil WEX fueling cards. The procedures outlined in the following paragraph must be followed when using the county's fuel card system.

The Exxon/Mobile fueling cards are universally accepted at all gas stations, consult the Driver's Guide for additional information. Drivers are encouraged to use the vendor stations (vendor name on card) when convenient. Fuel cards are specific to each vehicle and must be kept in the vehicle it is assigned to. P.I.N number (last four digits of employee number, or vendor assigned number) and vehicle mileage must be accurately entered when fueling. Regular unleaded fuel or diesel fuel for diesel powered vehicles from self-service pumps should be the only fuel types used. The credit card is to be used only for gas, oil and minor repairs. Repairs over \$100 require Public Works Superintendent or Crew Leader approval.

#### V. ACCIDENTS

If you are involved in any type of accident while the vehicle is in your possession (examples: crash with another vehicle, backing into something, damage to property, etc.) you must report the accident. If you are involved in a crash or collision with another vehicle(s), stop immediately and turn on your emergency flashers. It is against the law to leave the scene of an accident without identifying yourself. Offer reasonable assistance. Movement of injured persons should not be undertaken, if

likely to cause further injury. Call 911. Drug/Alcohol testing will be done in accordance with Policy 5.05.

Exchange information—drivers must give their name, address and vehicle registration number and, if requested, show your driver's license to any other driver in the accident. If you struck an unattended vehicle; leave a note with the above information and circumstances of the accident. Insurance information will also be requested. If the car is incapacitated, follow the procedures for a breakdown (in section IV. Fueling and Repairs). If there were witnesses to the accident, obtain their names and addresses. **DO NOT MAKE A STATEMENT OF ANY KIND TO ANYONE OTHER THAN THE POLICE OR A REPRESENTATIVE OF THE COUNTY.** Inform the Motor Pool Coordinator and Corporation Counsel of the accident within 24 hours.

## VI. INSURANCE COVERAGE

Rock County is insured for the purposes of all auto liability claims. A Vehicle Insurance Identification Card shall be maintained at all times in each vehicle owned by Rock County. This shall be placed in the vehicle's glove storage compartment. The information contained on this card should be consulted in the event of an accident.

All claims against Rock County (and information regarding events which seem likely to give rise to claims) must be forwarded directly to the Corporation Counsel's Office as soon as possible. The telephone number is 757-5530, the address is the Rock County Corporation Counsel, 51 S. Main Street, Janesville, WI 53545.

Questions concerning insurance coverage may be directed to the Corporation Counsel's Office.

## VII. DRIVER RESPONSIBILITIES

As the operator of a motor vehicle, you have certain responsibilities to uphold. The County expects you to adhere to these responsibilities. They include, but are not limited to:

- Possessing a valid unrestricted driver's license, for reasons other than corrective lenses.
- Using the motor vehicle for business use only.
- Reporting any maintenance problems immediately.
- Upholding traffic regulations.
- Reporting all accidents.
- Properly and accurately filling out the motor pool logbook.
- Wearing your seat belt at all times (passengers shall also wear seat belts).
- Locking the vehicle any time you are away from it.

- Using safe driving techniques.
- Operating vehicles at a reasonable speed not to exceed the maximum posted speed limit.

Vehicle operators shall not:

1. Take the vehicle home unless granted permission to do so.
2. Give rides to any person unless directly related to conducting County business.
3. Tow, push or start other vehicles.
4. Use cell phones while driving.
5. Use alcohol or other drugs before and while driving, including prescription drugs which may impair the operation of a motor vehicle.
6. Smoke or use tobacco products in the vehicle.

Vehicle operators shall remove all personal items from the vehicle including food wrappers and drink containers, leaving the vehicle clean and un-littered. A vehicle operator should report an unclean vehicle to the Department Motor Pool Coordinator prior to their trip, or they will be responsible for cleaning the vehicle when they return.

Vehicle operators are responsible for filling windshield washer fluid and reporting an low fluid level or low fluid life warning lights to the Department of Public Works Shop Superintendent or Crew Leader as soon as possible.

Vehicle operators shall not make statements admitting liability or responsibility for accidents before consulting the Corporation Counsel.

## VIII. VEHICLE AND DRIVER SAFETY POLICY

### A. PURPOSE

The purpose of this policy is to prevent accidents and ensure the safety of individuals related to driving while on Rock County business. It is the responsibility of all drivers to operate vehicles in a manner that prevents both injuries and property damage. Drivers are expected to drive in a safe, responsible, and courteous manner, following all safety and traffic rules of the road.

This policy is intended to supplement existing County Administrative Directives in the Rock County Personnel Ordinance, Policy and Procedure Manual, or any department specific work rules.

## B.POLICY APPLICATION

All county employees, contractors, volunteers, or interns (paid and unpaid) in their use of County motor pool vehicles.

## C . DEFINITIONS

- a. **County Policy:** Includes all rules and regulations applicable to County employees in the scope of their employment, including but not limited to The Rock County Personnel Ordinance, Rock County Policy & Procedure Manual, any Administrative Directives issued by the County Administrator or their designee, or department specific work rules.
- b. **County Safety Committee:** Committee that reviews all relevant crash and accident documentation to determine if the incident was preventable or non-preventable and make suggestions for improvement to safety.
- c. **Preventable:** An event involving property damage, vehicle accident, or personal injury in which the employee failed to exercise sound judgment, required procedures, and reasonable caution to prevent the accident.
- d. **Global Positioning System (GPS):** A navigation system receiving signals from satellites to determine the location of the receiver.
- e. **Employee:** Any full time, part time, temporary workers, paid or unpaid interns, volunteers, or contractors. Both Exempt and Non-Exempt employees are covered by this policy.
- f. **Non-preventable:** An event involving property damage, vehicle incident, or personal injury in which the employee exercised sound judgment, reasonable caution, and followed appropriate procedures wherein an incident occurred.
- g. **Unsafe Behavior:** Driving behaviors that may contribute to collisions, accident, injury and/or death. Unsafe behavior, includes but is not limited to, operating a vehicle while any occupant is not wearing a seat belt, following traffic ahead too closely, use of a portable electronic device while driving, eating while driving, violating traffic laws, and inattentive or distracted driving. A sample reference list of Unsafe Behaviors that are subject to discipline is attached at the end of this document under Appendix A. This list is not comprehensive and is not meant to capture all actions subject to discipline.
- h. **Violation:** An act or omission by an Employee that violates a federal, state, or local statute, regulation, rule, or ordinance, or County Policy. A formal citation or notice of violation need not be issued for a violation to have occurred.
- i. **Vehicle:** Any motor vehicle including cars, trucks, sport utility vehicles, pick-up trucks, off-road vehicles, or motorized equipment.
- l. **Coaching:** The process of bringing a matter to an employee's attention and assisting with understanding the corrective actions that should be taken to address the matter,

documented through an Employee Discussion Worksheet (online fillable form can be found on the intra-net under the Safety section). An Employee Discussion Worksheet is not considered discipline and is not subject to grievance or appeal, however it is part of the Employee's personnel permanent record.

#### D.APPLICATION

All Employees shall operate motor pool vehicles in a safe, responsible and courteous manner, following all safety and traffic rules of the road.

Any violation of this Policy, or any rules or regulations related to motor pool vehicle use, or any unsafe behavior while operating a motor pool vehicle, shall subject the Employee to discipline in accordance with all applicable County Policies, and as follows:

- a. All Violations and Unsafe Behavior shall be investigated and reviewed given the totality of the circumstances, including the specific facts and circumstances of the violation, severity of the act, past discipline administered to the employee, and any records that are relevant to the incident (including GPS data).
- b. Violations and Unsafe Behavior shall be considered either Minor, Intermediate or Major based upon the severity of risk to the safety and integrity to persons or property which the acts or omissions of the Employee have created. Minor, Intermediate, and Major Violations shall be determined by the Employee's department head, or designee, in consultation with the Risk Manager and Director of Public Works and shall be classified as follows:
  - Minor Violations are acts or omissions that create an unreasonable increase in risk to the safety of persons or property but for which that increase is low. Examples include, but are not limited to, the following: improper passing, following too closely; distracted driving such as eating, vaping, or chewing tobacco while driving; speeding (1-10 MPH over the speed limit), incomplete stop at an intersection.
  - Intermediate are acts or omissions that create an unreasonable increase in risk to the safety of persons or property but for which that increase is moderate. Examples include, but are not limited to, the following: failure to keep vehicle under control, inattentive driving, driving too fast for conditions, failure to obey traffic sign/signal, speeding (11-19 MPH over the speed limit).
  - Major Violation are acts or omissions that create an unreasonable increase in risk to the safety of persons or property but for which that increase is high. Examples include, but are not limited, to the following: failing to stop at a stop sign or red light; manipulating or tampering with vehicle equipment; driving in the wrong lane or direction; driving off of a paved surface when one is available unless doing so would be a part of the Employee's normal job duties, speeding (20 MPH or more over the speed limit).

- c. Discipline for a violation should begin with the least severe qualifying action, as described below, but may take any of the following forms, up to and including termination:

Minor Violations:

- Employee notified of Violation and Violation reviewed on a case-by-case basis with Risk Management and Employee's supervisor.
- Third documented violation constitutes moving to first Intermediate Violation disciplinary action.

Intermediate Violations:

- First Violation: Coaching, policy review Policy No: 5.27 and video training. Video training must be completed within five (5) business days. Suspension of work-related driving privileges until video is satisfactorily completed. Supervisor will receive completion report. Non-compliance of video training within five (5) business days will result in automatic Second Violation.
- Second Violation: Repeat all steps for First Violation and receive a Written Reprimand in personnel file. Suspension of work-related driving privileges for five (5) business days.
- Third Violation constitutes moving to first Major Violation Disciplinary actions.

Major Violations:

- First Violation: Suspension from work without pay or termination depending on severity, policy review Policy No: 5.27 video training, suspension of work-related driving privileges for at least 14 calendar days. Video training must be completed prior to reinstatement of driving privileges. Supervisor will receive completion report. Failure to comply with video training will result in continued suspension of work-related driving privileges.
- Second Violation: Suspension from work without pay or termination depending on severity, policy review Policy No: 5.27, video training, suspension of work-related driving privileges for at least 28 calendar days. Video training must be completed prior to reinstatement of driving privileges. Supervisor will receive completion report. Failure to comply with video training will result in continued suspension of work-related driving privileges,
- Third Violation: Termination of employment.

- d. All disciplinary action is coordinated with the County Risk Manager, assigned HumanResources representative and the employee's Supervisor.

## E. RESPONSIBILITIES

### Fleet Management Department

- Immediate and weekly data collection for Risk Management
- PARS activity notification
- Annual and new employee Driver Acknowledgment Statements. Annual Statements due on June 1.



- Application and assignment of fuel credit card PINs

Risk Management:

- Receive immediate report data and contact employee supervisor
- Review weekly report data for potential unsafe employee behavior and follow established policies
- Make recommendations on cases not outlined in this policy with Human Resources
- Contact Human Resources and employee Supervisors as appropriate for coaching, training, etc.

Human Resources:

- Ensure compliance with Rock County Personnel Ordinance and Policy & Procedure Manual with regard to disciplinary investigations and actions.
- Make recommendations on cases not outlined in this policy in conjunction with Risk Management
- Prepare disciplinary actions promptly.
- Post all reprimands and suspensions in the employee file.

Managers/Supervisors:

- Ensure this policy is disseminated, understood by all employees, and followed.
- Administer disciplinary action and coach employees as appropriate with Risk Management and Human Resources.
- Ensure documentation is completed and forwarded to Human Resources, the employee's personnel file and the employee.

Employees:

- Know and understand the rules set forth in this policy.
- Follow instructions and guidance from Human Resources, Risk Management and Supervisors.
- Have a clear understanding of appropriate behaviors and actions.
- Take action to correct violations.
- Understand the consequences of repeated violations.

## APPENDIX A

Unsafe Behavior Reference List: The following are unsafe behaviors and actions that will be observed, coached, disciplined, and generally brought to the attention of managers, supervisors, and other department leadership under this Policy. This list is not comprehensive, and other behaviors may be added over time.

