



**COUNTY BOARD STAFF COMMITTEE
TUESDAY – NOVEMBER 8, 2016 – 4:00 P.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order & Approval of Agenda
2. Citizen Participation, Communications and Announcements
3. Approval of Minutes – October 25, 2016
4. Transfers
5. Review of Payments
6. Resolutions
 - A. Recognizing Wendy King for Service to Rock Haven
 - B. Recognizing Kris Mills
 - C. Recognizing Correctional Officer Thomas J. Roth
 - D. Recognizing Timothy Banwell for Service to Rock County
 - E. Amending the County's Personnel Ordinance
7. Review and Possible Action on Updates to the Administrative Policy & Procedure Manual
8. Information Regarding Voluntary Employee Benefits
9. Review and Possible Action on 2017 Recommended Budget
10. Claim
11. Adjournment

COMMITTEE REVIEW REPORT
FOR THE MONTH OF OCTOBER 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
00-0000-0063-29663	W C TRUST	P1601673	11/01/2016	MINUTE MEN HR MANAGEMENT OF WI	3,000.00
				ISF-SELF INS PROG TOTAL	<u>3,000.00</u>

I have reviewed the preceding payments in the total \$3,000.00

Date: _____ Dept _____
Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF OCTOBER 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
01-1320-0000-63100	OFC SUPP & EXP				
		P1600800	10/05/2016	JP MORGAN CHASE BANK NA	26.08
01-1320-0000-64200	TRAINING EXP				
		P1600800	10/05/2016	JP MORGAN CHASE BANK NA	164.00
COUNTY ADMINISTRATOR PROG TOTAL					190.08

I have reviewed the preceding payments in the total \$190.08

Date: _____ Dept _____

Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF OCTOBER 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
03-1110-0000-63100	OFC SUPP & EXP	P1600800	10/05/2016	JP MORGAN CHASE BANK NA	3.48
03-1110-0000-63107	PUBL & LEGAL	P1600217	09/20/2016	JANESVILLE GAZETTE INC	928.76
03-1110-0000-64201	CONVENTION EXP	P1600800	10/05/2016	JP MORGAN CHASE BANK NA	3,975.00
COUNTY BOARD PROG TOTAL					4,907.24

I have reviewed the preceding payments in the total **\$4,907.24**

Date: _____ Dept _____

Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF OCTOBER 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
06-1620-0000-63100	OFC SUPP & EXP	P1601278	09/09/2016	STAPLES BUSINESS ADVANTAGE	89.54
		P1602985	10/12/2016	BEAR GRAPHICS INC	17.77
06-1620-0000-63200	PUBL/SUBCR/DUES	P1602822	09/23/2016	ROCK COUNTY BAR ASSOCIATION	80.00
06-1620-0000-63202	LAW BOOKS	P1600201	09/20/2016	STATE BAR OF WISCONSIN	76.89
		P1600202	10/04/2016	THOMSON REUTERS WEST	286.00
06-1620-0000-64200	TRAINING EXP	P1601169	09/30/2016	CHULA VISTA	984.00
CORPORATION COUNSEL PROG TOTAL					1,534.20

I have reviewed the preceding payments in the total \$1,534.20

Date: _____ Dept _____
 _____ Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF OCTOBER 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
08-1420-0000-61920	PHYSICALS				
		P1600012	10/05/2016	JP MORGAN CHASE BANK NA	15.00
08-1420-0000-62119	OTHER SERVICES				
		P1602756	09/09/2016	MERCY HEALTH SYSTEM	70.00
08-1420-0000-62400	R & M SERV				
		P1602704	09/29/2016	SSM SERVICE AND INSTALLATION L	2,109.00
08-1420-0000-63100	OFC SUPP & EXP				
		P1600012	10/05/2016	JP MORGAN CHASE BANK NA	119.83
		P1601832	09/21/2016	OFFICE PRO INC	270.20
08-1420-0000-64200	TRAINING EXP				
		P1600012	10/05/2016	JP MORGAN CHASE BANK NA	97.60
		P1602926	09/19/2016	BLACKHAWK TECHNICAL COLLEGE	594.00
08-1420-0000-64216	CULTURAL COMPENT				
		P1602846	09/23/2016	JACKSON, CHERYL A	71.43
HUMAN RESOURCES PROG TOTAL					3,347.06

I have reviewed the preceding payments in the total **\$3,347.06**

Date: _____ Dept _____
 _____ Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF OCTOBER 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
19-1914-0000-62104	CONSULTING SERV	P1600203	09/30/2016	TE BRENNAN COMPANY	129.90
				RISK MANAGEMENT PROG TOTAL	129.90
19-1932-0000-64904	SUNDRY EXPENSE	P1600013	10/05/2016	JP MORGAN CHASE BANK NA	68.50
				EMPLOYEE RECOGNITION ACTIVITY PROG TOTAL	68.50

I have reviewed the preceding payments in the total \$198.40

Date: _____ Dept _____
Committee _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee
INITIATED BY



Sue Prostko
DRAFTED BY

Health Services Committee
SUBMITTED BY

October 25, 2016
DATE DRAFTED

RECOGNIZING WENDY KING FOR SERVICE TO ROCK HAVEN

- 1 **WHEREAS**, Wendy King has served the citizens of Rock County over the past 36 years, 8 months as a
- 2 dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Wendy King began her career with Rock Haven as a Certified Nursing Assistant on February 4,
- 5 1980; and,
- 6
- 7 **WHEREAS**, Wendy King accepted an Activity Therapy Assistant position on July 29, 1996; and,
- 8
- 9 **WHEREAS**, Wendy King has been caring with the residents and always had a smile on her face. She brought
- 10 in her dog and shared her with the clients; and,
- 11
- 12 **WHEREAS**, Wendy King has worked diligently in that position until her retirement on October 26, 2016; and,
- 13
- 14 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 15 recognize Wendy King for her long and faithful service.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 18 _____ day of _____, 2016 does hereby recognize Wendy King for her 36 years, 8 months of service
- 19 and extend their best wishes to her in her future endeavors.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

HEALTH SERVICES COMMITTEE

J. Russell Podzilni, Chair

Norvain Pleasant, Chair

Sandra Kraft, Vice Chair

Brenton Driscoll, Vice Chair

Betty Jo Bussie

Terry Fell

Eva Arnold

Dave Homan

Mary Mawhinney

Kara Hawes

Alan Sweeney

Henry Brill

Louis Peer

Terry Thomas

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY



Brent Sutherland-Director
Facilities Management
DRAFTED BY

General Services Committee
SUBMITTED BY

Oct 27, 2016
DATE DRAFTED

RECOGNIZING KRIS MILLS

- 1 **WHEREAS**, Kris Mills has served the citizens of Rock County for the past 35 ½ years as a
- 2 dedicated and valued employee, and is retiring effective December 31, 2016; and
- 3
- 4 **WHEREAS**, Kris Mills began her career with Rock County on July 8, 1981 as a Health Care
- 5 Center Seasonal - Personnel Clerk, back when the Health Care Center had its own Human Resource
- 6 office; and
- 7
- 8 **WHEREAS**, on November 30, 1981, Kris accepted the position of Building Service Clerk in the
- 9 Health Care Center maintenance office; and
- 10
- 11 **WHEREAS**, Kris Mills has served the staff and residents of Rock Haven and the Health Care Center
- 12 managing many different initiatives during her 35 ½ years with Rock County; and
- 13
- 14 **WHEREAS**, Kris Mills has always stepped up to help each and every person efficiently and with a
- 15 smile; and
- 16
- 17 **WHEREAS**, the Rock County Board of Supervisors representing the citizens of Rock County,
- 18 wishes to recognize Kris Mills for her long, dedicated and faithful service.
- 19
- 20 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors at its
- 21 regular meeting this ____ day of _____, 2016, directs that a sincere expression of recognition
- 22 be given to Kris Mills for her 35 ½ years of service and expresses to her best wishes for the future.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Henry Brill, Chair

J. Russell Podzilni, Chair

Jason Heidenreich, Vice Chair

Sandra Kraft, Vice Chair

Jeremy Zajac

Eva M. Arnold

BobYeomans

Henry Brill

David Homan

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

SHERIFF ROBERT D. SPODEN
INITIATED BY



CHIEF DEPUTY BARBARA J. TILLMAN
DRAFTED BY

PUBLIC SAFETY & JUSTICE
SUBMITTED BY

NOVEMBER 1, 2016
DATE DRAFTED

RECOGNIZING CORRECTIONAL OFFICER THOMAS J. ROTH

- 1 **WHEREAS**, Thomas J. Roth began his employment with Rock County on May 16, 1976, as a Correctional
- 2 Officer in the Rock County Sheriff's Office; and,
- 3
- 4 **WHEREAS**, Correctional Officer Roth has worked in both the Jail and Community Corrections Bureau; and,
- 5
- 6 **WHEREAS**, throughout his tenure with the Sheriff's Office, Correctional Officer Roth has served under six
- 7 Sheriffs over the course of his career: Sheriffs Archie Devine Jr., Frederick Falk, F. Joseph Black, Howard
- 8 Erickson, Eric Runaas, and Robert Spoden; and,
- 9
- 10 **WHEREAS**, Correctional Officer Roth has received numerous commendations and letters of appreciation; and,
- 11
- 12 **WHEREAS**, Correctional Officer Roth will retire from public service on December 16, 2016.
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this
- 15 _____ day of _____, 2016, does hereby recognize Correctional Officer Thomas J. Roth for his over
- 16 40 years of faithful service and recommends that a sincere expression of appreciation be given to Correctional
- 17 Officer Thomas J. Roth along with best wishes for the future.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Beaver, Chair

J. Russell Podzilni, Chair

Henry Brill, Vice Chair

Sandra Kraft, Vice Chair

Terry Fell

Eva Arnold

Brian Knudson

Henry Brill

Phil Owens

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Board of Health
INITIATED BY

Marie-Noel Sandoval
DRAFTED BY

Board of Health
SUBMITTED BY

10/19/2016
DATE DRAFTED



RECOGNIZING TIMOTHY BANWELL FOR SERVICE TO ROCK COUNTY

1 **WHEREAS**, Timothy Banwell has dedicated almost 30 years of his career to protecting the health of Rock
2 County citizens; and,
3
4 **WHEREAS**, Timothy began his career with Rock County Public Health as a Sanitarian II on March 9, 1987; and,
5
6 **WHEREAS**, Timothy filled the role of Acting Environmental Health Director from February 17, 1999 until
7 September 6, 1999 when he accepted the position of Environmental Health Director, where he diligently served in
8 that role until his retirement on December 2, 2016; and,
9
10 **WHEREAS**, Timothy made countless contributions during his tenure with Rock County Public Health. Along
11 with his leadership in Environmental Health, he contributed substantially by directing a number of innovative
12 programs and projects, including the Local Emergency Planning Committee (LEPC), surface water sampling
13 program, town water well sampling program, Rx collection, Brownfield project, food advisory committee,
14 newsletter and operator training, rabies/animal control program and low cost vaccination community clinic,
15 healthy homes/lead program, pool operators training, and CAFO health impact assessment. Timothy was named
16 Wisconsin's 2015 Environmental Health Professional of the year. His dedication to Public Health has been vital to
17 the Department for many years and his contributions will have a positive impact on the health of Rock County for
18 years to come.
19
20 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled on this
21 day of 2016, does hereby thank Timothy Banwell for his dedication and contributions
22 to the citizens of Rock County and offer their best wishes for his future plans.