### UNSAFE DRIVING BEHAVIORS

| <b>BEHAVIOR</b>                     | <b>DEFINITION</b>  |
|-------------------------------------|--|
| <b>Driver Unbelted</b>              | Events where the driver was not properly secured by a seatbelt   |
| <b>Inattentive Driving</b>          | Events where the driver is alert, and not distracted, yet responds late to a readily visible situation ahead   |
| <b>Passenger Unbelted</b>           | Events where the passenger does not appear to properly secured by a seatbelt   |
| <b>Food</b>                         | Events where the driver is eating while driving  |
| <b>Incomplete Stop</b>              | Events where the driver slows significantly but does not make a complete stop at stop sign or traffic light.   |
| <b>Following Distance</b>           | Events where the driver is following too close behind the vehicle ahead  |
| <b>Other Concern</b>                | Events where the driver makes a poor driving decision that exposed the driver to risk or caused significant wear and tear to the vehicle                     |
| <b>Cell Phone</b>                   | Events where the driver is holding or actively using a cell phone while driving  |
| <b>Near Collision (Unavoidable)</b> | Events where there was a narrow escape with another vehicle, object, or pedestrian. It's considered unavoidable if the driver could not reasonably avoid it. |
| <b>Other Distraction</b>            | Events where the driver is distracted while driving.   |
| <b>Other Violation</b>              | Events where an unsafe or risky Traffic Violation occurs.  |

|                                |  |
|--------------------------------|--|
| <b>Failed to Stop</b>          | Events where the driver failed to stop at a regulation stop sign, line painted with the word "STOP" or a traffic light.                                  |
| <b>Near Collision</b>          | Events where there was a close call with another vehicle, object or pedestrian. It's considered avoidable if the driver could have reasonably avoided it |
| <b>Collision</b>               | Events where the vehicle came in contact with another vehicle or object  |
| <b>Smoking/Vaping</b>          | Incident where the driver is smoking tobacco or using a vaping product in a non-designated area.   |
| <b>Red Light</b>               | Events where the driver enters an intersection after the traffic light turned red.   |
| <b>Speed Violation</b>         | Incidents where the driver exceeds the maximum speed permitted by law  |
| <b>Mirror Use</b>              | Events where the driver fails to effectively check the side or rear-view mirrors and a risky situation occurs  |
| <b>Electronic Device</b>       | Events where the driver is using an electronic device while driving. If the distraction contributed to the event activation it will be marked as "Risky" |
| <b>Too Fast for Conditions</b> | Events where the driver is driving too fast for the roadway or environment   |
| <b>Intersection Awareness</b>  | Events where the driver fails to effectively scan the intersection and a risky situation occurs  |

All new employees with Rock County are required to attend general orientation on their first day of employment with the Human Resources Department. General orientation is held on Monday, following payday. The purpose of general orientation is to have the new employee sign the necessary employment papers and to educate them about Rock County policies and procedures as well as to notify them of available benefits and the time frame in either accepting or rejecting those benefits.

All new employees and their supervisors commit to following the onboarding process.

Onboarding is the process of welcoming a new employee into Rock County and familiarizing them with their new job duties, co-workers, policies, and day to day operations in a manner that is engaging, well thought out, and not overwhelming.

## NON-FRATERNIZATION

While Rock County encourages amicable relationships between members of management and their subordinates, it recognizes that involvement in a romantic relationship may compromise or create a perception that compromises a member of management's ability to perform their job. Any involvement of a romantic nature between a Department Head, manager, or supervisor of the organization and anyone they supervise, either directly or indirectly, is prohibited. Violation of this policy will lead to corrective action up to, and including, termination of the management individual involved in the relationship.

The Fair Labor Standards Act (FLSA), HR Policies and Procedures, and the Rock County Personnel Ordinance establish overtime pay affecting full-time and part-time employees in the County. Employees in non-exempt status are to be paid time and one-half for all hours worked over forty in a week. Special rules apply to State and local government employment involving law enforcement services, nursing homes, volunteer services, and compensatory time off instead of cash overtime payment.

Anytime a non-exempt employee is performing work the County is required to pay for those hours worked. It does not make any difference if the supervisor requested the work, knew about the work, the employee volunteered to do the work, the work is performed during regularly scheduled or unscheduled hours, or whether the work is performed on or off the County's premises. Some examples of hours for which the County would be responsible are:

1. An employee punching in more than 7 minutes before or 7 minutes after their scheduled starting time and ending time.
2. An employee on a lunch break and answers the phone throughout their lunch break. (One call that only lasts a few minutes would not qualify).
3. A supervisor assigns some work at the end of the employee's normal shift and it must be completed prior to the beginning of their next normal shift.

It is important to recognize that although some employees may wish to donate their time to accomplish their unfinished duties and a supervisor knows or reasonably should know of this "donated" time, the County will still be required to pay for the time worked.

It is the County policy that overtime is to be approved in advance by the supervisor, except in emergency situations.

Some simple guidelines that may be of assistance in preventing unintended overtime responsibility are:

1. Do not allow employees to punch in more than 7 minutes before or 7 minutes after their scheduled starting and ending times.
2. Require, when possible, that overtime be approved in advance of working.
3. Require employees to leave their workstation during unpaid lunch hours.

Overtime shall be approved in advance by a Department Head or supervisor. Overtime shall be kept to a minimum and shall be utilized to relieve specific occasional peak workloads or emergencies.

Overtime shall be scheduled as fairly and equally as practicable among employees based on their qualifications to perform the job.

**Overtime:**

- (A) Non exempt are employees whose jobs are covered by the minimum wage and overtime provisions of the Fair Labor Standards Act. Employee job titles that are not listed in Appendix B have been determined by Rock County to be non-exempt employees.

Non exempt employees are eligible for overtime compensation on a time and one-half basis over forty hours per week.

Employees may be paid in compensatory time off or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and approval of the Department Head.

1) For employees in the classification of Correctional Supervisor the work schedule shall consist of an eight and one half hours work day with scheduled work days as follows: work five (5) days, off work two days (2) days, work five (5) days, off work three (3) days, with above cycle repeating itself every two weeks. For payroll purposes, base hours will be (79.55) hours in each fourteen (14) day cycle. The work period is defined as a regular recurring period of twenty eight (28) days.

2) For employees listed in the job titles listed below, an employee and the employee's supervisor may agree, on occasion, to a flexible schedule within a one (1) week period, which causes the employee to work in excess of eight (8) hours per day. Upon such agreement, the overtime provisions below shall not apply, until the employee works more than 40 hours in a week.

- Non exempt employees working in the Parks, Highway, or Shop division at the Rock County Public Works Department and employees working in maintenance at the Rock County Airport shall be expected to respond to a call and report to work outside their respective regular and normal schedule of daily work hours. When an Employee is off duty and directed to report to work outside of their regular and normal schedule of daily work hours, they shall receive time and one-half of their

hourly rate of pay for all hours actually worked, provided that in the event they work less than two hours, they shall, nevertheless receive time and one-half their hourly rate of pay for a two hour period of time; further provided, that the aforesaid two hour minimum call-in provision of this section shall apply only if the Employee called into work is sent home prior to the commencement of their next regular and normal schedule of daily work hours, in which event the hours actually worked as a result of such call-in shall not be considered a part of the regular and normal schedule of daily work hours.

Any airport Employee required by management to carry a cell phone during non-work hours will be compensated at the rate of \$100 per week for each week that the Employee carries the cell phone.

- Non-exempt employees working in maintenance for the Facilities Department shall receive time and one-half of their hourly wage rate for all hours worked in excess of eight hours per day, or forty hours per week. In the event an Employee is off duty and called in to work in excess of eight hours per day, they shall be paid a minimum of time and one-half for two hours.

Employees shall be expected to respond to a call to work outside their respective regular and normal schedule of daily work hours. When an Employee is off duty and directed to report to work outside of their regular and normal schedule of daily work hours, they shall receive time and one-half of their hourly rate of pay for all hours actually worked, provided that in the event they work less than two hours, they shall, nevertheless receive time and one-half their hourly rate of pay for a two-hour period of time; further provided, that the aforesaid two-hour minimum call-in provision of this section shall apply only if the Employee called into work is sent home prior to the commencement of their next regular and normal schedule of daily work hours, in which event the hours actually worked as a result of such call-in shall not be considered a part of the regular and normal schedule of daily work hours.

Any Maintenance Staff who is required by management to be on call during non-work hours will be compensated at the rate of \$100 per week for each week that the Employee is on call.

- 4) For employees listed in Appendix A-Overtime over 8 hours per day or forty hours per week, Each regular full-time employee shall receive time and one-half their hourly wage or time and one-half compensatory time off for all hours worked in excess of eight hours per day or forty hours per week
- 5) Employees working in the position title of Registered Nurse, LPN, Certified Nursing Assistant, Activity Therapy Assistant, Environmental Services Tech, Food Service Tech, and Cook at the Rock Haven Nursing Home, volunteering to pick up open shifts and/or volunteer to work on short notice as a result of call-offs, shall receive one and one-half times the regular rate of pay for such duty.



- 6) For employees working in the job title of Human Services Professional I, II, III, and Registered Nurse for the Rock County Human Services Department:
- Employees working five eight (8) hour days, all hours worked in excess of eight (8) hours per day or forty (40) hours per week shall be compensated at the rate of time and one-half the regular rate of pay, or time and one-half compensatory time, at the option of the employee.
  - Employees working a one nine (9) hour day plus one four (4) hour day ,all hours worked in excess of nine (9) hours per day or forty (40) hours per week shall be compensated at the rate of time and one-half the regular rate of pay, or time and one-half compensatory time, at the option of the employee.
  - Employees working four ten (10) hour day schedule, all hours worked in excess of ten (10) hours per day or forty (40) hours per week shall be compensated at the rate of time and one-half the regular rate of pay, or time and one-half compensatory time, at the option of the employee.
  - In order to accommodate the specified needs of an HSD client, or insure the fidelity of a treatment model for an HSD client and stay in compliance with state statutes with respect to the care, treatment or supervision of HSD clients, or as a means to prevent the removal of an adult, child or youth from the community, staff may sometimes need to report to work before or stay after their normally scheduled work hours.
  - An employee who is designated for after-hours coverage is not eligible for time and one-half until the end of their regularly scheduled shift.
- (B) Exempt employees are employees whose jobs are not covered from the minimum wage and overtime provision of the Fair Labor Standards Act. Employees who are paid on a salary basis, who meet the salary level threshold identified by the United States Department of Labor Wage and Hour Division, and whose job duties are in an “executive,” “professional,” or “administrative” category as defined under the Fair Labor Standards Act and the related regulations from the US Department of Labor qualify for exemption from the overtime provisions of the Fair Labor Standards Act. A complete list of job titles which have been determined to be *Exempt* by Rock County is listed in Appendix 7B.

The only exceptions would be:

- (1) in the case of an employment services agreement, which contained such a provision; or

- (2) employees in the following job classifications who are eligible for overtime compensation on a time and one-half basis over forty hours worked per week:

MDS Registered Nurse  
Infection Preventionist  
Youth Services Center Supervisor

- (3) Employees in the following job classifications shall be eligible for overtime compensation on a straight time basis over forty hours per week.

911 Communications Shift Supervisor  
Public Works Superintendent  
Shop Superintendent

Employees may be paid in compensatory time off or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and the approval of the Department Head

### **Adjusted Time**

Full-time, exempt, employees shall exercise discretion over the methods and manners in which they effectively utilize work time. Exempt employees are expected to average not less than forty (40) hours of work per week. They may be required to attend regular or special meetings, or events, to perform other services outside of regular working hours. In return for these services, these employees may take time off when the workload of the office permits. This adjusted time off must be approved in advance by the employee's supervisor. Adjusted time off will not be approved on an hour for hour basis for all time worked beyond the forty (40) hour work week. Salaried exempt employees should have no expectation of an hour for hour adjustment. The adjusted time off is intended to be an occasional occurrence and is not intended to replace other types of benefit time. Extra hours worked beyond the forty (40) hour work week does not accumulate in any way, and do not entitle an employee to additional compensation, leave time, or other benefits.

Adjusted time off may be used contiguous to any other paid benefit time (vacation, sick leave, holiday, etc.).

Any violations or abuse of this Policy shall be reported to the Human Resources Director for appropriate disciplinary action, up to and including termination.

### **On Call/After Hours**

- A) Employees in the classifications of HSD Supervisor I, II and Human Services Lead Supervisor, YSC Assistant Operations Manager, and YSC Operations Manager assigned after-hours on-call responsibility for Child Protective Services, Mental Health Services, and Youth Services Center oversight shall receive two hours of straight wages for each weekday (Monday thru Thursday), and three hours for each 24-hour period for weekend coverage. For purposes of this section, “weekend coverage” shall include Friday, Saturday, and/or Sunday. On county recognized holidays and days of observation, supervisors will receive four hours of pay for each 24-hour period.
- B) Employees in the classifications of Network Engineer I & II, Systems Administrator I & II, IT Enterprise Systems Supervisor, IT Infrastructure Supervisor, Public Safety Systems Manager, and the Deskside Support Specialist III PS assigned to the Communication Center who are on-call shall receive four hours of straight wages for each week of on-call coverage. Actual time spent on a call will be compensated in a minimum of 15 minute increments.
- C) Employees in the Public Works Department in the classifications of Crewleader, Public Works Superintendent, and Shop Superintendent, who are on call for Public Works shall receive four hours of straight wages for each week of on-call coverage.
- D) An Aging Unit employee whose job requires the ability to be reached after hours for the transportation program will follow the procedure listed below:
- a. After hours are designated as:
    - Monday, thru Friday 6:00 am to start of shift and end of shift to 6:30pm
    - Saturday 8:45am-6:30pm
  - b. Compensation for on-call hours will be paid at a rate of \$3.50 per hour while on call.
- E) The Medicolegal Investigations Coordinator whose job requires the ability to provide weekend on call coverage will follow the procedure listed below:
- a. Weekend after hours are designated as: Friday, 6:00pm through Monday, 6:00am
  - b. Compensation for on-call hours will be paid at a rate of \$3.50 per hour while on call. If the employee is required to report to work while being on call, the employee will be paid at time and one-half for time worked.

The Pool Medicolegal Investigator whose job requires the ability to be reached after hours for coverage will follow the procedure listed below:

- a. After hours are designated as: 6:00pm to 6:00am the following day

- b. Compensation for on-call hours will be paid at a rate of \$3.50 per hour while on call.

If the employee is required to report to work while being on call, the employee will be paid their regular rate of pay for time worked.

#### F) On Call-Crisis Unit Human Services Professionals and Paraprofessionals

On-call coverage will be implemented if there 2 or less staff scheduled during at any point during a 24-hour time period. The length of the on-call coverage will be determined by the adequacy of subsequent shift coverage. (eg: if staffing is inadequate from 12:00p-4:00p on-call coverage will be implemented for 4 hours)

The on-call schedule will be completed through the standard bidding process:

- a. Once the monthly calendar is complete a calendar for the on-call schedule is made available to crisis staff two months in advance of the month in which the work is conducted. (Ex., for March, the calendar is placed on the board in the AA office in January)
- b. Crisis staff place their bids for an on-call shift by sending the crisis AA an email with their bid.
- c. The AA reviews the bidding calendar the month prior to the month in which the work is conducted and assigns the shifts by current order and assuring that this does not exceed the worker working more than 3 shifts in any 48-hour period of time.
- d. The AA provides the crisis staff with a final schedule for the on call shifts four weeks prior to the month in which the work is conducted (Ex., The March schedule is made public February 1)
- e. If a shift is assigned as an on-call shift that can be filled by a staff willing to pick up the shift then the shift will be assigned to the staff who can cover the entire shift.

Compensation is as follows:

- a. The on-call staff is compensated at a rate of \$3.50 per hour while on call.
- b. The on-call staff is compensated at a rate \$5.75 per hour on holidays while on call.
- c. The on-call staff is compensated at time and a half their regular hourly rate, plus the on-call hourly rate, for all work performed as part of on-call duties that provide active coverage for the crisis intervention unit.

- d. If staff pick up an on-call shift that occurs immediately prior to their scheduled shift they will be paid at their regular hourly rate starting at the time their scheduled shift starts. (e.g.: Staff is on-call from 12:00a-5:00a. If their regular shift begins at 5:00a they will be paid at their regular rate starting at 5:00a.)
- e. A separate time sheet will be utilized for tracking on call time.
- f. When a crisis staff works an on-call shift prior to a scheduled shift, they convert to their normal hours and pay at the start of their usual shift.

G) Child Protective Services Division

After-hours procedures for those employees whose job duties require carrying an after hours cell phone are generally as follows:

After hours are designated as:

|   |           |
|---|-----------|
| Monday, 5:00 pm to Tuesday, 8:00 am     | (15 hrs.) |
| Tuesday, 5:00 pm to Wednesday, 8:00 am  | (15 hrs.) |
| Wednesday, 5:00 pm to Thursday, 8:00 am | (15 hrs.) |
| Thursday, 5:00 pm to Friday, 8:00 am    | (15 hrs.) |
| Fri. 5 p.m.-Sat. 8 a.m.                 | (15 hrs.) |
| Sat. 8 a.m.-Sat. 5 p.m.                 | (9 hrs)   |
| Sat. 5 p.m.-Sun. 8 a.m.                 | (15 hrs)  |
| Sun. 8 a.m.-Sun. 5 p.m.                 | (9 hrs)   |
| Sunday, 5:00 pm to Monday, 8:00 am      | (15 hrs.) |

The County will provide the designated after-hours cell phones to employees on call during after-hours.

An initial after-hours schedule will be established covering a minimum three (3) month period of time.

Using seniority, employees within the Division who have been designated by the County as trained and eligible shall sign up for a minimum of 2 after-hours shifts each quarter. Each employee must keep at least 2 after-hours shift per quarter, however, during the sign-up they may sign-up for as many shifts as they want. An employee who signs ups for more than 2 shifts, may give shifts away, however they are required to keep and cover a minimum 2 shifts a quarter.

If there are vacant shifts at the end of the sign-up, those shall be assigned according to seniority, beginning with the least senior staff whom have covered the fewest number of shifts that quarter. So, the first vacant shift would be assigned to the staff member with the least number of shifts that quarter who has the least seniority. The next shift would be assigned to the next least senior staff who signed up for the fewest numbers of shifts and so on until all shifts are covered.

Employees who have the qualifications and training may be designated to respond to after-hours duties during their off hours will be paid at the applicable overtime rate. A back-up pool of qualified and trained employees will be established to provide coverage if the employee scheduled is unavailable.

Employees will be paid \$3.50 per hour for hours they are on call. Employees will be paid \$5.75 per hour for hours they are on-call on holidays. No employee will be required to take after hours duty for both Thanksgiving and Christmas holidays in the same year or for the same of those holidays in successive years.

In addition to on-call pay, workers shall be compensated for all work done on after-hours at time and a half of their hourly wage.

When an employee, not on after-hours, is directed to report to work by a supervisor outside of their normal schedule they will receive time and one-half of their hourly rate of pay for all hours actually worked. The two-hour minimum call-in provision may apply only if the employee called into work is sent home prior to the commencement of their next regular and normal schedule of daily work hours.

If an employee receives an off-duty phone call and performs services for the County without leaving home, the employee will receive time and one-half of their hourly rate of pay for all hours actually worked

It shall be the policy of Rock County that an effective personnel records management system be developed and maintained that meets all federal and state law and County needs.

The County shall maintain confidential personnel files for all County employees, and keep on file therein all information pertaining to employment or service records of such employees and officials, such files and records are to be kept in locked files and be retained after termination of employment. The files that department head's may keep on employees shall be kept in locked file drawers. It is the policy of the county to follow a uniform set of procedures, in full compliance with state law, in regard to access to employment records.

Listed below are the data, materials and information that will be included in an employee's personnel file (if applicable):

1. Original application and accompanying documents related to the employment processes of the County, such as resumes, transcripts, licensure or registry cards (Social work, nursing), references or investigative reports and military papers. Certain documents will be kept in a confidential envelope within the file.
2. Letters of Offer and Acceptance.
3. Personnel action forms or notices of pay change and any accompanying documents.
4. Performance Evaluation Forms and related materials, including employee response statements.
5. Documentation for a disciplinary action.
6. Letter(s) of resignation

Listed below are the data, materials and information that may be included in an employee's personnel file (if applicable):

7. Letters of commendation or complaint connected with employment.
8. Promotional opportunity applications and related correspondence.
9. Tuition reimbursement materials.

10. Documents submitted by the employee, such as updated resumes, birth certificates, transcripts or military papers. In case of death, documents submitted by the survivors, such as death, marriage or birth certificates and related papers.
11. Certificates or notices of accomplishment of the employee in the area of training or employee development.
12. Materials submitted as part of the record for an appeal or a decision or other action, and copies of related proceedings.

The records contained in the Official Personnel File are to be original documents. Photocopies, or other reproductions, shall only be submitted whenever such original documents are not available.

\*All medical files shall be kept separately per applicable Federal, State and local laws.

### **Record Inspection**

Information shall be made available in accordance with open records laws and all other applicable Statutes. All inspections of personnel records shall be in the presence of the Human Resources Director or their designee. Employees may be required to provide proof of identification before being allowed to review their file. No documents may be removed from an employee's personnel files without the expressed written consent of the Human Resources Director. Copies of documents contained within an individual's personnel file shall be provided to the individual, or their authorized representative upon request. The requesting party shall be assessed a reasonable fee for the cost of reproducing any such document.

### **Records Open to Employee**

Section 103.13 (6), Wis. Stats., provides that an employee **does not** have the right to inspect certain personnel records, which includes:

1. Records relating to the investigation of possible criminal offenses committed by that employee.
2. Letters of reference for that employee.
3. Any portion of a test document, except that the employee may see a cumulative total test score for either a section of the test document or for the entire test document.
4. Materials used by the employer for staff management planning, including judgements or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comment or ratings used for the employer's planning purposes.
5. Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
6. An employer who does not maintain any personnel records.
7. Records relevant to any other pending claim between the employer and the employee, which may be discovered in a judicial proceeding.



Rock County does fully comply with the applicable Statutes.

Employees are not to engage in any type of political activity as defined in Rock County Personnel Ordinance Section 18.621 during normal working hours and are not to use County equipment (i.e. phones, faxes, email) for political activity. Employees are not to wear campaign buttons, hand out political literature, or have political literature displayed in offices. Employees are prohibited from directly or indirectly coercing any person to hold or contribute monetary or other types of assistance to any political candidate, party, or purpose. Employees who violate this Policy shall be subject to discipline, up to and including termination.

If a reference call is made to Rock County, the former or current employee will be required to sign a release, stating that the County is released from all liability if the reference is given. If the employee does not sign the release, then the County will only verify dates of employment, salary, and position held.

The procedure to be used will be as follows:

1. If a Department Head or Supervisor receives a reference request by telephone or in writing, it shall be forwarded to the Human Resources Department.
2. Human Resources will make arrangements for the former employee to execute the release, if the party seeking the reference has not already provided one.
3. Human Resources shall provide professional references on behalf of Rock County. Reference information shall be as accurate and objective as possible.
4. References will be provided for former employees who have terminated employment within the last seven (7) years.

Department Heads and Supervisors are allowed to provide a personal reference if they choose to do so. Personal reference letters may not be written on County letterhead or as a representative of the County.

- Personal Reference provides information about the employee as a person. Examples would be a description of the employee's positive attributes such as values, integrity, commitment, loyalty, compassion, character or non-employment based goals.
- Professional References convey information about the employee's work principles. Examples would be a description of the employee's daily duties, work performance, work ethic, or dates of employment.

A resignation is a voluntary act initiated by the employee to terminate employment with the County. An employee may quit employment with the County at any time.

Employees are required to give the appropriate notice as listed in the Rock County Personnel Ordinance or as stated below. A notice of the employee's resignation shall be given to the employee's supervisor and shall indicate the last day they will be available for work.

Employees in classifications listed in pay grades A-H shall give the County at least two (2) weeks of written notice of intent to resign.

Employees in classifications listed in pay grade I-V shall give the County at least four (4) weeks of written notice of intent to resign.

Resignations shall be viewed as evidence of the person's intent to resign as long as it is a voluntary statement. An employee may request to rescind their resignation, in writing, to the Human Resources Director with in forty-eight (48) hours of submitting notice to the employee's supervisor or the Human Resources Department. The Human Resource Director will provide a response, in writing, as to whether the request to rescind is approved or denied. If a written request is not made with in the forty-eight (48) hour window, the resignation may not be rescinded.

Employees who do not give sufficient notice shall lose the vacation benefits they are accruing for use after they reach their next anniversary date, unless such requirement is waived by the Human Resources Director. It is expected that employees will give as much notice as possible in order to facilitate recruitment and orientation of new staff members.