Respectfully submitted,

BOARD OF HEALTH

COUNTY BOARD STAFF COMMITTEE

Sandra Kraft, Chair

J. Russell Podzilni, Chair

Louis Peer, Vice Chair

Sandra Kraft, Vice Chair

Linda Garrett

Eva Arnold

Richard Bostwick

Henry Brill

Dr. Keith Konkol, M.D.

Betty Jo Bussie

Dr. Dean Peterson, DVM

Mary Mawhinney

Dr. Connie Winter, DDS

Louis Peer

Judith Wade, WHNP

Alan Sweeney

Eric Gresens, R.Ph

Terry Thomas

**ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS**

Annette Mikula
INITIATED BY _____

Amy Spoden, Human Resource Manager
DRAFTED BY

County Board
Staff Committee
SUBMITTED BY _____



November 2, 2016
DATE DRAFTED

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

1 **WHEREAS**, Rock County has an established Personnel Ordinance; and,
2
3 **WHEREAS**, it is good practice to review the personnel ordinance language on an annual basis; and
4
5 **WHEREAS**, certain additional changes have been suggested by Employees and Department Managers; and,
6
7 **WHEREAS**, the County wants to incorporate these additional changes to the Personnel Ordinance effective at
8 12:01 a.m. January 1, 2017.
9
10 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this
11 _____ day of _____, 2016 does hereby amend Chapter XVIII, the County's Personnel
12 Ordinance as follows:
13

**CHAPTER XVIII
Section 1: Objectives and Scope**

14
15
16 Authority
17 18.101

18
19 This Ordinance is promulgated under the authority of Wisconsin Statute 59.22 (2)(c) 1.c.
20

21 Purposes
22 18.102
23

24 The purposes of this Ordinance shall be to:
25

- 26 A. Establish a clear understanding of responsibilities in the establishment and
27 maintenance of a personnel program for Rock County.
- 28 B. Establish a uniform County Personnel Policy and procedures to recruit, select, develop
29 and maintain an effective and responsive workforce for the County. The Ordinance
30 shall be based on the following objectives:
31 (1) To recruit, select and advance employees on the basis of their relative
32 knowledge, skills, and abilities.
33 (2) To provide internally equitable and externally competitive compensation for
34 all employees.
35 (3) To recognize good job performance, reward exceptional performance and
36 correct inadequate performance in a fair and timely manner.
37 (4) To assure fair treatment of all applicants and employees in all aspects of
38 personnel administration without regard to political affiliation or beliefs, race,
39 color, national origin or ancestry, sex, age, religion, disability, sexual
40 orientation, gender identity, gender expression, genetic information,
41 pregnancy, creed, arrest/conviction record, marital status, military services, or
42 outside use of lawful products or any other cause for discrimination as
43 discrimination as

48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109

defined by law, except as allowable as a bonafide occupational requirement and with proper regard for their rights as citizens.

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

C. Provide a system of standardized titles and standardized class descriptions for the effective administration of personnel activities such as: manpower planning and budgeting, standards of job performance, fair and equitable pay, valid selection and recruitment programs, training programs and career development.

D. Provide a system to recruit and select the most qualified persons for positions in County service. Recruitment and selection shall be conducted in an affirmative manner to ensure open competition, provide equal employment opportunity, prohibit discrimination based on the categories identified above to ensure that persons of disadvantaged groups are fairly represented in the County workforce.

E. Provide an effective career development plan for qualified employees through promotional opportunities in an environment free of discrimination.

Scope
18.103

THIS ORDINANCE SHALL NOT BE DEEMED A CONTRACT OF EMPLOYMENT. The provisions of this Ordinance do not vary or modify the at will employment relationship between the employee and the County. Any individual may voluntarily cease employment upon proper notice and may be terminated by Rock County at any time and for any reason. Any oral or written statements of promises to the contrary are expressly disallowed and should not be relied upon by any prospective or existing employee. The contents of this ordinance are subject to change at any time by action of the County Board.

This Ordinance shall govern personnel administration for all employees and departments of the County of Rock except:

- (a) members of the Rock County Board of Supervisors;
- (b) elected County Officials;
- (c) members of boards, commissions, and committees (including citizens);
- (d) persons employed to conduct temporary and special inquiry, investigation or examination on behalf of the County Board, a committee thereof, or the County Administrator;
- (e) persons employed by employment services agreements or purchase of service contracts, unless expressly included in said contract or agreement;
- (f) all matters concerning deputy sheriffs arising under Section 59.26(8)(b), Wis. Stats., which shall be handled by the Public Safety and Justice Committee of the Rock County Board of Supervisors in accordance with statute.

This Ordinance shall not be interpreted as infringing upon the Constitutional powers of Elected Department Heads.

Collective Bargaining Agreements
18.104

This Ordinance applies to employees not covered by collective bargaining agreements (~~Unilaterals~~) and to employees so covered when specific contracts are silent on a particular issue, or otherwise do not apply to the contrary.

110 Human Resources Section of the Administrative Policies and Procedures Manual

111 18.105

112
113 The Human Resource Department shall develop a standard set of policies and procedures to administer
114 the personnel system based upon the Policies established in this Ordinance. These policies and
115 procedures shall be a part of the County's Administrative Policies and Procedures Manual. The
116 Human Resource Policies and Procedures shall be subject to review and approval by the County Board
117 Staff Committee.

118
119 The Ordinance shall take precedence over the Human Resource Policies and Procedures and
120 Department Work Rules.

121
122 Department Work Rules

123 18.106

124
125 Nothing herein shall preclude an Appointing Authority from promulgating Department Work Rules
126 covering topics not covered by this Ordinance or the Human Resource Department's Policies and
127 Procedures. Work rules so promulgated must be consistent with this Ordinance and Human Resource
128 Policies and Procedures.

129
130 Non-Elected Department Heads

131 18.107

132
133 Any non-elected Department Head hired shall be employed pursuant to a personal employment contract
134 of up to two (2) years. Non-elected Department Heads serving on the date of adoption of this section may
135 voluntarily negotiate a personal employment contract of up to two (2) years. Non-elected Department
136 Heads shall continue to be at will employees and may be removed at the pleasure of the County
137 Administrator. Removal of the Corporation Counsel by the County Administrator requires the
138 concurrence of the County Board. The County Administrator shall remain the appointing authority for
139 non-elected Department Heads. The personal employment contract covering the initial appointment of a
140 non-elected Department Head is subject to approval by the County Board after action by the appropriate
141 Governing Committee.

142
143 Administrator Position

144 18.108

145
146 The position of the County Administrator shall be included under the coverage of this Ordinance,
147 except where there are exclusions or where this Ordinance conflicts with the resolution establishing the
148 administrator form of government. In the case of any such conflict, the resolution shall control.

149
150 Sheriff's Office Command Staff

151 18.109

152
153 In addition to the benefits provided to other unilateral employees, if the following provisions of the
154 labor agreement with the Rock County Deputy Sheriffs Supervisors Association are modified, such
155 modifications shall be extended to the Chief Deputy (Resolution 93-12A-118); Commanders
156 (Resolution 91-11D-118); and Captains (Resolution 09-1B-189).

- 157
158
- 159 • Education
 - 160 • Health insurance for retirees*
 - 161 • Life insurance
 - 162 • Retirement
 - 163 • Sick Leave Accumulation
 - 164 • Sick leave payout
 - 165 • Sick leave payment
 - 166 • Uniform allowance
 - 167 • Worker's compensation

168 *For Command Staff who are at least age 53 and retire after January 1, 2014, the County shall pay
169 100% of the health insurance premiums for the applicable coverage for the retired and eligible
170 dependents thru the end of the month before they turn 65.

171

172 Correctional Supervisor

173 18.109(a)

174

175 In addition to the benefits provided to other unilateral employees, if the retirement provision of the
176 labor agreement with the Rock County Deputy Sheriffs Supervisors Association are modified, such
177 modification shall be extended to the Correctional Supervisor.

178

179 Amendments

180 18.110

181

182 This Ordinance may be amended by the Rock County Board of Supervisors in the same manner as
183 adopted.

184

185 Management Rights

186 18.111

187

188 The management of Rock County and the direction of the workforce is vested exclusively in the
189 County, including but not limited to the right to:

190

191

1) Hire, promote, demote, suspend, discipline, and discharge;

192

193

2) Decide job qualifications for hiring;

194

195

3) Transfer or layoff because of lack of work, discontinuance of services, or other
legitimate reasons;

196

197

4) Subcontract for economic reasons or when it is not feasible for county employees to
perform the work;

198

199

200

5) Abolish or create positions;

201

202

6) Create job descriptions and determine the composition thereof;

203

204

7) Plan and schedule work;

205

206

8) Determine the methods and processes and manner of performing work;

207

208

9) Determine the type, kind and quality of service to be rendered to clients and citizens;

209

210

10) Determine the location, operation and type of physical structures, facilities,
equipment of the county;

211

212

213

11) Plan and schedule any training programs,

214

215

12) Create, promulgate and enforce reasonable work rules;

216

217

13) Determine and enforce regulations governing conduct and safety;

218

219

14) Determine what constitutes good and efficient county service, and all other
functions of management and direction.

220

221

222

The County shall have the right to operate and manage its affairs in all respects in
accordance with its rights, duties, and responsibilities.

223

224

225

226 Responsibilities and Authority

227 18.112

228

229 A. County Board. The County Board shall:

230

231

(1) approve the annual County budget, including requests for personnel
adjustments.

232

233

(2) review and approve County Personnel Ordinance and amendments.

234

- 235
236
237
238
239
240
241
242
- (3) confirm department head appointments made by the County Administrator.
 - (4) delegate such duties to the County Board Staff Committee as necessary.
 - (5) hear grievance appeals as outlined in Section 18.806.
- 243 B. County Board Staff Committee. The County Board Staff Committee shall:
- 244
- (1) advise the County Administrator on matters concerning implementation of Personnel Ordinance.
 - (2) review proposed Personnel Ordinance and amendments as developed and recommended by the Human Resources Director and make recommendations to the County Board for consideration and legislative action.
 - (3) perform other related duties as assigned by the County Board.
- 247
248
249
250
251
252
- 253 C. County Board Governing Committees. Each Governing Committee shall:
- 254
- (1) review all appointments made by the County Administrator as provided in Section 18.112(d)(1) and make such recommendations to the Board as appropriate.
- 255
256
257
258
259
260
- 261 D. County Administrator. Except as prohibited by State and Federal law, the County Administrator shall:
- 262
- (1) appoint and remove all Department Heads, subject to the provisions of Section 18.107.
 - (2) advise the Governing Committee of the final interview schedule of the best-qualified applicants. The Governing Committee may participate in the scheduled interviews.
 - (3) submit terms of employment for Department Heads to the Governing Committee for review before submission to the County Board.
 - (4) approve Personnel Ordinance prior to submittal to the County Board Staff Committee and the County Board.
 - (5) apply appropriate disciplinary actions as defined in Section 18.1108 to subordinate employees.
 - (6) approve new positions, reallocations, and upgrades of existing positions subject to County Board approval.
- 263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282
- 283 E. Human Resources Director. The Human Resources Director under the authority of the County Administrator shall:
- 284
- (1) administer the Personnel Ordinance adopted by the County Board.
 - (2) establish, maintain and coordinate personnel transactions and records management for all County employees and positions.
 - (3) establish and maintain a central personnel file for each County employee showing name, title, salary, change in status, annual performance ratings and such pertinent information as may be necessary for effective personnel administration and for compliance with Federal and State laws.
 - (4) advise and assist Department Heads on all County Personnel transactions and records management systems and procedures.
- 285
286
287
288
289
290
291
292
293
294
295
296
297

- 298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318
319
320
321
322
323
324
325
326
327
328
329
330
331
332
333
334
335
336
337
338
339
340
341
342
343
344
345
346
347
348
349
350
351
352
353
354
355
356
357
358
359
- (5) notify the payroll section of all relevant changes.
 - (6) review appointments and removal of personnel to County positions pursuant to Section 18.607.
 - (7) maintain complete employment and performance records of all County employees.
 - (8) establish and maintain a roster of all employees in the County service which shall include the class title, pay status, and other pertinent data.
 - (9) make such reports and investigations to the County Administrator, County Board Staff Committee and the County Board as required.
 - (10) develop and maintain the Classification Plan.
 - (11) develop and administer the recruitment and selection program.
 - (12) establish and maintain lists of persons eligible and qualified for appointment and promotion to positions within the County service when, in the judgment of the Human Resources Director, it is advantageous to the County.
 - (13) monitor temporary and overtime assignments.
 - (14) approve and monitor layoffs due to lack of funds, work, or the abolition of positions or material changes in duties and organization, encourage the re-employment of laid off employees in other appropriate County positions.
 - (15) develop, operate and coordinate programs to improve employee effectiveness, training and career counseling.
 - (16) establish an Affirmative Action Program designed to increase the participation at all levels of the County workforce persons of disadvantaged groups, including, but not limited to women, minorities and the physically and mentally handicapped.
 - (17) establish standards and procedures to ensure uniformity in the application of discipline and the processing of employee grievances.
 - (18) conduct third step grievance hearings as may be necessary under Section 18.806, and adjust such grievances as may be appropriate.
 - (19) prepare and implement such forms, reports and procedures necessary to carry out the County human resources program.
 - (20) disseminate information regarding the personnel program, fringe benefits and conditions of employment to all employees and departments.
 - (21) lead the County's negotiations with labor representatives, unless otherwise delegated by the County Board.
 - (22) investigate unemployment compensation claims and represent the County at unemployment compensation hearings.
 - (23) develop such regulations as necessary to carry out the intent of this Ordinance.
 - (24) establish a safety program to reduce the incidence of work related injuries and promote safety awareness.

- 360 (25) develop and maintain the County wide training program within budgetary
361 limitations.
362
363 (26) administer and manage the County's Worker's Compensation program.
364
365 (27) insure that Department Work Rules are fairly designed and administered.
366

367 F. Department Heads. Department Heads shall:

- 368
369 (1) enforce the Personnel Ordinance, and the Human Resource Policies and
370 Procedures in their respective department.
371
372 (2) adopt such additional Department Work Rules as required by law and/or
373 necessary for the operations of the Department subject to approval of the
374 Human Resources Director.
375
376 (3) initiate and process personnel transactions affecting their employees using
377 forms provided by the Human Resources Director.
378
379 (4) maintain an employee service record for each employee.
380
381 (5) notify the Human Resources Director of all changes in permanent
382 personnel records including change of address, insurance coverage and
383 other relevant information.
384
385 (6) keep employees informed of current personnel policies.
386
387 (7) conduct second step grievance procedures hearings as may be necessary
388 under Section 18.805, and adjust such grievances as may be appropriate.
389
390 (8) appoint and remove employees to positions subject to Section 18.304 and
391 18.806, and consistent with applicable State Statutes and inform governing
392 committee of said appointments.
393
394 (9) in collaboration with the Human Resources Director, develop employee
395 orientation and in service training programs.
396
397 (10) administer discipline and delegate such authority to supervisory personnel
398 as appropriate subject to Section 18.806.
399
400 (11) conduct performance reviews of all immediate subordinate employees on
401 no less frequent than an annual basis
402
403 (12) obtain prior approval of the County Administrator when taking vacation
404 days, or when traveling out of the County on County business. (This
405 provision does not apply to elected County Officials.) The memo making
406 the request should include a designated department contact person, as
407 well as a phone number where the Department Head can be reached (if
408 possible).
409
410 (13) develop and monitor department budget.

411
412 G. Supervisory Personnel. To the extent Department Heads delegate authority to them, supervisors
413 shall:

- 414
415 (1) interview and recommend applicants for appointments to and removal
416 from subordinate positions.
417
418 (2) implement the Personnel Ordinance, HR Policies and Procedures and
419 Department Work Rules in their unit.
420
421 (3) conduct performance reviews of all immediate subordinate employees on
422 no less frequent than an annual basis.

423
424
425
426
427
428
429
430
431
432
433
434
435
436
437
438
439
440
441
442
443
444
445
446
447
448
449
450
451
452
453
454
455
456
457
458
459
460
461
462
463
464
465
466
467
468
469
470
471
472
473
474
475
476
477
478
479
480
481
482
483
484

- (4) administer discipline to employees as necessary.
- (5) conduct first step grievance hearings as may be necessary under Section 18.806, and adjust such grievances as may be appropriate.

Section 2: Classification Plan

Development and Administration

18.201

The Human Resources Director shall be responsible for the overall development and administration of the Classification Plan, in cooperation with Department Heads, key staff employees and other appropriate resources. The County Administrator position shall be an unclassified position.

Position Description

18.202

Each employee shall have an accurate position description that describes the knowledge, skills and abilities necessary to do the work of that position; goals of the position and job tasks to accomplish the goals; and identifies the essential job functions.

Allocation of New Positions

18.203

The Human Resources Director shall allocate new positions that have been approved by the County Board to one of the classifications in the Classification Plan. If a suitable class does not exist, the Human Resources Director shall establish a new classification. An appropriate pay range for the classification shall be assigned subject to the approval of the County Board Staff Committee, and confirmation of the County Board unless otherwise established through the budgetary process.

Abolition of Unnecessary Classifications

18.204

When it is determined that a classification or classifications are no longer useful or appropriate, the Human Resources Director shall inform the County Board Staff Committee that such classes have been abolished.

Reclassification Requests

18.205

A reclassification is the re assignment of a position from one existing class to another class to recognize a change in the duties and responsibilities of a position. Reclassification requests shall normally be contained within the annual budget. In such situations, prior to approval of the budget, the Human Resources Department shall audit the position and make a written recommendation to the County Administrator who shall then recommend approval or denial of reclassification requests. If a reclassification request is denied, the position shall not be reconsidered for reclassification until there is a significant change in the duties and responsibilities of the position. If, in exceptional cases, duties of a position change during a budget year, the County Board may approve a reclassification request upon the performance of a job audit and the recommendation of the Human Resources Director and County Administrator and with the confirmation of the County Board Staff Committee.

Reallocation Requests

18.206

A reallocation is the re assignment of a position from one pay range to another pay range to correct an error in the original assignment, to reflect changing labor market conditions, or to reflect significant changes over a period of time in the duties and the responsibilities of the position.