Eligibility for rehire will be considered on a case by case basis. Employees, who resign without sufficient notice, fail to acceptably complete their required notice, commit an act of gross misconduct, or based on action initiated by the County will not be eligible for rehire.

### **Entrance Pay**

The entrance pay rate for new County employees will be the minimum rate of the pay grade, prescribed for the position, determined by years of service in a job that is substantially related to the work performed for the County. In consultation with Human Resources, placement will be as follows:

- a. 0-4 years will be placed at Step 1
- b. 5-9 years will be placed at Step 2
- c. 10-14 years will be placed at Step 3
- d. 15-19 years will be placed at Step 4
- e. 20-24 years will be placed at Step 5
- f. 25-29 years will be placed at Step 6
- g. 30+ years will be placed at Step 7

Substantially related may include things such as similar education, licensure, years of experience, responsibilities, or accountability.

For exempt positions, placement above Step 7 requires consultation and approval of the County Administrator.

For Human Services Professionals III positions that require a Master's Degree and Licensure (LPC, LMFT, LSCW), a new employee who is hired without a licensure or whose license is currently being supervised, will be paid at step 1 of the pay grade or the nearest step that provides an increase over what they are currently making established for Human Services Professional III positions. Employees must obtain their licensure within three years of their start date. The employee will be eligible for subsequent step increases based on the established pay grade steps.

### **Compensation During Temporary Assignment**

In a situation where an employee is assigned all of the duties of a higher classification anticipated to be for a period in excess of ten (10) consecutive working days, the employee will be assigned a temporary pay rate in the range of the higher classified position. Payment for hours over 8 in a day or 40 a week will be paid according to the FLSA status of the higher position. Such pay will be for the period of the temporary assignment. Temporary assignments must be approved by the Human Resources Director. An employee who is temporarily assigned to a position with a lower

pay range, for any period, shall not receive a reduction in pay. No such temporary assignment shall exceed six months unless approved by the County Administrator upon recommendation of the Human Resources Director.

**In-Range Step Progression:**

In range increments shall be based on satisfactory work performance and length of service in a class. Satisfactory performance is defined as no more than two does not meet rating in any category of the evaluation in a given year. All annual step increases will occur on October 1. Such increments shall not be granted automatically. Employees hired on or after July 1 of each calendar year, will receive an annual increase the following October (ex. Hired 7/2/24, will receive next step increase on 10/1/25). If the rater plans to recommend the denial of an in grade salary increment, the report shall be discussed with the Human Resources Director prior to review with the employee. The performance of the employee will be evaluated in accordance with procedures outlined in Section 7 of this Ordinance.

**Step Progression on Promotion**

When promoted an employee, other than probationary, the employee's wage rate will be increased to the step in the appropriate range with the next highest dollar amount that provides an increase of at least five percent (5%). Future step increases will be received on October 1. Employees promoted after July 1 of each calendar year will receive an annual increase the following October (ex. Promoted on 7/2/2024, will receive next step increase on 10/1/2025).

For employees who are placed in acting status, per Ordinance 18.306 (5), employees who are in acting status who then are permanently appointed to the position shall receive step progressions based on the date of the permanent appointment.

**Step Progression on Voluntary or Non-Voluntary Demotion:**

Employees will be placed at the corresponding step in the lower pay grade. (Example: Current Wage placement is Step 5, Pay Grade F. Upon demotion, new wage placement will be Step 5 of new pay grade). Future step increases will be received on October 1. Employees demoted after July 1 of each calendar year will receive an annual increase the following October (ex. demoted on 7/2/2024, will receive next step increase on 10/1/2025).

**Step Progression on Budgetary Changes**

-Reclassification - An employee that is selected for a reclassified position shall normally be advanced to the step with the next highest dollar amount in the new pay grade. In unusual circumstances, the reclassified individual may be placed in a higher step upon approval of the Human Resources Director and the County Administrator.

-Reallocation - An employee whose position is reallocated shall normally be advanced to the step with the next highest dollar amount in the new pay grade. In unusual circumstances, the reallocated individual may be placed in a higher step upon approval of the Human Resources Director and the County Administrator.

**Reinstatement**

When an employee is reinstated to their former job they shall normally be paid the same pay step as before leaving. When the employee is reinstated to a job with a lower pay range, the Human Resources Director shall decide on the new pay rate in accordance with the employee's experience and qualifications. In no case, will it exceed the maximum of the pay range to which the employee is assigned.

**Transfer**

When an employee is transferred from one class to another with a common pay range, they shall continue to receive the same pay rate.

**Movement from a pool position to a permanent FTE budgeted position.**

When a pool employee is offered and accepts a permanent FTE budgeted position, the employee's wage rate will be determined by their years of consecutive service with the County. Placement will be as follows:

- a. 0-4 years will be placed at Step 1
- b. 5-9 years will be placed at Step 2
- c. 10-14 years will be placed at Step 3
- d. 15-19 years will be placed at Step 4
- e. 20-24 years will be placed at Step 5
- f. 25-29 years will be placed at Step 6
- g. 30+ years will be placed at Step 7

Future step increases will be received on October 1. Employees who transition after July 1 of each calendar year will receive an annual increase the following October (ex. transition on 7/2/2024, will receive next step increase on 10/1/2025).

**Acting Status**

For employees who are placed in acting status, per Ordinance 18.306 (5), employees who are in acting status who then are permanently appointed to the position shall receive step progressions based on the date of the permanent appointment.

### Shift Differential

Communication Center Shift Supervisors will receive 2% of their base wages as a shift differential for all hours worked.

Employees in the classification of Nursing Supervisor at the Rock Haven Nursing Home shall receive shift differential equal to the amount received by Registered Nurses at the Rock Haven Nursing Home in accordance with the provisions as outlined in HR Policy and Procedure.

Telecommunicators and Call Takers who work the second shift (3:00 p.m.-11:00 p.m.) shall receive 1% of their base pay as shift differential, those who work the third shift (11:00 p.m.-7:00 a.m.) shall receive 2% of their base pay as shift differential.

Administrative Professionals, assigned to work second or third shift, at the Sheriff's Department shall receive 1% of their base pay as a shift differential if they begin their work shift on or between 2:00 p.m. and 10:00 p.m. Third shift employees in either classification shall receive 2% of their base pay as shift differential if they begin their shift on or between the hours of 10:00 p.m. to 1:00 a.m.

Registered Nurses at the Rock Haven Nursing Home. (regular or pool) working the 2:00 pm-10:30 p.m.shift or the 10:00pm-6:30am shift. shift shall receive \$2.00 per hour in addition to their regular hourly salary for all hours worked during the pm or night shift. If an employee is mandated to work either the PM or night shift, they will received the shift differential for the mandated hours during the shift.

Shift Differential for all personnel (regular or pool) in the classifications of LPN, Human Services Paraprofessional, Activity Therapy Assistant, Certified Nursing Assistant, Cook, and Food Service Tech will be paid based on the shift worked. Any employee, who works the pm or night shift will receive a shift premium of \$2.00 for all hours worked during the pm or night shift.

The three shifts are as follows:

- Day Shift – any work shift starting at, or after 4:00 a.m. and before 12:00 noon.



- PM Shift – any work shift starting at, or after 11:30 a.m. and before 8:00 p.m.
- Night Shift – any work shift starting at, or after 8:00 p.m. and before 4:00 a.m.

If an employee is mandated to work either the PM or night shift, they will received the shift differential for the mandated hours during the shift.

Employees, working in the Parks or Highway division at the Rock County Public Works Department, who provide plow services for the designated 24/7 routes will receive a flat rate shift differential of \$2.00 per hour when working between the hours of 11:00pm-7:00am.

Youth Specialists who work the second shift (2:00 p.m.-11:00 p.m.) shall receive 1% of their base pay as shift differential, those who work the third shift (10:30 p.m.-7:00 a.m.) shall receive 2% of their base pay as shift differential,

|              |                        |
|--------------|------------------------|
| First shift  | 6:30 a.m. - 3:00 p.m.  |
| Second shift | 2:30 p.m. - 11:00 p.m. |
| Third shift  | 10:30 p.m. - 7:00 a.m. |

Human Service Professionals working in the Crisis Unit or AODA Program between the hours of 7:00 pm -7:00 am, Monday through Thursday or between 7:00 pm Friday and 7:00 am Monday will be paid a night/weekend differential of \$2.65 per hour for each night or weekend hour worked.

**Incentive Pay**

Human Services Professionals I in pay grade I, working in the Access Unit, the Initial Assessment Unit, the Ongoing Unit, or the Training Unit, will receive a \$2.00 hour incentive pay added on to hourly wages. This incentive pay will be paid on actual hours worked and includes after hours on-call.

Employees, working in the Highway division at the Rock County Public Works Department who are designated as the roller operator, will receive a flat rate of \$1.00 per hour incentive pay added on to hourly wages when operating the roller.

Administrative Professionals, assigned to work second or third shift, at the Sheriff's Department, who are working in a training capacity, will receive one (1) hour of straight wage for each four (4) hour increment of training.

Telecommunicators, who are working in an acting capacity as a supervisor, will receive thirty (30) minutes of straight wages for each four (4) hour increment of acting capacity.

Telecommunicators, who are working in the Communications Training Officer (CTO) capacity, will receive one (1) hour of straight wage for each four (4) hour increment of training.

### **Bilingual Pay**

Bilingual Pay applies to those positions designated as such by the Department Head and approved by the Human Resources Department. Incentive pay is applicable when an employee uses their bilingual skills an average of 10% or more of their total work time. Employees are eligible for this pay whether they are using such skills in a conventional, interpretation, or translation setting. Their position must be in a work setting where bilingual skills are required to meet the needs of our clients/resident or the general public.

In order to receive bilingual pay, the employee must successfully demonstrate bilingual fluency in reading, writing, and verbal communications. Bilingual pay is available for Spanish, Hmong, and American Sign Language.

If the position meets the criteria, and the employee has proof of fluency, then the position is eligible to be considered for the Bilingual Incentive Pay of \$100 per month.

There shall be an annual review by department heads to ensure that employees still meet the criteria for bilingual compensation.

Sick leave pay shall commence on the first day of any period of illness due to accident, injury or disease.

- (1) All full-time employees shall earn one sick leave day per month of continuous employment. All part-time employees whose regular workweek is sixteen hours or more shall earn one eight hour sick leave day on a prorate basis based on their FTE. All part-time employees, who work less than sixteen hours per week, shall not earn sick leave. Temporary and seasonal employees are not eligible for sick leave.
- (2) Sick leave shall be granted ,after it has been earned, when an employee is required to be absent from work because of:
  - (a) Illness of the employee.
  - (b) Illness of an employee's spouse
  - (c) Illness of a minor child (includes stepchild, current foster child, grandchild, or any other child they are legally responsible for and can provide legal documentation supporting the responsibility).
  - (d) Illness of an adult child.
  - (e) Illness of a parent (includes stepparents and current foster parents).
  - (f) Contact with or exposure to a contagious disease rendering the employee's presence hazardous to fellow workers.
  - (g) Reasonable medical or dental attention that cannot be scheduled during non-working hours.
- (3) Sick leave shall accrue to a maximum of one hundred thirty days prorated by FTE.

- (4) Employees who are absent from work for reasons which entitle them to sick leave shall notify their supervisor in accordance with Department Work Rules.
- (5) A supervisor may identify a potential problem with an employee's sick leave usage. Patterns that may indicate a problem with sick leave usage include but are not limited to:
  - a) It occurs before or after a holiday,
  - b) It occurs before or after a scheduled day off,
  - c) An employee takes sick leave in excess of three days which has not been reported to FMLA, or
  - d) The employee has a history of using short amounts of sick leave repeatedly over an extended period of time.
  - e) It occurs on a day that an employee previously requested off and was denied.

Once a potential problem with sick leave usage has been identified the supervisor shall meet with the employee to discuss the reason(s) for the absences. The goal of the meeting is to gather information, counsel the employee and if there is an admitted problem, have the employee change their behavior.

When a problem has been identified and the employee has not voluntarily changed their behavior, a Department Head or the Human Resources Director may require the employee to submit a medical statement, stating the specific illness, period of treatment, and date that the employee may return to work.

The Department Head or Human Resources Director may require an employee to take a medical examination on returning from sick leave or on such occasions that it is in the best interest of the County. The medical examination shall be given by a physician designated by the Human Resources Director.