Salary adjustments shall be part of the budget process. If salary reallocations are approved, they will become effective the first day of the fiscal year. Persons in positions reallocated shall normally be

485 advanced to the step with the next highest dollar amount in the new pay range. Future step increases
486 will be paid according to the employee's new employee group or pay grid. In unusual circumstances,
487 the reallocated individual may be placed in a higher step upon approval of the Human Resources
488 Director and the County Administrator.

489
490 If the employee's current rate of pay is greater than the maximum of the new range, the employee will
491 be red-circled in accordance with section 18.411.

492
493 When a position becomes vacant and it is determined by the Human Resources Director and the
494 County Administrator that a reallocation of the position is necessary for recruitment purposes, such
495 reallocation may occur outside the budget process upon the confirmation of the County Board Staff
496 Committee and approval of the County Board.

497
498 Reorganization of Department
499 18.207

500
501 Each time a department or division of a department is reorganized, class descriptions for all affected
502 employees shall be submitted to the Human Resources Director for review and approval as part of such
503 reorganization.

504
505 Position Description Questionnaires/Job Audits
506 18.208

507
508 The Human Resources Director may require departments or employees to submit Position Description
509 Questionnaires when vacancies occur, any time there is reason to believe that there has been a
510 significant change in the duties and responsibilities of one or more positions, or as part of a job audit
511 conducted by the Human Resources Department.

512
513 Review of Classification Plan
514 18.209

515
516 At least every three years, or as often as may be appropriate, the Human Resources Director shall
517 review the Classification Plan to ensure that the plan accurately reflects existing position responsi-
518 bilities and market conditions. The Human Resources Director shall take whatever action is
519 appropriate to amend and update the Classification Plan, subject to the review of the County Board
520 Staff Committee and approval of the County Board.

521
522 Underslotting
523 18.210

524
525 As a vacancy occurs, the Department Head may recommend the position not be filled at the existing
526 level. With the concurrence of the Human Resources Director and County Administrator, the position
527 may be filled at a lower classification.

528
529 Upgrade
530 18.211

531
532 ~~Upgrades shall be part of the annual budget process. Prior to approval of the budget, the Human~~
533 ~~Resources Department shall audit the position and make a written recommendation to the County~~
534 ~~Administrator who shall then recommend approval or denial of the upgrade request. If an upgrade~~
535 ~~request is denied, the position shall not be reconsidered for upgrade until there is a significant change~~
536 ~~in the duties and responsibilities of the position.~~

537 ~~When a position is upgraded, an open recruitment shall be conducted to fill the position. Hiring~~
538 ~~procedures for approved upgraded positions shall be subject to guidelines established by the Human~~
539 ~~Resources Director.~~

540
541 **Section 3: Recruitment and Selection**

542
543 Recruitment
544 18.301

545
546 The Human Resources Director shall develop and conduct an active recruitment program designed to
547 meet current and projected County manpower needs.

548
549
550
551
552
553
554
555
556
557
558
559
560
561
562
563
564
565
566
567
568
569
570
571
572
573
574
575
576
577
578
579
580
581
582
583
584
585
586
587
588
589
590
591
592
593
594
595
596
597
598
599
600
601
602
603
604
605
606
607
608
609
610

Recruitment shall be tailored to the position to be filled and shall be directed to sources likely to yield qualified candidates.

(a) Job Announcements and Publicity.

The Human Resources Director shall issue job announcements and otherwise publicize vacancies as may be appropriate. Job vacancies shall be formally announced for a minimum of five working days prior to the closing date for filing applications. Depending upon the vacancy and the scope of the recruitment process, this period may be longer adjusted accordingly. The Human Resources Director may also initiate continuous recruitment programs for any class of positions. (See HR Policies and Procedures.)

(b) Application Form.

All applications for employment shall be made on forms prescribed by the Human Resources Director. The Human Resources Director may require proof of application statements.

(c) Rejection of Applications.

The Human Resources Director may reject any application if the applicant:

- (1) does not meet the minimum qualifications established for the position.
- (2) provides any false or misleading information in the application process.
- (3) is physically, mentally or otherwise unable to perform the duties of the position, with or without a reasonable accommodation, as permitted under applicable State and Federal laws.
- (4) has been convicted of a crime, which renders him/her unsuitable for the position, as permitted under applicable State and Federal laws.
- (5) is not within the legal age limits prescribed for the position or for County employment.
- (6) has established an unsatisfactory employment record, which demonstrates unsuitability for the position.
- (7) is a member of an organization, which advocates the violent overthrow of the government of the United States.
- (8) based on job related factors, is found by the Human Resources Director to be clearly unsuitable for the position for which he/she has applied.

(d) Whenever an application is rejected, notice of such rejection shall be promptly made to the applicant.

(e) The Human Resources Director may select only the best qualified applicants for screening and final consideration.

(f) ~~Where written exams are used as part of the recruitment process, applicants will not be eligible to re-take the exam until a period of six months has lapsed.~~

(g) Applicants that are not selected for a position have the ability to review their individual results. Candidates who do not agree with their recruitment process results may request the Human Resources Director to review the results.

Relocation Expense
18.302

611 An employee, newly hired to fill an FLSA exempt position, who resides outside of reasonable
612 commuting distance (i.e. a distance greater than 40 miles) wishing to relocate his or her domicile to
613 Rock County may be eligible for a contribution toward moving expenses, if it is determined, upon
614 recommendation of the County Administrator and approval of the County Board Staff Committee, to
615 be in the best interest of Rock County to offer such contribution. An employee receiving a contribution
616 toward moving expenses shall remain a resident and employee of Rock County for not less than three
617 (3) years. Failure to meet this requirement will result in the repayment of said moving expense on a
618 pro rata basis.
619

620 Selection

621 18.303

622

623 The selection process shall maximize reliability, objectivity, and validity through a practical and job
624 related assessment of applicant attributes necessary for successful job performance and career potential.
625 The selection process shall also be balanced to provide promotional opportunities as well as open
626 competitive opportunities at all levels of County employment.

627

628 (a) Selection Devices.

629

630 ~~The Human Resources Director~~ shall be responsible for determining when formal selection devices are
631 to be used to screen applicants for job vacancies which may include, but need not be limited to a
632 review of training and experience, work sample and performance tests, practical written tests, physical
633 fitness examinations, and background and reference inquiries. In the development of selection devices,
634 ~~the Human Resources Director~~ shall confer with Department Heads, consultants, or others familiar
635 with the knowledge, skills and abilities required and specific devices to best measure these factors.
636

637 (b) Confidentiality.

638

639 Formal selection materials shall be known only to the Human Resources Director and to other
640 individuals designated by ~~the Human Resources Director~~. Every precaution shall be exercised by all
641 persons participating in the development and maintenance of materials to ensure the highest level of
642 integrity and confidentiality.
643

644 Eligibility Lists

645 18.304

646

647 ~~The Human Resources Director~~ shall be responsible for establishing and maintaining eligibility lists as
648 may be necessary or desirable upon authorization of the department. An established eligibility list will be
649 used to fill future vacancies for the same position. Before the next candidate on the eligibility list will be
650 considered, internal vacancies or new positions will be posted on bulletin boards throughout the county
651 per policy. In filling job vacancies or new positions, employees within the department with the vacancy
652 will be given consideration. Both internal and external candidates may be considered. All candidates
653 must successfully complete a reference and background screen before final selection.
654

655 (a) Layoff List for unilateral employees.

656

657 An employee laid off or demoted in lieu of layoff may be considered for re-
658 employment when a vacancy occurs for which he/she is qualified. Human
659 Resources shall notify said employee of any vacancy arising in the same job from
660 which the employee was laid off. Said employee shall make application for the
661 vacant position. Once application is made, the laid off employee shall participate
662 in a competitive hiring process and, if most qualified, shall be required to accept
663 an offer of employment for the position within 10 days of said offer. Failure to
664 make application or accept an offer of employment for the position from which the
665 employee was laid off shall result in the forfeiture of notification rights for future
666 openings.
667

668 (b) Open Competitive and Promotional Eligibility.

669

670 ~~The Human Resources Director~~ may establish and maintain such open competitive
671 and promotional eligibility lists of applicants who have qualified for a particular
672 job or class of County positions.
673

674
675
676
677
678
679
680
681
682
683
684
685
686
687
688
689
690
691
692
693
694
695
696
697
698
699
700
701
702
703
704
705
706
707
708
709
710
711
712
713
714
715
716
717
718
719
720
721
722
723
724
725
726
727
728
729
730
731
732
733
734
735
736

(c) Duration of Eligibility Lists.

The duration of eligibility lists shall be not less than one year, or as provided for in a Department's Work Rules.

(d) Removal of Candidates from Eligibility Lists.

The Human Resources Director may remove candidates from an eligibility list if the candidate:

- (1) receives a regular appointment to a position in the same class or another class having the same or higher pay grade.
- (2) files a written statement indicating unwillingness to accept appointment.
- (2) declines an offer of employment under such conditions previously indicated by the candidate as acceptable.
- (4) fails to respond within a specified time period to any official written inquiry regarding relative availability.
- (5) fails to report for an interview or for duty at the time specified by the Human Resources Director or appointing authority.
- (6) is disqualified for employment under County policies or state law.
- (7) factors covered under Section 18.301.

(e) The Human Resources Director shall notify each candidate in writing of his/her removal from an eligibility list. The candidate may appeal his/her removal from an eligibility list and, at the discretion of the Human Resources Director, the candidate may be reinstated.

Certification and Appointment
18.305

Whenever a vacancy in County employment is to be filled, the appointing authority shall submit a request to the Human Resources Director to provide names of eligible candidates.

Appointment of Eligible Candidates.

The appointing authority shall make an appointment from among the names submitted by the Human Resources Director. The appointing authority shall justify to the Human Resources Director each candidate's unsuitability if they are bypassed on the list. Such justification must be acceptable to the Human Resources Director.

The date upon which a new employee commences employment shall be jointly determined by the Human Resources Director and Department Head Hiring Manager.