The Department Head or the HR Director may investigate the alleged illness of an employee absent from work on sick leave. False or fraudulent use of sick leave shall be cause for disciplinary action against the employee, up to and including dismissal.

- (6) An employee on vacation who presents an acceptable medical certificate giving the dates of illness may have that portion of their vacation leave converted to sick leave.
- (7) Sick leave shall be debited in no less than quarter hour units.
- (8) No credit for sick leave shall be granted for time worked by an employee in excess of their normal workweek.
- (9) A regular employee who moves from one department to another by transfer, promotion or demotion shall have their total sick leave credits transferred to the new department.
- (10) Employees who resign or retire with ten or more years of continuous service shall be paid for one half of the accumulated sick leave days, not to exceed a total of sixty-five days prorated by FTE. In the event of the death of an employee, the County shall make the same sick leave payment to the employee's estate. In the event of a discharge, the employee will not receive this benefit.

Listed below are exceptions to the general Sick Leave policy.

- 1) A Correctional Supervisor, with at least ten years of service, who has accumulated more than one hundred days of sick leave may elect to be paid in cash for those days beyond one hundred at a rate of one day of sick leave equals one-half day pay. The employee must notify the department through sign-up, of their intention to collect such pay for sick leave before December 1, of each year. An employee failing to notify the department as required will not be permitted to sign up until the following year. Said payout shall be for a time accrued as of December 31, of the year the election is made, and shall be paid out on the second paycheck in January.
- 2) Employees in the classifications of Stock Clerk, Parks Assistant, Highway Tech I & II, Mechanic I & II, Airport Maintenance Tech, Crew Leader, Sr. Crew Leader, and Maintenance Tech who terminate or retire with ten or more years of continuous service with the Employer shall have 100% of their accumulated sick leave days contributed to a Post Employment Health Plan (PEHP).

The County will continue a Post Employment Health Plan (PEHP) and will contribute \$6.00 per pay period to this plan for each eligible Employee. Full-time and part-time Employees who are eligible for health insurance coverage will receive this benefit. Administration of this plan will be as specified in plan documents and subject to State and Federal statutes and regulations. Any required administrative fees will be the responsibility of the Employee.

3) Employees, in the classifications of Human Services Professional I, II, or II and Registered Nurse who work for the Human Services Department, who terminate or retire with ten (10) or more years of continuous service shall have fifty-nine (59%) of their accumulated sick leave days contributed to a Post Employment Health Plan (PHEP), not to exceed a total of seventy-seven (77) days.

4) Employees, in the classification of Registered Nurse, Rock Haven Social Worker, Social Services Case Worker, and Social Services Case Specialist who work for the Rock Haven Nursing Home, who terminate or retire with ten (10) or more years of continuous service shall have fifty-nine percent (59%) of their accumulated sick leave days contributed to a Post Employment Health Plan (PHEP), not to exceed a total of seventy-seven (77) days.

5) Employees, in the classification of Assistant Corporation Counsel, who terminate or retire with ten or more years of continuous service shall have 100% of their accumulated sick leave days contributed to a Post Employment Health Plan (PEHP).

The County will establish a Post Employment Health Plan (PEHP) and will contribute \$11.91 per pay period to this plan for each eligible employee. Full-time and part-time employees who are eligible for health insurance coverage will receive this benefit. Administration of this plan will be as specified in plan documents and subject to State and Federal statutes and regulations. Any required administrative fees will be the responsibility of the employee.

Rock County Employees shall comply with the provisions of the Rock County Smoking Ordinance. See Rock County Ordinances, Chapter 3, Part 7, Subpart 1, 3.701 (<https://www.co.rock.wi.us/departments/corporation-counsel/code-of-ordinances>). Smoking means inhaling, exhaling, burning or carrying any lighted cigar, cigarette, pipe, electronic cigarette or any other lighted smoking equipment in any manner of in any form. In addition, chewing tobacco is also covered under the definition of smoking.

Individual Departments may make reasonable work rules that are in compliance with this Ordinance.

Employees may smoke during their regularly scheduled break(s) and lunch period in accordance to Rock County Ordinance 18.614

This policy outlines the use of telephones at work. This includes the personal use of business phones, business cell phones, personal cell phones, and the safe use of cell phones by employees while driving.

Making personal long distance telephone calls using the County's telephone system is prohibited. The County's telephone system includes office telephones, county issued charge cards, mobile and cellular phones. One of the stipulations for County use of the State Long Distance Telephone Network (DAIN) is that it not be used for personal calls. It is a low cost system and is tax exempt. If an employee errs and uses a County issued telephone, telephone charge card, or County owned mobile or cellular phone for personal calls, full reimbursement must be made to the county as soon as the amount of the charge is known to the caller if \$3.00 or more, but in no cases less frequently than quarterly if the cost is less than \$3.00. In accordance with generally accepted accounting principles, all personal phone reimbursements must be made by the last day of February for the prior year for reimbursable costs, regardless of the amount. Personal long distance calls should only be made if a personal telephone calling card is used, if the call is charged to the employee's home phone, or the employee uses a public pay phone. These calls should be made during non-work time.

While at work, employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of County phones. Excessive personal calls during the work day, regardless of the phone used, can interfere with employee productivity and be distracting to others.

Employees are neither encouraged or discouraged from purchasing and using personal cell phones, however, Rock County does not accept any financial responsibility associated with staff using their personal cell phones for any purpose, whether work related or otherwise, under any circumstances. Personal cell phone usage should be limited to breaks or unpaid lunch time.

The use of personal cell phones to record confidential work related information is strictly prohibited. In unusual circumstances this requirement may be waived by the immediate supervisor.

Employees should always try to find a telephone number by using various means that are of no cost to the County (ie. Internet lookup, Library reference desk, etc...). Departments which make numerous long distance calls should have telephone directories from Janesville/Beloit, Madison, Milwaukee, etc. The use of directory assistance should only be done if no other alternative can be found. Directory assistance is very expensive to use.



Collect calls cannot be accepted on most county phone extensions. (An exception to this rule is the Clerk of Court's extension 757-5550, which is used by jurors to call in for assignments).

Some department heads, elected officials, and other employees have credit cards for business calls. Credit cards should not be used for local calls. If an employee needs to make a county business call and does not have a county telephone charge card, a pay phone may be used and the cost reimbursed to the employee. The request for reimbursement should include a) purpose of the call, b) from where to where, c) date call is made, and d) the cost.

If the company you are calling has a toll-free 800 number, use it whenever possible.

### **RETURN & PROTECTION OF COUNTY EQUIPMENT**

Employees in possession of County equipment are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the equipment in good working condition within the time period requested, will be expected to bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

### **TELEPHONE USE WHILE DRIVING**

Employees whose job responsibilities include regular or occasional travel are expected to refrain from using a cell phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from discussion of complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for business use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy will be subject to discipline, up to and including termination.

In order to expedite the hiring process and fill vacancies more quickly, the Employer may use the internal transfer process prior to declaring a position vacant. In this situation, all employees in the same job classification in the same work unit shall be notified by e-mail or communication avenue conducive to the department that there is an opening and asked if they would be interested in transferring into the opening. The Employer will consider any transfer requests and may grant one of them to fill the opening. If there is more than one acceptable transfer request and the employees are equally qualified to do the job, the employer will use seniority to fill the opening. If there are no requests to transfer, or the employer does not feel that any of the candidates asking to transfer into the opening are suited for the position, the Employer will use the job posting section (5.22) and the filling vacancy section (5.13) of the policies and procedures.

Employees other than probationary, who voluntarily request to be transferred to a classification in the same pay grade shall receive no reduction in pay. Lateral transfers requested by an employee shall be limited to one transfer per employee in a six month period.

Employees other than probationary, who accept a lateral transfer may return to their former position within sixty (60) days of said transfer, if the position is still vacant, and if either the Employer or the employee decides they are not suitable for that position.

In event an employee accepts a transfer to another program, that employee shall serve a six month probationary period. The determination of successful completion shall rest in the discretion of the Employer.

Employees serving a probationary period who have voluntarily moved to a new classification, are ineligible to apply for other County classifications.

Except for Department Heads and the County Administrator, original appointments to all positions shall be made with a Probationary Period of one (1) calendar year.

The length of the Probationary Period shall be specified in the written offer of employment, which will be written by the Human Resources Department.

- (1) Regular status begins on the first workday following completion of the Probationary Period.
- (2) The Probationary Period may be extended for a period of time not to exceed six (6) months, with prior approval of the Human Resources Director. This request must be made in writing citing the reason for the request.
- (3) An employee shall automatically be appointed at the end of the prescribed Probationary Period, unless the appointing authority, with approval of the Human Resources Director, notifies the probationary employee of the extension, or the unsuccessful completion of the Probationary Period at which time the employee shall have their Probationary Period extended or be dismissed.
- (4) Dismissal of an employee during the initial Probationary Period shall be at the sole discretion of the employer and without recourse to the grievance procedures herein provided.
- (5) An employee appointed to a position in an acting capacity by the County Administrator and subsequently selected as the regular employee in that position shall have their total time of continuous employment, including the time spent in an interim capacity, counted for seniority purposes, but shall serve at least a six month Probationary Period after regular appointment.
- (6) Probationary employees, with the exception of Pool Staff, Relief Staff, and Project Staff (as defined by the Rock County Personnel Ordinance), will not be permitted to apply for other positions until they have completed twelve months of employment. An employee who has completed at least six months of their probationary period, may sign for a lateral transfer in the same classification with in the

same division. In unusual circumstances, this requirement may be waived in advance and in writing by the current Department Head and Human Resources Director.

- (7) Completion of the Probationary period does not guarantee continued employment for any specified period of time, nor does it modify or change the employee's at will status.
- (8) Probationary employees, who have not completed their initial twelve (12) month probationary period, who are either promoted, demoted, or accept a lateral transfer to another position, which results in a change of duties, will be required to serve a new one year probationary period starting from the date of their new position.

#### Promotions:

Employees, other than probationary, who are promoted, shall be required to serve a probationary period of six months in the position to which they have been promoted. The determination of successful completion shall rest in the discretion of the Employer. In the event that an employee is promoted they may return to their former position within sixty (60) days if both the Employer and the employee agree and the former position is currently vacant.

#### Demotions

In the event an employee is demoted, that employee shall serve a six month probationary period. The determination of successful completion shall rest in the discretion of the Employer.

Administrative Policy & Procedure Manual  
Section: Human Resources  
Policy: Unauthorized Use of County Equipment  
Policy No: 5.44  
Effective: 3/1/2009  
Revising: 1/1987 (1.15)

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Employees are prohibited from using County equipment and services for personal use unless such services are provided to the general public. If fees are charged to the general public, then County employees will be expected to pay the County the same fee as the general public (e.g. reimbursement for copies on County copying machine). Employees are not to use County equipment for personal use or for repair of personal items. Employees who violate this policy shall be subject to discipline up to and including termination.

Some departments in Rock County require their employees to wear uniforms, logo wear, or personal protective equipment. If a Department Head determines that this requirement is in the best interest of the County for operational purposes, the County will provide the uniforms or logo wear attire to staff. Department Heads will order the attire through central purchasing from the County's authorized clothing vendor.

The exceptions to this policy are listed below:

**Uniform Allowance:**

Correctional Supervisor - yearly allowance in a separate check of \$635.00. Any employee promoted into a new position, that requires a new uniform, will be granted a uniform allowance equivalent to the annual uniform allowance to be paid after the date of promotion by a separate check

For employees in job classifications of LPN, C.N.A, ESW, ATA, RN, Central Supply Clerks, and to each employee working in the food service department, at Rock Haven, the employer will pay a yearly uniform allowance of \$100. All employees will receive the uniform allowance on the first paycheck of the year. Newly hired employees will receive the uniform allowance on their first paycheck after date of hire.

For employees of the Department of Facilities Management, Airport, and those Employees of Public Works in the classifications of Crew Leader (Shop, Parks), Highway Tech I (Parks only), and Mechanic I & II, the employer will provide and clean all uniforms it requires at no cost to the Employee.

**Equipment Allowance:**

The Employer will pay to each Airport Superintendent, Public Works Superintendent, Shop Superintendent, Storekeeper, or Fleet Data Specialist, a one-time annual payment of \$500.00, in return for which each Employee shall be required to wear approved safety glasses and safety shoes during all working hours in accordance with posted work rules.