Probationary Period
18.306

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

737
738
739
740
741
742
743
744
745
746
747
748
749
750
751
752
753
754
755
756
757
758
759
760
761
762
763
764
765
766
767
768
769
770
771
772
773
774
775
776
777
778
779
780
781
782
783
784
785
786
787
788
789
790
791
792
793
794
795
796
797
798
799

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 his/her 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. When an employee is in an acting capacity, the employee will continue to receive step increases as provided under Section 18.405.
- (6) Probationary employees, with the exception of Pool Staff, Relief Staff, and Project Staff, 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 within 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.

Part-time and Seasonal Employment

18.307

When possible, employment shall be on a full time year round basis. However, when it is determined to be in the best interest of the County, part-time and seasonal employees may be hired.

Temporary Appointments

18.308

Temporary appointments may be made from appropriate eligibility lists. If no eligibility list is available or if the eligible candidates are not available for temporary work, the Human Resources Director may authorize the appointment of a qualified individual. The acceptance or refusal by an eligible candidate of a temporary appointment shall not affect the candidate's standing on the eligibility list for regular appointment.

Overlap Double Fill of Positions

18.309

Any request for hiring in excess of the budgeted personnel roster must be approved by the County Board. This would include cases where the Department Head requests an overlap of personnel for more than one payroll period in order to train the new employee. The request should be approved by the governing committee and County Board Staff Committee prior to submission to the Board.

Other Appointments May Follow Ordinance

18.310

Nothing herein shall preclude an appointing authority from filling those positions not covered by this Ordinance in a manner consistent with it.

800 **Section 4: Salary Administration**

801
802
803
804
805
806
807
808
809
810
811
812
813
814
815
816
817
818
819
820
821
822
823
824
825
826
827
828
829
830
831
832
833
834
835
836
837
838
839
840
841
842
843
844
845
846
847
848
849
850
851
852
853
854
855
856
857
858
859

Pay Plans
18.401

The Pay Plans shall include the schedules of pay ranges for all County employees.

Schedules shall consist of minimum and maximum rates of pay and the intermediate pay steps. The objectives of the Pay Plans shall be:

- (a) To provide an appropriate salary structure, to recruit and retain an adequate number of competent employees; and,
- (b) To provide appropriate pay incentives for satisfactory or outstanding job performance.

The pay plan schedules described above shall be contained in the County's Administrative Policy and Procedures Manual.

Development and Administration
18.402

The Human Resources Director shall be responsible for the development and administration of the Pay Plan, through periodic reviews and comparative studies of pertinent factors affecting levels of pay. When appropriate, the Human Resources Director shall recommend necessary amendments to the County Board Staff Committee, which shall become effective upon approval of the County Board.

Linkage
18.403

The Pay Plan shall be directly linked to the Classification Plan and shall be based on the principle of equal pay for equal work. Pay ranges within the Pay Plan shall be determined with regard to such factors as: uniformity of pay for each class, relative difficulty, complexity, and responsibility of work, recruiting experience, prevailing rates of pay for similar jobs in public and private service, changes in cost of living indices, and the financial policies of the County.

Entrance Pay Rate
18.404

The entrance pay rate for new County employees shall normally be the minimum rate of the pay range prescribed for the class. A Department Head may recommend that a particular appointment be made above the entrance pay rate. Such requests must be made in writing, approved in advance by the Human Resources Director in recognition of relevant experience and /or exceptional qualifications.

Elected Department Heads that wish to appeal the decision for placement of a new County employee made by the Human Resources Director and/or County Administrator may do so in writing to the County Board Staff Committee, whose decision shall be final.

In Range Increment
18.405

In range increments shall be based on satisfactory work performance and length of service in a class. Such increments shall not be granted automatically. Whenever an employee is promoted, their annual pay increments (step increase) shall be based on the length of service in that range or class. The employee shall have an overall performance evaluation of "satisfactory" or "meets expectations" or higher in order for an in range increment to be granted. 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.

860 Productivity/Incentive Awards

861 18.406

862

863 Extraordinary productivity/incentive awards may be granted in recognition of exceptional performance in
864 addition to an employee's regular pay. Recommendations for such pay shall be initiated by the employee's
865 supervisor and/or Department Head, reviewed and approved by the Human Resources Director, County
866 Administrator, appropriate Governing Committee and the County Board Staff Committee. Specific
867 guidelines for the administration of the Productivity/Incentive Awards Program shall be the responsibility
868 of the Human Resources Director to establish and maintain subject to approval by the County
869 Administrator and County Board Staff Committee. Such requests shall be in writing and supported by
870 evidence of the following:

871

872 (a) The employee has personally conceived and suggested a procedure or device
873 which has resulted in substantially greater operating efficiency or in a marked
874 decrease in operating expenses; or,

875

876 (b) The employee has performed extensive collateral duties or has continually
877 completed difficult work assignments, which significantly increased the efficiency
878 and effectiveness of his/her department's program or the County service.

879

880 Seasonal Employment

881 18.407

882

883 Seasonal employees shall be compensated on an hourly basis at a rate established within the parameters
884 of the annual budget as determined annually by the Human Resources Director.

885

886 Temporary Employment

887 18.408

888

889 Temporary employees shall be compensated by placing them on a step in the appropriate salary
890 schedule.

891

892 Should a non-regular employee be reclassified as a regular employee in the same job, he/she shall be
893 advanced in pay to the appropriate salary rate of his/her classified position. His/her total time of
894 continuous employment including his/her temporary employment, shall be counted as part of his/her
895 probationary period.

896

897 Pay Rate Adjustments

898 18.409

899

900 The following actions shall affect the pay status of an employee:

901

902 (a) Transfer

903

904 When an employee is transferred from one class to another with a common pay
905 range, he/she shall continue to receive the same pay rate.

906

907 (b) Promotion

908

909 When an employee is promoted from one class to another having a higher pay
910 range, he/she shall normally advance to the pay step in the new range which is
911 immediately above his/her former rate of pay. In unusual circumstances, the
912 promoted individual may be placed in a higher step upon approval of the Human
913 Resources Director and the County Administrator.

914

915 (c) Demotion

916

917 When an employee is demoted for any reason, the Human Resources Director shall
918 consult with the supervisor(s) involved to decide the pay for the re-assignment. In
919 no case will it exceed the maximum of the pay range of the job to which the
920 employee is demoted.

921

922
923
924
925
926
927
928
929
930
931
932
933
934
935
936
937
938
939
940
941
942
943
944
945
946
947
948
949
950
951
952
953
954
955
956
957
958
959
960
961
962
963
964
965
966
967
968
969
970
971
972
973
974
975
976
977
978
979
980
981
982
983

(d) Reinstatement

When an employee is reinstated to his/her former job he/she 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.

(e) 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.

Overtime

18.410

"Unilateral A" employees earn overtime at time and one half over 40 hours per week.

~~"Unilateral B" employees earn overtime at straight time over 40 hours per week.~~

"Unilateral C" employees, who are exempt under the federal Fair Labor Standards Act (FLSA), do not earn overtime.

For additional policies and procedures regarding overtime for unilaterals and other employees see the HR Policy and Procedure Manual.

Red Circled Classifications

18.411

Employees in classifications that are to be red circled will be frozen at their current salary until the salary of the pay range to which they are assigned equals or exceeds their rate of pay. ~~Employees with ten years of service, whose classification has been red circled, shall receive one half of the across the board increase granted to employees on the Unilateral Pay Plan until the salary of the pay range to which they are assigned equals or exceeds their rate of pay.~~

Section 5: Fringe Benefits

Holidays

18.501

The following holidays are observed by the County and shall be granted to regular employees with pay and to temporary employees without pay, unless such employees are required to be on scheduled work:

- (a) New Year's Day
- (b) Spring Holiday to be observed the Friday immediately preceding Easter
- (c) Memorial Day
- (d) July 4th
- (e) Labor Day
- (f) Thanksgiving Day
- (g) Friday following Thanksgiving
- (h) Day before Christmas
- (i) Christmas Day
- (j) One Floating Holiday

984 (k) Any additional holiday granted by the County Board.
985 (l) The County Administrator may designate additional holidays in
986 unusual circumstances with the approval of the County Board
987 Chair and/or Vice Chair.
988
989 For employees working the standard work schedule, when a holiday falls on Saturday, it shall be
990 observed on the preceding Friday. When a holiday falls on a Sunday, the following Monday shall be
991 observed.
992
993 For employees not working the standard work schedule see the HR Policies and Procedures.
994
995 ~~The Director of Nurses, the Assistant Director of Nurses and Nursing Supervisors working in Roek~~
996 ~~Haven who are required to work a holiday; will be paid or granted compensatory time off at a rate of~~
997 ~~time and one half and receive an additional day in lieu thereof.~~
998
999 Unilateral A Positions who are required to work a holiday, will be paid or granted compensatory time
1000 off at a rate of time and one half and receive an additional day in lieu thereof.
1001
1002 Pool/Relief of Unilateral A positions who are required to work a holiday will be paid at a rate of time
1003 and one half.
1004
1005 ~~Any Youth Services Center Supervisors or Relief Supervisor who are required to work a holiday, will~~
1006 ~~be paid or granted compensatory time off at a rate of time and one half.~~
1007
1008 For supervisors working at the 911 Communication Center, who are required to work on a holiday,
1009 they will be paid or granted compensatory time off at a rate of time and one half for all hours worked
1010 between 7:00 a.m. the day of the holiday through 6:59 a.m. the day after the holiday, and earn 8 hours
1011 of holiday time in lieu of. ~~If the holiday falls on an employee's scheduled day off, the employee shall~~
1012 ~~be entitled to a compensatory day off with pay.~~
1013
1014 Whenever a designated holiday falls on an employee's scheduled day off, an additional day shall be
1015 granted in lieu thereof.
1016
1017 Unilateral C Employees (FLSA exempt) who work on a holiday shall receive a day in lieu thereof.
1018
1019 ~~Whenever a designated holiday falls on an employee's scheduled day off, an additional day shall be~~
1020 ~~granted in lieu thereof~~
1021
1022 Regular part-time employees who normally work sixteen or more hours per week shall be paid for
1023 holidays which fall on days for which they would otherwise be scheduled to work, according to the
1024 number of hours for which they would be scheduled to work on that day.
1025
1026 When a holiday falls within a period of leave with pay, the employee shall receive pay for the holiday.
1027
1028 When a holiday falls within a pay period of leave without pay, the employee shall receive no pay for
1029 the holiday.
1030
1031 In order to receive holiday pay, employees must normally be scheduled to work for not less than 4
1032 hours the regular workday before and not less than 4 hours the regular workday after the holiday,
1033 unless on authorized paid time off (sick leave, vacation) or on paid FMLA.
1034
1035 Floating holidays must be taken in whole day increments (pro-rated for part-time employees).
1036
1037 The floating holiday shall accrue to the employee effective any work shift starting on or after 4 a.m. of
1038 January 1st of each year. Employees need to use the floating holiday before December 31 of each
1039 calendar year. If the floating holiday is not used by December 31, the floating holiday will be
1040 forfeited. During their first year of employment, Employees hired after November 30, will have until
1041 January 31 of the following year to use their floater from the previous year.
1042
1043 The floating holiday may be taken upon at least 7 days advance notice. The floating holiday request
1044 will normally be approved, however, it may be denied by the Department Head, even with a 7 day
1045 advance notice, if granting the request would put the department, division, unit, or shift below the
1046 minimum staffing needs of the department, division, unit or shift. A floating holiday with less than 7