The Employer will pay to each Employee in the classifications of Stock Clerk, Parks Assistant, Highway Tech I & II, Mechanic I & II, Airport Maintenance Tech, Crew Leader, Sr. Crew Leader, and Maintenance Tech a one-time annual payment of \$500.00, in return for which each Employee shall be required to wear approved safety glasses and safety shoes during all working hours in accordance with posted work rules.

Damage to Personal Articles & Clothing. In the event that personal clothing/articles of an employee are damaged in the employee's normal course of duties and as a result of the actions of a third party, the County will replace the clothing or articles by payment to the employee of a sum that represents a fair market value of clothing or articles at the time of damage. Employees receiving a clothing allowance shall be ineligible for reimbursement for items damaged that are eligible for purchase under the allowance. The amount of reimbursement shall not exceed \$150 per employee per incident.

The incident causing such damage and the value of the clothing or articles damaged, may be subject to verification by a competent witness at the request of the Employer. It will be the sole judgment of the Employer what market value is attached to the particular article or piece of clothing, which shall not be arbitrary, capricious or discriminatory.

Employees at the Youth Services Center, while interacting with youth, will be reimbursed up to \$50 for damage to personal articles and clothing; and up to \$150 for damage to corrective lens replacement by acts occurring while acting within their official capacity.

Collective Bargaining/Labor Management. Group representatives shall be permitted to participate in collective bargaining sessions and labor management sessions. If the sessions are conducted during the regular and normal schedule of daily working hours for such representative, or in the case of a representative who works a 2<sup>nd</sup> or 3<sup>rd</sup> shift, the County shall pay straight time wages for the time spent in such sessions to two representatives from the employee group.

Seniority Rosters. Will be provided upon request.

Union/Association/Employee Group. The Union /Association/Employee group shall not conduct union / association/employee group business during working hours of employees. Whenever a representative is conducting business with the employer they will be paid at straight time. This time will not be used to calculate overtime.

Representation. If an employee chooses to have a representative during a meeting with the employer, it is the employee's responsibility to make arrangements for that representative to attend. The employee will be allowed to have a representative of their choice who is not a supervisor or manager within Rock County. The representative will be limited to listening and advising the employee but will not be allowed to speak in place of the employee. When an employee is acting as a representative, the employee must request a release from their appropriate Supervisor at least twenty-four hours in advance of such activity. The time limit shall be waived when the scheduling of said activity is subject to control of the County.

Payment for Representation. Whenever an employee is acting as a representative they will be paid at straight time. This time will not be used to calculate overtime.

Deductions: Rock County will not make fair share deductions or union dues deductions from compensation of general municipal employees.



**Vacation Payout** – Upon request of the employee, the County shall pay out up to one half of the employee’s annual vacation allotment in a cash payment. Vacation payout payments will only be included in ordinary paychecks and not as a separate check. An employee may make up to two (2) requests, but the aggregate amount of the two requests shall not exceed one half of the employee’s current year anniversary accrual amount. An employee who requests payout under this policy shall not be eligible to borrow vacation hours against accrued, but not earned time.

**Advance Vacation:** An employee may request to use vacation in advance. The employee will need to put their request in writing to their supervisor and department head for approval. If approved, the request is sent to HR for the final approval. Any time used will result in a reduction of the days available at their anniversary. (Example: an employee requests 2 days in advance, their anniversary allotment will be reduced by 2 days.

Employees (.4 FTE or greater) with a hired on or after April 10, 2023, shall earn vacation according to the following schedule:

| Completed<br>Years of<br>Service | Non-Exempt | Exempt  |
|----------------------------------|------------|---------|
| Time of Hire                     | 10 Days    | 15Days  |
| 1 year                           | 10 Days    | 15 Days |
| 2 Years                          | 11 Days    | 15 Days |
| 3 Years                          | 12 Days    | 15 Days |
| 4 Years                          | 13 Days    | 15 Days |
| 5 Years                          | 14 Days    | 20 Days |
| 6 Years                          | 15 Days    | "       |
| 7 Years                          | 16 Days    | "       |
| 8 Years                          | 17 Days    | "       |
| 9 Years                          | 18 Days    | "       |
| 10 Years                         | 19 Days    | 25 Days |
| 11 Years                         | 20 Days    | "       |
| 12 Years                         | 21 Days    | "       |
| 13 Years                         | 22 Days    | "       |
| 14 Years                         | 22 Days    | "       |
| 15 Years                         | 22 Days    | “       |

|          |         |   |
|----------|---------|---|
| 16 Years | 22 Days | " |
| 17 Years | 23 Days | " |
| 18 Years | 24 Days | " |
| 19 Years | 25 Days | " |

Credit for years of service may be awarded to an exempt employee based on years of prior related experience plus years of service with the County. Prior related experience shall be determined by the Human Resources Director and the Corporation Counsel, and will only be awarded for service in jobs that are substantially related to the work performed for the County. This service credit shall be awarded at the time of initial employment.

An employee shall take earned vacation time within the twelve month period immediately following eligibility. Earned vacation time not taken within the designated twelve month period shall be forfeited, unless the Department Head and Human Resources Director specifically approves the carryover of an employee's vacation, in writing, due to an inability of the employee to utilize the time requested to be carried over because of work requirements or other legitimate reasons; or paid out according to HR Policy and Procedures. Vacation deferral or carry over of one (1) hour or more shall be requested by the employee in writing prior to their anniversary date, or within ten weeks of their anniversary date, and shall state with specificity the reason for the request. Failure to make a timely request shall result in the vacation being forfeited. The amount of vacation days deferred shall not exceed the number of vacation days that the employee earns on that anniversary date.

An employee may request to use vacation in advance. The employee will need to put their request in writing to their supervisor and department head for approval. If approved, the request is sent to HR for the final approval. Any time used will result in a reduction of the days available at their anniversary. (Example: an employee requests 2 days in advance, their anniversary allotment will be reduced by 2 days). An exception to this would be for employees that currently earn vacation on a pay period basis.

Departments shall establish work and vacation schedules with the first consideration to be given to the efficient operation of the department. Senior employees in terms of length of service shall be given vacation schedule preferences when practicable. Deferral of vacation for the County Administrator shall be at the discretion of the County Board Staff Committee.

Part-time employees whose regular workweek is sixteen hours or more shall earn vacation time on a pro rata based on their FTE. Part-time employees whose regular workweek is less than sixteen hours shall not earn vacation credits.

In the event an employee is on authorized sick leave and has insufficient sick leave credits to cover the period of absence, earned vacation time may be used for this purpose if the employee or employer so elects.

Upon separation (resignation or retirement), an employee shall be paid for the unused portion of their earned and accrued vacation credits except as modified by the rules governing

resignation without sufficient notice. If a termination occurs, an employee shall be paid for the unused portion of their earned vacation credits only.

An employee who moves from one position to another in the County service, by transfer, promotion or re-assignment, shall be credited with their accumulated vacation leave in the new position.

An employee who moves between exempt or non-exempt status or vice versa, by transfer, promotion or re-assignment, will have their vacation entitlement determined by a number of factors (i.e. years of service, FTE previously worked, entitlement under new status group, etc.).

An employee, whose appointment status is changed from temporary to regular status without a break in service, shall receive vacation credits from the date of their original appointment to temporary status.

No credit for vacation leave shall be granted for time worked by an employee in excess of their normal workweek.

Vacation credits shall not be earned by an employee during a leave of absence without pay, a suspension without pay, or when the employee is otherwise in a non-compensable status, should such period without pay exceed thirty working days in any calendar year.

There shall be charged against accrued vacation only those days on which an employee normally would have worked. In the event a legal holiday falls within the vacation period, the holiday shall not be charged against vacation.

Use of vacation time must be approved in advance by an employee's supervisor. Use of vacation by appointed Department Heads must be approved in advance by the County Administrator.

All vacation shall be utilized in not less than fifteen minute increments.

For employees in positions previously covered by the AMHS HSD wage scale as of 12/31/2019, vacation pay and/or time off, shall be earned on a pay period rate, and available for immediate use in the following pay period and thereafter. Said time off may be used in time blocks of eight hours or less to a minimum of thirty minutes.

For employees in job classification of Assistant Corporation Counsel, upon separation, shall have all unused and accrued vacation credits (which are earned as specified above) contributed to a Post Employment Health Plan (PHEP).



## **POLICY STATEMENT**

Employees may be permitted to take a County owned vehicle home with them provided prior approval has been granted. It will be done at the discretion of the Employer and will be done only when it is in the best interests of the County. The interests of the Employer may change, requiring a reconsideration of any vehicle provided. The right to assign a vehicle or remove the right to take a vehicle home shall rest solely with the Employer. County owned vehicles shall not be utilized for private use, except for minimal or inconsequential use.

## **GUIDELINES**

There are some criteria that should be used to determine whether or not the provision of a vehicle is in the best interest of the County. One criteria would be characterized by the need of the employee to respond to various emergencies utilizing a radio-equipped car, i.e., Chief Deputy, Commanders of the Sheriff's department, perhaps Highway Superintendents during snow situations.

A second broad criteria occurs where the employee can save time by reporting directly from their home to various work sites (e.g., the Land Surveyor). In such cases, the County better utilizes the employee's workday by saving the time that would otherwise be spent picking up a vehicle for County-related use. Reporting to various work sites would have to be frequent to meet this guideline.

These examples illustrate the types of situations where it may be in the County's best interest to allow employees to take County-owned vehicles home with them.

## **APPLICABILITY**

Short-term assignments of vehicles to employees (i.e. less than one week) may be done under the authority of the department head. Assignment of vehicles occurring for periods longer than one week shall occur when the Department Head (or designee) submits a written request to their governing committee, with the governing committee to make a recommendation to the County Board Staff Committee for final action. Such written request shall include the justification for the assignment of the vehicle.

This Policy shall be applied to all cases where employees currently have vehicles assigned to them that they may take home with them and on a prospective basis.

Further, all employees who have a vehicle assigned to them will be provided with a policy statement that the assignment of the vehicle is at the discretion of the Employer and not a permanent right.

The safety and security of all employees is of primary importance at Rock County. The County strives to provide a safe environment for all employees and visitors. This safe environment includes one that is free of violence. For the purpose of this policy, the word “violence” includes any act which is physically assaultive, indicates the potential for violence (throwing objects, shaking fists, verbally threatening, etc.), or intentionally damages personal or County property. Threats, threatening and abusive behavior, or acts of violence against employees, elected officials, residents, visitors, or other individuals by anyone on County property or against anyone in connection with their County employment or on County business will not be tolerated. Violations of this policy will lead to corrective action up to and including termination and/or referral to the appropriate law enforcement agency for arrest and prosecution. Rock County reserves the right to take any necessary legal action to protect its employees.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on County premises shall be removed from the premises as quickly as safety permits and shall remain off County premises pending the outcome of an investigation. Any complaint of violence or threat of violence shall receive the immediate attention of the supervisor to whom it is made. The supervisor shall immediately forward all complaints brought to their attention to the Human Resources Director. Following investigation, the organization will initiate an immediate and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

All employees are responsible for notifying management of any threats they become aware of, witness and/or receive. Even without a specific threat, all employees should report any behavior that might be potentially threatening or violent or which could endanger the health or safety of an employee when the behavior has been carried out on a County-controlled site or is connected to County employment or County business. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened. The County understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of the reporting employee. Reports may be made anonymously, and all reports will be investigated. The County will not condone any form of retaliation against any employee for making a report under this policy.

## HANDLING THREATS

An employee who believes they have been the subject of, or witness to, violence shall promptly report the matter to their supervisor or directly to Human Resources.

Any workplace violence complaint shall receive the immediate attention of the supervisor to whom it is made. If danger is imminent, dial 911 or 9-9-1-1 immediately. The supervisor shall forward all complaints brought to their attention to the Human Resources Director as soon as possible. Supervisors shall not discourage employees from making complaints. If a matter involves the employee's supervisor, the complaint may be taken instead to another supervisor, a division head, a department head with whom the employee feels comfortable, the Director of Human Resources, or the County Corporation Counsel.

Never discourage an employee's concern for safety. In all complaints, an investigation will be undertaken to determine the facts surrounding the complaint. Workplace violence complaints will be investigated and shall remain, to the extent possible, confidential.

If an employee gradually exhibits odd behavioral changes, document this by submitting an incident report to Human Resources. Domestic violence occurring at the workplace cannot be underestimated. When a supervisor becomes aware of such a potential problem where a spouse may come to the workplace, they must notify Human Resources so steps may be taken to protect County personnel.

Listen carefully to a complaint and document all details. An inaccurate report could lead to false accusations and ruin a person's career or life. Therefore, accurate documentation is essential.

After appropriate investigation, any employee found to have violated this policy will be subject to appropriate disciplinary action up to and including discharge from employment with Rock County.

Rock County prohibits retaliation against anyone that reports, in good faith, alleged workplace violence, or assists in the investigation of a complaint. Anyone who retaliates against a person who reports workplace violence or assists in the investigation of a complaint will be subject to appropriate disciplinary action up to and including termination of employment with Rock County.

Employees who become aware of possible workplace violence, even if they are not themselves victims, are responsible for bringing the matter to the attention of the appropriate supervisor as provided in this policy.





## SECURITY REPORT

Date of Incident: \_\_\_\_\_

Location: \_\_\_\_\_

Time: \_\_\_\_\_ Employee Involved: \_\_\_\_\_

Description of Incident:

Missing/Destroyed Items (if vehicle, include model and serial number if known):

Police/Sheriff's Office Called: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, name of officer: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Witness: (Name, Address, Phone #): \_\_\_\_\_

Supervisor's Action Taken:

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

Supervisor Signature: \_\_\_\_\_

**Please submit to the Human Resources Department by the next business day.**

**Rock County Committee Participation:**

Employees wishing to participate in any committee or workgroup as part of your county job responsibilities (e.g., recognition, wellness, DEI, etc.), may be allowed time off with pay to serve if prior approval from their supervisor is received.

With evening events (e.g., family night) employees who attend or volunteer at the event will not receive compensation.

**Public Service Leave:**

County employees may be allowed time off with pay to serve on public or nonprofit boards, committees, or commissions if such service received the prior approval of their Department Head.

**Poll Worker:**

County employees who express their ability to work at the polls, and are called upon, will be paid their County salary/wage while doing so.

**WEAPONS:**

Rock County prohibits all individuals from entering County property (including employees) from carrying a handgun, firearm, knife (with a blade that is more than six (6) inches in length), explosive or other weapon of any kind regardless of whether the person is licensed to carry the weapon or not. The only exception to this policy is for sworn law enforcement officers, court attendants, the District Attorney's Investigator, security guards or other persons who act in the interests of the County and have the legal authority to carry a weapon, or who have been given written consent by the County to carry a weapon on the property. Nothing in this policy prohibits an employee from keeping a weapon in their vehicle to the extent permitted by law, or from carrying the weapon while traveling in the course of their duties to the extent permitted by law.

If an employee is unsure whether an item is covered by this policy, they should contact Human Resources.

Employees should also be aware of the Rock County Ordinance on Concealed Carry adopted by the Rock County Board of Supervisors on October 13, 2011 which prohibits the carrying of firearms and concealed weapons of any type in any building owned, occupied or controlled by Rock County, by any person other than an authorized law enforcement officer.

Rock County strives to insure all work assignments are performed safely and work areas are maintained in a safe manner.

The following is procedural information employees will be expected to follow for reporting an on the job injury and submitting a worker's compensation claim. This information has been placed in a flyer and is sent to any employee who submits an on-the-job injury/illness claim to the County. The flyer serves as notification to all employees of the procedures they are expected to follow. Supervisory staff should use this information as a guide with their employees who sustain an on-the-job injury/illness.

**EMPLOYEE AND SUPERVISOR- REPORTING AN ON THE JOB INJURY/ILLNESS:**

When an employee is injured on the job or contracts an illness on the job, the employee and supervisor or supervisor on duty **must call the Paradigm/Rock County Nurse Triage line to make the Employee's First Report of Injury** during the current work shift. If a supervisor or manager is not available to call with the employee due to work logistics or schedule, an employee should make the call themselves as soon as possible to the Rock County 800 number. The employee shall update their supervisor after the call.

This information is available on the Intranet under Safety/Injury Accident Reporting, on posters throughout each Department and on the individual card each employee received during program roll-out and new employee orientation.

**TREATMENT FOR INJURIES:**

Paradigm will triage the injured employee and suggest appropriate courses of treatment (self-treatment, urgent care, emergency room, etc). Employees referred for immediate treatment or possible hospitalization may be told to hang up and call 911. Any employee referred by Paradigm to seek treatment by a healthcare provider shall the treating practitioner complete the Rock County Return to Work Form at the time of the visit. The Rock County Return to Work Form report must be returned to the supervisor immediately after each healthcare appointment. This form must be obtained and returned after each and every doctor, physical therapy, chiropractic, or worker's compensation related appointment. Treatments forms should be sent directly to the worker's compensation carrier.

Individuals who have been hospitalized for job-related injuries must call or personally report their status to their supervisor/department head immediately upon discharge from the hospital.

**FOLLOW-UP VISITS:**

Employees are required to attend all scheduled follow-up visits. Individuals who miss follow-up appointments and have not returned to their jobs because of their injury may lose continuing benefits and also be considered absent without permission from their jobs.

Employees are expected to make appointments outside of work hours whenever possible.

#### LOST TIME:

Employees who will be off work beyond the day the injury occurred, are considered to have sustained a “lost-time injury”. The employee is only permitted to be off work on a job-related injury if a healthcare provider has certified the time off. This certification of time off may be subject to concurrence by a healthcare provider of the employer’s choice.

#### TRANSITIONAL WORK ASSIGNMENTS:

Transitional work assignments (“light duty”) allow an employee to return to work on an accommodated basis during their healing period. Physicians/Chiropractors determine the restrictions and physical limitations necessary to the employee’s condition. The supervisor, in conjunction with Risk Manager, will determine the employee’s transitional working assignment. Transitional work may be assigned in a department other than the employee’s current department and may involve a change of shift. If transitional work is not available, the employee must remain off the job until released by the Physician/Chiropractor or restrictions and physical limitations change to allow for a transitional work assignment. Transitional work assignments are only available while the employee is subject to temporary restrictions and in a healing period. Availability of transitional work assignments will be re-evaluated every thirty (30) days, for as long as necessary. Upon this re-evaluation, the transitional work assignment may be extended, a different transitional work assignment may be selected or the availability of the transitional work assignment may be rescinded.

Employees are expected to comply with restrictions and physical limitations in activities outside of work as well as on the job.

#### RELEASE OF INFORMATION:

The employee will be requested to sign a release of medical information in order for the County and its agents to obtain pertinent medical information from private care providers or hospitals.

#### BILLS, MEDICAL REPORTS, ETC.:

All documents received that relate to the injury must be submitted to Corporation Counsel or Payroll (PWD, and Sheriff’s Dept). The employee should not assume that bills they receive at their residence are copies and that originals have been sent to the insurance carrier for payment.

These procedures apply to all employees. Failure to follow these procedures may cause a delay in payment of worker’s compensation or loss of compensation. Disciplinary action may be

initiated as well. Employees should contact the Risk Manager within the Corporation Counsel's Office with questions, regarding worker's compensation claims.

#### COMPENSATION:

Any employee, who is receiving worker's compensation, may at the employee's option, take sufficient sick leave or vacation to make up the difference between the worker's compensation payment and their regular wage. When the employee's sick leave and/or vacation account is exhausted, they shall receive worker's compensation payments only. If an employee is on worker's compensation for a period of twelve (12) months, that employee shall have their earned vacation paid out, unless the employee asks for deferral of vacation payout in writing.

Rock County strives to maintain a workplace environment that is well functioning and free from unnecessary distractions and annoyances. As part of that effort, the County requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. Department heads may determine and enforce guidelines for workplace-appropriate attire and grooming for their areas; guidelines may limit natural or artificial scents that could be distracting or annoying to others.

All Rock County employees are expected to present a professional, businesslike image to clients, visitors, customers and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the County. Supervisors should communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor. Any staff member who does not meet the attire or grooming standards set by their department will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

Certain staff members may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job. Uniforms and protective clothing may be required for certain positions.

At the discretion of the department head, in special circumstances, such as during unusually hot or cold weather or during special occasions, staff members may be permitted to dress in a more casual fashion than is normally required. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted

Employees are prohibited from wearing, or displaying on their person, any symbols that are designed to, or have the effect of harassing, demeaning, intimidating or disparaging others, including, but not limited to, on clothing, tattoos or body art. Tattoos and/or body art which contain symbols in violation of this policy must be covered while on County property during work time.

Rock County recognizes the importance of individually held religious beliefs to persons within its workforce. The County will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the human resource (HR) department.



The following relationships are examples of “atypical” work situations:

- Seasonal Employees - (See Rock County Ordinance 18.307 & 18.406.)
- Interns - A student from a recognized educational institution. The intern is given the opportunity and benefit of the employer’s facilities for a specified period of time in order to observe what employees do and gain some practical experience for their course of study.
  - Paid interns. In these cases the students are treated as if they are a “seasonal” employee for compensation purposes. Some Departments have actually budgeted for a paid intern and the person has been identified as such in the HRIS/Payroll system. (IT, Planning and Development, and Finance all have paid interns on a regular basis.)
  - Unpaid interns. In this case the intern is not an employee of Rock County. Each intern will have a Rock County employee who is assigned to be their mentor. The internship experience is for the benefit of the intern. The intern does not displace regular employees. Rock County does not derive any immediate advantage from the activities of the intern. The intern is not entitled to a job at the conclusion of the internship.
- “Practicum” - A practicum is part of a course of study designed to give a student a certain number of hours of field experience which will enable the student to obtain a certain degree or advance in their profession by receiving an advanced or supplemental degree. A current Rock County employee may need to do a “practicum” in order to achieve an advanced or supplemental degree. Or a student who is not an employee of Rock County might ask to do a “practicum” with Rock County in order to get their field experience.

A “practicum” is typically not paid, but rather part of a required course of study from a recognized educational institution. Each employee/student who is doing a practicum with Rock County will have a Rock County employee who is assigned to be their “advisor.” The Rock County “advisor” will work closely with the employee/student’s educational advisor. If the person who is doing the practicum is an employee of Rock County, the employee will keep track of their paid work time for the County and their unpaid practicum time separately.

- Volunteers - A person who “donates” their time and/or skills. An example of would be a person who volunteers as a driver for the CPS program or the Aging Unit. The person does not receive a salary but is eligible to submit out-of-pocket expenses for reimbursement.
- Pre-permanent employment worker in training/career exploration programs - Applicants who have applied for a permanent position but not been selected or answered a specific posting for a pre-employment program will be ranked and placed on an eligible list. The person who is the highest ranked on the eligible list will be offered the opportunity to be a “Worker in Training” (a seasonal position).
- Contracted employees - Over the years, on advice of the Corporation Counsel’s Office, we have moved many of the licensed practitioners that have provided services to us from an “independent contractor” status to a “contracted employee” status. Currently we have models of this, within Rock Haven and HSD.
- Guardians ad litem – Non employees who we contract with to provide services within the Court System.
- Grant Funded Positions -These positions continue as long as there is grant money available to fund them. When the grant money is no longer available, these positions will be eliminated.
- Project Employees - (See Rock County Ordinance 18.1038)

The following policies and procedures should govern these types of work situations:

- 1) It is important to be consistent in how we use these types of arrangements. All persons that a Department is proposing to place in any of these atypical work relationships need to be reported to HR and hired with the understanding/approval of HR.
- 2) People in these atypical relationships need to be appropriately classified and tracked in HRIS/Payroll system (whether they are paid or not).
- 3) Where new funds need to be budgeted or a new position needs to be created (during a current budget) the County Board needs to approve the change.
- 4) The County must not discriminate against anyone in making our decisions about these atypical relationships. Therefore:
  - Unless there is an extraordinary need not to, positions should be advertised and candidates should be recruited through the normal processes.