1047 day notice may be granted in an emergency circumstance at the discretion of the Department Head or
1048 his/her designee. Employees are strongly encouraged to use their floating holiday prior to the last
1049 payroll period of the calendar year.

1050
1051 Health and Dental Insurance

1052 18.502

- 1053
1054 A. The County shall pay that portion of the employee's health insurance as is approved by the
1055 County Board.
- 1056
1057 B. For non-represented employees hired after September 1, 2009 into positions with an
1058 FTE of 0.5 or greater but less than 1.0 FTE Rock County will provide single coverage
1059 health insurance. If the employee chooses to select employee and spouse, employee
1060 and child, or family coverage, the employee will pay a pro-rated share of the premium
1061 difference between single coverage and the coverage of their choice based on their FTE
1062 [CB Resolution 14-12A-170].
- 1063
1064 C. Part-time employees who are normally scheduled to work less than twenty hours per week
1065 are not eligible for County health and dental benefits. Employees who normally work
1066 twenty hours or more per week are eligible to receive dental insurance and health benefits.
1067 Part-time employees may participate in vision insurance at their own cost provided it is
1068 allowable under the plan rules in effect at the time of participation.
- 1069
1070 D. Employees retiring from the County who are eligible for a WRS annuity may retain their
1071 insurance coverage under the County's group policy if they pay the premium.
- 1072
1073 F. Dental coverage will be provided consistent with coverage and copayments as set by the
1074 County Board. Eligibility for coverage shall be governed by the policy issued by the
1075 carrier/administrator. The employer shall pay 60% of applicable premium of the lowest
1076 cost available plan and the employee shall pay the remainder of the applicable premium.

1077
1078 Life Insurance

1079 18.503

1080
1081 Regular full-time employees are eligible for group life insurance in an amount equal to the next highest
1082 thousand dollars of their annual salary. Unless they specifically waive such coverage, a portion of the
1083 premium shall be deducted monthly from their regular salary as approved by the County Board. Regular
1084 part-time employees are also eligible if they work enough hours in a year to qualify for Wisconsin
1085 Retirement System coverage.

1086
1087 Retirement

1088 18.504

1089
1090 Retirement benefits are administered by the State of Wisconsin Retirement System (WRS). The benefits
1091 are governed by applicable State statutes and regulations.

1092
1093 Unemployment Compensation

1094 18.505

1095
1096 County employment is covered by Wisconsin Unemployment Compensation laws.

1097
1098 Vacation

1099 18.506

- 1100
1101 (a) Unilateral employees hired prior to January 1, 2008, shall earn ten days paid vacation after
1102 one year of continuous service. Thereafter, he/she shall earn one additional day per year
1103 for each year of continuous employment to a maximum of twenty two days. Employees
1104 shall continue to earn vacation until the employee's length of service would provide
1105 additional vacation under paragraph (b) below, at which time they shall be placed on that
1106 schedule.
- 1107
1108 (b) ~~Starting with their anniversary date in 2016,~~ Unilateral employees hired after January 1,
1109 2008, shall earn vacation according to the following schedule:

1110

Completed Years of Service	Unilateral A & B	Unilateral C
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	"

1111

1112

1113

1114

1115

1116

1117

1118

Unilateral A & B Employees may use up to 5 of their 10 days after they have been with the County for six months. Unilateral C employees may use 7.5 of their 15 days after they have been with the County for six months. Any time used between six (6) months and one year, will result in a reduction of the days available after one year. (Example: a Unilateral A employee uses 2 days after six months but prior to his one year anniversary date, that person would have 8 days to use after completing one year of service. $10 - 2 = 8$.)

1119

1120

1121

1122

1123

1124

1125

1126

1127

1128

1129

1130

1131

1132

1133

1134

1135

1136

1137

1138

1139

1140

1141

1142

1143

1144

1145

1146

1147

(c) Vacation schedules for those non unilateral employees covered by a bargaining agreement that has limited bargaining rights as of January 1, 2012 are contained in the HR Policies and Procedures manual.

(d) Credit for years of service may be awarded to an 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, or at the time promoted into a new employee group.

(e) 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 his or her anniversary date, or within ten weeks of his or her 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.

(f) The amount of vacation days deferred shall not exceed the number of vacation days that the employee earns on that anniversary date. Vacation may be granted in advance only upon the approval of the Department Head and the Human Resources Director.

Department Heads 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

- 1148 of vacation for the County Administrator shall be at the discretion of the County Board
1149 Staff Committee.
- 1150
- 1151 (g) Part-time employees whose regular workweek is sixteen hours or more shall earn vacation
1152 time on a pro rata basis directly proportionate to the amount of time worked in relation to
1153 the normal full time employment period. Part-time employees whose regular workweek is
1154 less than sixteen hours shall not earn vacation credits.
- 1155
- 1156 (h) In the event an employee is on authorized sick leave and has insufficient sick leave credits
1157 to cover the period of absence, earned vacation time may be used for this purpose if the
1158 employee or employer so elects.
- 1159
- 1160 (i) Upon separation, an employee shall be paid for the unused portion of his/her accrued
1161 vacation credits provided the employee has completed six consecutive months of service,
1162 except as modified by the rules governing resignation without sufficient notice.
- 1163
- 1164 (j) An employee who moves from one position to another in the County service, by
1165 transfer, promotion or re-assignment, shall be credited with his/her accumulated vacation
1166 leave in the new position.
- 1167
- 1168 (k) An employee who moves from one an employee group to another employee group in the
1169 County service, by transfer, promotion or re-assignment, will have their vacation
1170 entitlement determined by a number of factors (i.e. years of service, FTE previously
1171 worked, entitlement under new employee group, etc.).
- 1172
- 1173 (l) An employee, whose appointment status is changed from temporary to regular status
1174 without a break in service, shall receive vacation credits from the date of his/her original
1175 appointment to temporary status.
- 1176
- 1177 (m) No credit for vacation leave shall be granted for time worked by an employee in excess of
1178 his/her normal workweek.
- 1179
- 1180 (n) Vacation credits shall not be earned by an employee during a leave of absence without
1181 pay, a suspension without pay, or when the employee is otherwise in a non-compensable
1182 status, should such period without pay exceed thirty working days in any calendar year.
- 1183
- 1184 (o) There shall be charged against accrued vacation only those days on which an employee
1185 normally would have worked. In the event a legal holiday falls within the vacation
1186 period, the holiday shall not be charged against vacation.
- 1187
- 1188 (p) Use of vacation time must be approved in advance by the Department Head or his or her
1189 designee. Use of vacation by appointed Department Heads must be approved in advance
1190 by the County Administrator.
- 1191
- 1192 (q) All vacation shall be utilized in not less than thirty minute increments.
- 1193
- 1194 (r) Unilateral "C" employees whose position has been moved to Unilateral "A" will have
1195 their vacation allotment frozen at current level until the employee's length of service
1196 would provide additional vacation under the Unilateral "A" schedule.

1198
1199 Workers Compensation

1200 18.507

1201
1202 Worker compensation benefits will be provided in accordance with applicable statutory provisions and
1203 administrative codes.

1204
1205 Rock County strives to insure all work assignments are performed safely and work areas are
1206 maintained in a safe manner. The County promotes a light duty program for injured employees on
1207 worker compensation. All on the job accidents must be reported to the Human Resources Director or
1208 his/her designee immediately and proper forms must be completed in full.

1209

1210 Any employee, who is receiving worker's compensation, may at the employee's option, take sufficient
1211 sick leave or vacation to make up the difference between the worker's compensation payment and his/
1212 her regular wage. When the employee's sick leave and/or vacation account is exhausted, he/she shall
1213 receive worker's compensation payments only. If an employee is on worker's compensation for a
1214 period of twelve (12) months, that employee shall have his/her earned vacation paid out, unless the
1215 employee asks for deferral of vacation payout in writing.
1216

1217 ~~Workers compensation supplemental benefits will be provided in accordance with HR Policy and~~
1218 ~~Procedures.~~

1219
1220 Leave of Absence Policy (Non FMLA)
1221 18.508
1222

1223 The County Administrator or the Department Head after consulting with the Human
1224 Resources Director, may grant a regular employee leave without pay for a period up to one year except for
1225 an educational leave, subject to the following conditions:
1226

1227 (1) Leave without pay may be granted when it is in the best interest of the
1228 County to do so. Requests for leave of absence shall be approved prior to
1229 the taking of such leave. When such leave is requested as an extension of
1230 sick leave, an acceptable physician's certificate shall be required.
1231

1232 (2) At the expiration of a leave without pay, the employee shall be reinstated
1233 to the position he/she vacated or to an equivalent position which is vacant
1234 at the time, provided the employee meets the stated qualifications. If there
1235 is not a suitable vacancy available, the employee's name shall be placed on
1236 an appropriate reinstatement list.
1237

1238 (3) Credit toward vacation and sick leave shall not be earned after 30 days
1239 while an employee is on leave without pay. Insurance benefits may be
1240 retained according to HR Policy and Procedure.
1241

1242 (4) Leave without pay shall not constitute a break in service; however, if the
1243 employee is absent more than thirty days during a calendar year, it shall
1244 change the employee's anniversary date.
1245

1246 When a leave of more than thirty (30) consecutive days is taken, the
1247 employee's anniversary date shall be moved ahead by the total number of
1248 days of the leave.
1249

1250 (5) A return to work earlier than the scheduled termination of leave date may
1251 be arranged by the supervisor and the employee, with the approval of the
1252 Human Resources Director.
1253

1254 (6) Employees on leave of absence from the County may not be employed
1255 full time elsewhere. Employees holding employment elsewhere during a
1256 leave of absence shall be deemed to have voluntarily resigned from
1257 employment with Rock County.
1258

1259 (7) If an employee is unable to return to work on the date stipulated, he/she
1260 may submit a written request to extend the leave of absence, subject to the
1261 approval of the County Administrator or Department Head and the HR
1262 Director. If, on the date following the expiration of the leave of absence, an
1263 extension is not requested and granted and the employee has not returned
1264 to his/her position, the employee shall be considered to have voluntarily
1265 resigned from County employment.
1266

1267 (8) Unauthorized Absence. It is recognized that there may be extenuating
1268 circumstances for unauthorized absence, and due consideration shall be
1269 given each case. However, an employee who is absent from duty without
1270 approval shall receive no pay for the duration of the absence, and shall be
1271 subject to disciplinary action, which may include dismissal.
1272

1335 An employee who leaves the service of the County to join the military forces of the United States
1336 during time of war or other national emergency, or who is drafted into the military service at any time,
1337 shall be granted military leave without pay, such leave to extend through a date ninety days after being
1338 relieved from such service. Proof must be filed with the Human Resources Director. Such employee
1339 shall be restored to the position which he/she vacated or to a comparable position with full rights and
1340 without loss of seniority or benefits accrued and not taken while serving in the position he/she
1341 occupied at the time the leave was granted, provided that application is made to the Human Resources
1342 Director within ninety days after the date of his/her honorable discharge, or fifteen days after rejection,
1343 and is physically and mentally capable of performing the work of his/her former position. Failure of an
1344 employee to notify the County within this time period of his/her intention to return to work shall be
1345 considered as a termination of his/her employment. Leave will be granted in compliance with State
1346 and Federal law.

1347
1348 Military Reserve Leave
1349 18.513

1350
1351 (1) An employee who, by reason of membership in the United States Military Reserve, or
1352 ordered by the appropriate authorities to attend a training or encampment under the
1353 supervision of the United States Armed Forces, or by reason of membership in the
1354 National Guard, is required by the authorities thereof to do so, shall be granted a
1355 leave of absence from his/her position without loss of pay for a period not to exceed
1356 fifteen working days in any calendar year. It is intended that this shall be done
1357 without financial penalty to the employee. The County will therefore pay such
1358 employee for this time lost in an amount equaling the difference between his/her
1359 daily military pay and the employee's normal County daily wage. To receive such
1360 leave, the employee must file a copy of his/her orders with the Human Resources
1361 Director as far in advance as is reasonable under the circumstances (preference is at
1362 least two weeks advance notice) prior to date such training or encampment leave is
1363 to commence.

1364
1365 (2) An employee who has active membership in the U.S. Military Reserve or
1366 National Guard and who is ordered to active duty in the U.S. Armed Forces shall be
1367 granted military leave with supplemental pay equal to the difference between the
1368 employee's basic military pay and his/her normal County daily wage. Supplemental
1369 pay granted under this section is provided for the duration of an employee's military
1370 service, not to exceed 5 years. Proof must be filed with the Human Resources
1371 Director. To receive compensation the employee must submit a copy of his/her
1372 Military Leave & Earnings statement to the County Payroll Office on a monthly
1373 basis. The net pay to an employee may be an estimate with final pay reconciliation
1374 by the County's Payroll Office after receipt of the employee's military pay vouchers,
1375 either during the course of military service or after completion. Accrual of seniority
1376 and benefits, and reinstatement rights and limitations, shall be consistent with those
1377 outlined in section (d) and as required by law. An employee who voluntarily
1378 extends his/her military service shall not be granted supplemental pay, but may apply
1379 for additional unpaid military leave under section (d). The effect of this subsection
1380 is retroactive to January 1, 2004, and is subject to the rights of the various unions
1381 representing County employees to object to said compensation policy prior to
1382 implementation and request that this subsection be subject to the collective
1383 bargaining process.

1384
1385 (3) Any employee described in subsection (2) shall also be entitled to continue paid
1386 coverage under the County's group medical plan for four (4) weeks.

1387
1388 Non Work Related Witness or Personal Litigation
1389 18.514

1390
1391 A leave of absence without pay shall be granted to an employee upon his/her request to appear under
1392 subpoena or in his/her own behalf in litigation involving personal or private matters

1393
1394 Sick Leave
1395 18.515

1396
1397 Sick leave pay shall commence on the first day of any period of illness due to accident, injury or disease.

1398
1399
1400
1401
1402
1403
1404
1405
1406
1407
1408
1409
1410
1411
1412
1413
1414
1415
1416
1417
1418
1419
1420
1421
1422
1423
1424
1425
1426
1427
1428
1429
1430
1431
1432
1433
1434
1435
1436
1437
1438
1439
1440
1441
1442
1443
1444
1445
1446
1447
1448
1449
1450
1451
1452
1453
1454
1455
1456
1457
1458
1459
1460

- (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 sick leave day on a prorata basis directly in relation to the normal full time employment period. 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 six months continuous service (from original hire date) 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) or a child who meets the definition of a disabled adult child.
 - (d) Illness of a parent (includes stepparents and current foster parents).
 - (e) Contact with or exposure to a contagious disease rendering the employee's presence hazardous to fellow workers.
 - (f) 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.

- (4) Employees who are absent from work for reasons which entitle them to sick leave shall notify their supervisor as close to their regular starting time as possible 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.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 his/her 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.

1461
1462
1463
1464
1465
1466
1467
1468
1469
1470
1471
1472
1473
1474
1475
1476
1477
1478
1479
1480
1481
1482
1483
1484
1485
1486
1487
1488
1489
1490
1491
1492
1493
1494
1495
1496
1497
1498
1499
1500
1501
1502
1503
1504
1505
1506
1507
1508
1509
1510
1511
1512
1513
1514
1515
1516
1517
1518
1519
1520
1521

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 his/her 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 his/her normal workweek.
- (9) A regular employee who moves from one department to another by transfer, promotion or demotion shall have his/her total sick leave credits transferred to the new department.
- (10) Unilateral 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. 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.

Subpoenaed Witness
18.516

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 his her regular rate of pay and the employee shall remit his/her 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.

Training/Educational Leave
18.517

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 his/her 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.

For language covering leaves with pay, see HR Policies and Procedures.

1522 Voluntary Public Service Leave

1523 18.518

1524

1525 County employees may be allowed time off with pay to serve on public or nonprofit boards, committees,
1526 or commissions if such service received the prior approval of the County Board Staff Committee.

1527

1528 Voting

1529 18.519

1530

1531 Any employee who can satisfactorily show that he/she cannot vote during his/her off duty hours shall be
1532 allowed time off with pay to cast his/her ballot in all legally constituted elections.

1533

1534 Section 6: Conditions of Employment

1535

1536 Communications and Confidentiality

1537 18.601

1538

1539 Communication is a joint responsibility shared by the County and all employees. No information,
1540 which is confidential in nature, concerning the internal operations of the County, including but not
1541 limited to the release of records of the County, may occur except through, and with the permission of,
1542 the County Administrator or individual Department Head if designated by the County Administrator.

1543

1544 If requests for information are received by employees, whether on or off duty, from any person, then
1545 the employee is required to politely decline to provide such information and to direct that individual to
1546 the County Administrator or Department Head for a response to that inquiry.

1547

1548 Because of an employee's responsibilities at the County, an employee may have access to confidential
1549 County, resident, personnel or other sensitive information. This may include information concerning a
1550 resident's financial status, the County's business practices including purchasing and negotiating
1551 strategies, and employee records. This sensitive information cannot be disclosed to any personnel who
1552 do not have a legitimate business need to know such information or to persons outside of the County
1553 without the determination of the County Administrator or Department Head designated by the
1554 Administrator. All employees are responsible for protecting the confidentiality of this information.

1555

1556 The County acknowledges the right of its employees, as citizens in a democratic society, to speak out
1557 on issues of public concern. When those issues are related to the County, however, the employee's
1558 expression must be balanced against the interests of the County. In situations in which the employee is
1559 not engaged in the performance of professional duties, the employee should state clearly that his or her
1560 expression represents personal views and not necessarily those of the County.

1561

1562 Conflict of Interest

1563 18.602

1564

1565 Except for the salary or compensation received from the County, no County employee shall use his/her
1566 office or position for personal financial gain or the financial gain of his/her family. No employee shall
1567 engage in his/her own business activity, accept private employment or render services for private
1568 interests when such employment, business activity or service is incompatible with the proper discharge
1569 of the employees official duties or would impair his/her independence or judgment or action in the
1570 performance of the employee's official duties. Such employment, business activity or service shall not
1571 be engaged in or promoted during normal working hours for which such employee is being
1572 remunerated by the County and such employment, business activity or service shall not involve the use
1573 of County facilities or materials. No employee shall use or disclose "privileged information" gained in
1574 the course of or by reason of the employee's official position or activities. Failure to comply with these
1575 conditions shall be considered grounds for discipline up to and including immediate dismissal.

1576

1577 County Administrator (Tenure)

1578 18.603

1579

1580 The County Administrator shall hold his/her position at the pleasure of the County Board. The action
1581 of the County Board in removing the County Administrator shall be final. Dismissal actions against
1582 the County Administrator may be initiated by individual supervisors as per County Board rules.