- The most qualified candidate should be hired, just as in the regular hiring process. We need to keep our nepotism policy in mind and be very careful when hiring relatives and friends of current employees as student interns.
- 5) We should be willing to enter into standard agreements (such as those for internships and practicums) with educational institutions that are commonly agreed to by other public jurisdictions. Unique modifications should only be made when it is an absolute necessity to meet a specific situation in Rock County.
  - 6) We should look for affirmative action opportunities in making these atypical arrangements.
  - 7) The benefit to the County must be at least equal to or greater than the benefit to the individual in making any of these arrangements. The one exception is the internship experience which is more for the benefit of the intern than the County
  - 8) All employment contracts entered into as a result of one of these arrangements will be run through the normal contract review process and also signed off on by the HR Director **prior** to taking the contract to the Department's governing committee. We recognize that sometimes time is of the essence and will honor that requirement. The governing committee for the Department seeking the contract must also review it and approve it prior to the employee's start date.
  - 9) Negotiation of any of these types of arrangements must be conducted with Corporation Counsel and Human Resource knowledge and involvement.
  - 10) Seasonal employees, paid interns, workers in training, grant funded employees, and project employees who become a permanent employee shall receive service credits from the initial date of employment for seniority and pay scale purposes. Such employees shall receive such credit provided there has been no break in service exceeding one month.

Telecommuting allows employees to work at home, on the road, or in a satellite location. Rock County considers telecommuting to be a viable, flexible work option in some departments when both the employee and the work are suitable to such an arrangement. Telecommuting may be appropriate for some employees and jobs, but not for others due to the nature of the work.

Rock County will permit telecommuting as provided by this policy when it benefits the productivity of the employee and their department. Telecommuting only involves a change in the work location and does not change the terms and conditions of employment with Rock County. Telecommuting is not an entitlement; it is a work flexibility privilege and can be revoked at any time. Even when an employee is telecommuting, their County Office is considered their official place of employment.

Department Heads are to review departmental needs and determine what positions, if any, would be conducive to a remote or hybrid schedule where an employee is in the office a portion of the week and working off site for a portion of the week. In balancing employee/department flexibility, with the value of in-person face-to-face interactions, days/hours when the employee is not in the office must be approved by the Department Head.

### **Telecommuting Expectations Guidelines & Procedures**

This Policy will cover definitions, expectations, guidelines, and procedures for telecommuting.

Telecommuting is a cooperative arrangement based on the needs of the job and Rock County. The following are the telecommuting guidelines and approval procedures for employees.

#### **1. In General**

Department heads or designee (including elected officials) may permit employees to telecommute.

Department heads or designees, should work with IT staff to identify, plan for, and resolve equipment barriers.

Telecommuting can be informal, such as working from home for a short-term project, or a formal, set schedule of working away from the office as agreed upon between the

employee and their direct supervisor and approved by the Department Head and Human Resources.

Any telecommuting arrangement will be made on a trial basis for the first three months and maybe discontinued at will and at any time at the request of either the employee or the department. Every effort will be made to provide fourteen (14) calendar days' notice of such change to accommodate commuting. There may be instances, however, when no notice is possible.

## **2. Terms and Conditions of Telecommuting**

Under this Telecommute Policy, employees are required to adhere to the following terms and conditions for continued employment and to remain in good standing. An employee wishing to telecommute must fill out and submit a telecommuting request form and agreement to their supervisor for approval who will then forward to the department head for approval, who will then forward it to Human Resources. Forms should be updated if telework days/hours change. Telework agreements should be reviewed at least annually, or more frequently as circumstances warrant. All Telecommute Employees shall abide by the following telecommute rules:

- a) Employees shall complete the Rock County Telecommute Agreement. The form can be found at <https://www.co.rock.wi.us/rchr/forms>.
- b) Department Heads should be open to considering flexible work schedules and tasks that may be outside of what has previously been considered normal operations. Employees may have to use their home or personal internet/WIFI, space in their house or apartment, and other accommodations.
- c) Employees may use personal cell phones for County-related phone calls and emails if the employee does not have a County-issued cell phone per privacy precautions as outlined in the Rock County Computer Policy.
- d) Employees will be required to check their county voicemail account at a minimum of once per day to receive messages and respond accordingly to those messages.
- e) Employees working from home must be available and accessible during working hours.
- f) 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 information accessible from their home office. Employees will not allow any individual residing with or visiting employee's home to access Rock County-owned equipment, or any files, folders, email, and other confidential or sensitive data on any personally owned equipment. Employees must work from a location that is consistent with, and conducive to the privacy, security, and operational requirements of their work,

e.g. in a private location if accessing confidential information or systems such as a home office.

g) Meetings with clients or visitors conducting business with Rock County will not be held in the employee's telecommuting location.

h) Notify a supervisor and IT Help Desk in the event of Rock County equipment malfunction or theft, as soon as possible. If the malfunction or theft precludes employee from working on assignments, the employee should work with their supervisor and IT to identify an interim solution, as soon as possible, which may include working from a different location or device.

i) Consider their remote workspace an extension of their Rock County workspace and all work-related injuries and illnesses must be reported to employee's supervisor and Human Resources immediately.

j) Employees should not assume any specified period of time for telework arrangements, and Rock County may require employees to return to regular, in-office work at any time.

k) All employees will continue to be held to the performance expectations of their position. Supervisors are responsible for ensuring that employees are provided performance feedback and regular, timely evaluations.

### **3. Equipment Care**

a) Telecommuting employees must abide by Rock County's policies covering information security and data privacy.

b) Maintenance on Rock County-owned equipment will be performed only by a Rock County authorized technician.

### **4. IT Right to Monitoring, Employee No Expectation of Privacy and Information Security**

Rock County reserves the right to monitor any and all equipment on the Rock County network, and the right to remove or disable the network connection should the equipment show the behavior of infection, indicators of compromise, or use in violation of the Rock County Acceptable Use Policy.

### **5. Non-Reimbursable Non-Payable Expenses**

a) Costs related to telecommuting are non-reimbursable/non-payable by Rock County, for example any expense related to maintaining a home office.

b) Rock County will not reimburse employee for any home or personal WIFI/internet connectivity expenses.

c) Maintenance/repair of all personally owned equipment shall be non-reimbursable/nonpayable by Rock County.

## **6. Timekeeping**

Employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons (i.e. household chores, caring for household dependents, trips to grocery stores, medical appointments, etc). It is the employee's responsibility to sign their time record to certify the accuracy of all time recorded. Initial travel to or from your place of work, either remote, or office, is noncompensable. All other work related travel time during the day is compensable.

## **7. Mileage for Work Travel**

Mileage is computed based on the shortest distance of an employee's home to meeting/appointment or County Office to meeting/appointment. For example, if someone lives in Madison, their office is in Janesville, and the meeting is in Beloit, they would be eligible for mileage from Janesville to Beloit.

## **Section 6: Finance**

Rock County Financial Policies and Procedures can be found on the Finance intra-net page (<http://earth2/finance-forms>) under Policy and Procedures. Below is a listing of the policies that would pertain to employee payroll:

### Payroll

- Direct Deposit
- Timesheets
- Travel and Meal Reimbursement
- Taxability of Meal Reimbursements
- Distribution of Paychecks and Pay Stubs
- Replacement of Employee Payroll Checks
- Jury Duty Fees Earned by County Employees



## **Section 7: Appendices**

## Appendix 7A-Overtime

8 hours per day or forty hours per week

- 911 Communications Call Taker
- 911 Communications Telecommunicator
- Account Specialist I
- Account Specialist II
- Activity Therapy Assistant
- Beautician
- Bilingual Economic Support Screener
- Central Supply Tech
- Certified Nursing Assistant\*\*\*
- Consumer Financial Support Specialist
- Cook
- County Clerk Assistant
- Deputy Clerk of Court-lead
- Deputy Clerk of Courts
- Deputy County Clerk
- Deputy County Treasurer
- Deputy Register of Probate
- Deputy Register of Deeds
- Deputy Veterans Service Officer
- Economic Support Specialist
- Elections Specialist
- Environmental Services Tech
- Evidence Record Specialist
- Family Caregiver Support Specialist
- Food Service Tech
- Food Service Tech-Lead
- HSD Support Specialist
- Lead Legal Support Specialist
- Legal Support Specialist
- LPN\*\*\*
- Nursing Supervisor-Rock Haven
- Printing Services Coordinator
- Real Property Specialist
- Records Specialist
- Register of Deeds Specialist
- Registered Nurse-Rock Haven\*\*\*
- Sr. Account Specialist
- Sr. Account Specialist/Collections
- Sr. Economic Support Specialist

- Transit Scheduling Scheduler/Dispatcher
- Unit Associate
- Veterans Benefit Specialist
- Youth Specialist

\*\*\*The only exception would be those full-time employees (Rock Haven Nursing Home) assigned to the night shift who receive over time after 8 hours per day or 80 hours in a pay period.

## Appendix 7B-Exempt Positions

911 Communication GIS Coordinator  
911 Communication Shift Supervisor\*\*  
911 Communication Training & Quality Assurance Coordinator  
911 Communications Assistant Director  
911 Communications Director  
Accountant  
Accounting Supervisor  
Activity Supervisor  
Administrative Services Manager  
Administrative Supervisor-DA  
Administrative Supervisor-HSD  
Admission Coordinator  
ADRC/APS Manager  
Airport Director  
Airport Superintendent  
Analyst - Administration  
Analyst - Human Services  
Assistant Corporation Counsel  
Assistant Director - Human Resources  
Assistant Director Information Technology  
Assistant Director of Nursing  
Assistant Director Public Health  
Assistant Director Public Works  
Assistant Finance Director  
Assistant Operations Manager  
Assistant To County Administrator  
Business Supervisor  
Captain  
CCS Manager  
Chief Deputy  
Chief Deputy Clerk of Circuit Court  
Child Support Director  
Child Support Supervisor  
Circuit Court Administrative Supervisor  
CLTS Manager  
Commander  
Communications Specialist  
Computer Programmer/Analyst II

Conservation Specialist II  
Conservation Specialist III  
Corporation Counsel  
Court Commissioner  
Court Services Coordinator  
CPS Program Manager  
Crime Investigation Analyst  
Crisis and Outpatient Manager  
CSP Manager  
Data Solutions Architect  
Deferred Prosecution Supervisor  
Deputy Clerk Supervisor  
Deputy Corporation Counsel  
Deputy Emergency Management Director  
Deputy Land Surveyor  
Director of Nursing  
Economic Development Administrator  
Economic Support Manager  
Economic Support Supervisor\*\*  
Emergency Management Director  
Engineering Tech  
Environmental Health Manager  
Environmental Health Specialist III  
Environmental Health Supervisor  
Epidemiologist  
Equity and Engagement Strategist  
Facilities Management Director  
Facilities Superintendent  
Facilities Supervisor  
Finance Director  
Finance Office Supervisor  
Financial Supervisor  
Food Service Supervisor  
Geospatial Services Administrator  
Health Officer  
Homelessness Prevention Coordinator  
HSD - DSMS Manager  
HSD Deputy Director  
HSD Supervisor - Prevention  
HSD Supervisor I  
HSD Supervisor II

HSD Supervisor II - Quality  
HSD Supervisor II-Family Support  
Human Resource Director  
Human Resource Partner I  
Human Resource Partner II  
Human Resource Partner III  
Human Resource Specialist  
Human Services Director  
Human Services Lead Supervisor  
Infection Preventionist\*\*  
Information Security Program Officer  
Information Technology Director  
IT Data Services Supervisor  
IT Enterprise Systems Supervisor  
IT Infrastructure Supervisor  
IT Service Operations Supervisor  
Justice System Strategist  
Land Surveyor  
Lead Economic Support Supervisor\*\*  
Materials & Environmental Services Supervisor  
MDS Registered Nurse\*\*  
Mediation & Family Court Services Director  
Medical Records Supervisor  
Mobility Coordinator  
Network Engineer II  
Nursing Home Administrator  
Nursing Manager  
Nutrition Program Supervisor  
Park Services Supervisor  
Payroll Supervisor  
Planner  
Planning & Land Conservation Director  
Portfolio Administrator  
Public Health Data Scientist  
Public Health Planner  
Public Health Policy Specialist  
Public Health Supervisor  
Public Safety Systems Supervisor  
Public Works Director  
Public Works Superintendent\*\*  
Purchasing Supervisor

Real Property Lister  
Registered Dietitian  
Risk Management Administrator  
Senior Conservation Specialist  
Senior Planner  
Shop Superintendent\*\*  
Sr. Analyst  
SUD Coordinator  
Support Services Supervisor  
System Administrator II  
Systems Analyst I  
Systems Analyst II  
Transportation Program Supervisor  
Treatment Coordinator  
Veterans Service Officer  
Victim Witness Coordinator  
Youth Justice Manager  
Youth Services Center Operation Manager  
Youth Services Supervisor\*\*

\*\*These exempt positions have special provision identified in Policy 5.31.

## Appendix 7C-Wage Scale