1583

1584 County Equipment (return of)
1585 18.604

1586
1587 Employees leaving County employment must return County identification cards, keys, tools and
1588 equipment on or before their last day of work.
1589

1590 County Residence
1591 18.605

1592
1593 Key County officials, as determined by the County Administrator, shall reside in the County.
1594

1595 Demotions
1596 18.606

1597
1598 Demotions may be used in lieu of layoff, or may be used as a disciplinary measure or can be voluntary.
1599 Demotions must be approved in advance by the Human Resources Director.
1600

1601 Discipline/Investigations
1602 18.607

1603
1604 The purpose of discipline is correcting job behavior and performance problems of employees.
1605 Employees shall be informed of standards of conduct and performance. No disciplinary action will be
1606 taken until a thorough investigation has been completed. Employees under investigation shall have the
1607 right to union representation during the investigatory process. ~~If a local union does not choose to~~
1608 ~~represent the employee,~~ the employee will be allowed to have a representative of their choice who is
1609 not a supervisor or manager within Rock County. The representative will be limited to listening and
1610 advising the employee but will not be allowed to speak in place of the employee. Unilateral employees
1611 other than Department Heads shall be allowed to have a representative of their choice who has equal or
1612 less authority than they do. Employees may be placed on a Paid/Non Paid Administrative Leave during
1613 the investigation. Rules and standards shall be consistently applied. Penalties shall be uniform and
1614 shall match the infraction. Persons administering corrective discipline shall systematically document
1615 the case. Records of written reprimands, suspensions, demotions and terminations shall be provided to
1616 Human Resources and kept in the employee's personnel file. Written reprimands will remain in effect
1617 for a period not to exceed one year, and at the end of such period shall be removed from the
1618 employee's personnel file. Records of suspension shall remain in the Employee's personnel file for a
1619 period of two years and at the end of such period shall be removed from the Employee's personnel file.
1620 (This section does not necessarily apply if the employee is represented by an attorney.)
1621

1622 Suspensions, demotions, and terminations shall be discussed with the Human Resources Director or the
1623 County Administrator before such actions are taken. In the event that the immediate dismissal action is
1624 required and the HR Director or the County Administrator cannot be reached, the employee shall be
1625 suspended with pay pending investigation.
1626

1627 Disciplinary Action (Grounds for)
1628 18.608

1629
1630 The following shall be grounds for disciplinary action ranging from a written reprimand to immediate
1631 discharge depending upon the seriousness of the offense in the judgment of management:
1632

- 1633 (a) Dishonesty or falsification of records.
1634
1635 (b) Use, possession, distribution, selling, or being under the influence of alcohol or
1636 illegal drugs while on Rock County premises or while conducting business
1637 related activities off Rock County premises. The legal use of prescribed drugs is
1638 permitted on the job only if it does not impair an employee's ability to perform
1639 the essential functions of the job effectively and in a safe manner that does not
1640 endanger other individuals in the workplace.
1641
1642 (c) Unauthorized use or abuse of County equipment or property.
1643
1644 (d) Theft or destruction of County equipment or property.
1645
1646 (e) Work stoppages such as strikes or slowdowns.

- 1647
1648 (f) Insubordination or refusal to comply with the proper order of an authorized
1649 supervisor.
1650
1651 (g) Unlawful conduct defined as a violation of or refusal to comply with pertinent
1652 laws, ordinances and regulations.
1653
1654 (h) Habitual tardiness, unauthorized or excessive absence or abuse of sick leave, or
1655 repeated attempts to use unpaid leave when the employee does not have benefit
1656 time available.
1657
1658 (i) Use of official position or authority for personal or political profit or advantage.
1659
1660 (j) Disregard or repeated violations of safety rules and regulations.
1661
1662 (k) Incompetence, unprofessional or poor work performance.
1663
1664 (l) Discrimination because of race, color, creed, national origin, marital status, sex,
1665 sexual orientation, or any other grounds prohibited by State or Federal law.
1666
1667 (m) Violations of Section 18.601 "Communications and Confidentiality".
1668
1669 (n) Failure to call in or report to work.
1670
1671 (o) Sleeping during scheduled work hours.
1672
1673 (p) Being disrespectful or bullying in dealing with fellow employees or the general
1674 public.
1675
1676 (q) Failure to exercise good professional judgment and/or failure to conform to the
1677 County's or your Department's goals and mission.
1678

1679 Other circumstances may warrant disciplinary action and will be treated on a case by case basis.
1680

1681 Exit Interview

1682 18.609

1683

1684 An exit interview shall be conducted when possible with every employee who is separating from County
1685 employment regardless of his/ her length of service, position or circumstances or separation.
1686

1687 Gifts and Gratuities

1688 18.610

1689

1690 No County employee shall use their position to solicit or accept for himself/herself or another person any
1691 gift, campaign contribution, gratuity, favor, services, promise of future employment, entertainment, loan
1692 or any other thing of monetary value. This does not include acceptance of loans from banks or other
1693 financial institutions on customary terms of finance for personal use, such as home mortgage loans, the
1694 acceptance of unsolicited advertising or promotional material, such as pens and calendars, and acceptance
1695 of an award for meritorious public or personal contributions or achievements.

1696 Harassment

1697 18.611

1698

1699 It is the policy of Rock County that all employees should be able to enjoy a work environment free from
1700 all forms of harassment. Employees who engage in harassment not only hurt others, but they also expose
1701 both themselves and the County to potential legal liability. Consequently, Rock County will not condone
1702 or tolerate any conduct in the workplace on the part of its employees (whatever their positions), elected
1703 officials, vendors, or members of the public, if that conduct violates the right of someone else to be free
1704 from harassment. County employees who violate this policy will be subject to appropriate discipline, up
1705 to and including termination. (See HR Policies and Procedures for a detailed description of the
1706 procedures employees should follow in regard to this policy.)
1707

1708 Hours of Work

1709 18.612

1710

1711 The normal workweek for County employees shall be forty hours per week. Most County employees
1712 work from 8:00 a.m. to 5:00 p.m. Monday through Friday. However, since some County services are
1713 provided outside the Monday through Friday, 8:00 a.m. to 5:00 p.m. schedule, some County employees
1714 may have different work schedules which are designated in Department work rules.

1715

1716 Nonstandard work schedules may be approved by a Department Head, when doing so is in the interest of
1717 County operations. Notice of nonstandard work schedules shall be made to Human Resources and
1718 payroll.

1719

1720 Staffing needs and operational demands may necessitate variations in starting and ending times, days of
1721 the week worked, as well as variations in the total hours that may be scheduled each day and week.

1722

1723 Employees included in Sections ~~18.1001~~18.1002, ~~18.1010~~18.011, and ~~18.1018~~ 18.1020 are considered
1724 salaried exempt employees. These employees must cover a partial day taken off with paid vacation, sick
1725 leave or comp time (where applicable). If the employee has insufficient paid time to cover the entire day
1726 off, the employee must take the entire day off without pay.

1727

1728 Layoffs

1729 18.613

1730

1731 The appointing authority may layoff an employee: a) whenever it is necessary to reduce the workforce for
1732 any reason (e.g. lack of work, lack of funds, abolishment of a position, etc.), b) when an employee has
1733 exhausted all available leave options and is unable to return to work, ~~or~~ c) when an employee has failed
1734 to successfully complete their probationary period after a promotion or d) when an employee can no
1735 longer perform the essential functions of the job.

1736

1737 In situation (a) above, no regular employees shall be laid off while there are temporary or probationary
1738 employees serving in the same classification, in the same department. Layoffs shall be based on the needs
1739 of the County.

1740

1741 The appointing authority shall notify each person laid off of all his/her rights. Regular employees shall
1742 receive at least thirty (30) calendar days' notice prior to layoff in situation a) above. Layoff plans shall be
1743 approved by the Human Resources Director before they are implemented.

1744

1745 Laid-off employees shall be held in a layoff pool for a period of time equal to their length of service, but
1746 in no case longer than two years.

1747

1748 Lunch Periods and Break Time

1749 18.614

1750

1751 (a) Lunch Periods.

1752

1753 Lunch periods are normally scheduled midway in an eight hour shift. Lunch
1754 periods shall not be longer than one hour nor shorter than thirty minutes.

1755

1756 (b) Break Time.

1757

1758 Employees may leave their workstation and return fifteen minutes later for two
1759 breaks in an eight hour shift, one during the first four hours of their first shift, and
1760 the second during the last four hours of their shift. Breaks not taken are lost.
1761 Breaks cannot be accumulated or used to extend lunch periods or to shorten the
1762 workday. Breaks must be used in 15 increments.

1763

1764 Lunch periods and break times are to be arranged between the employee and
1765 his/her supervisor or Department Head. Since most County offices remain open
1766 continuously on normal work days between 8:00 a.m., and 5:00 p.m., it is the
1767 Department Head's responsibility to assure that lunch periods and breaks are
1768 scheduled so that adequate staff coverage is provided at all times.

1769

1770 Employees who are on a nonstandard work schedule or work 2nd or 3rd shift shall
1771 follow Department Work Rules for lunches and breaks.

1772
1773 (c) The Lunch Period and Break Times cannot be combined to the start or end of the
1774 shift in order to come in late or leave early.

1775
1776 More than One County Position
1777 18.615

1778
1779 No person shall hold more than one full or part-time County position at the same time without written
1780 consent of the County Administrator.

1781
1782 Nepotism
1783 18.616

1784
1785 Members of immediate families shall not be hired or transferred into a position that would create a direct
1786 or indirect superior subordinate relationship. This policy does not include situations where the superior
1787 subordinate relationship would be incidental.

1788
1789 Outside Employment
1790 18.617

1791
1792 The County's policy on outside duties or employment shall be as follows: County employees may engage
1793 in outside employment, unless such employment conflicts with or affects the performance of their duties.
1794 Prior to engaging outside employment, the County employee must give written assurance prescribed by
1795 the Human Resources Director that said employment does not violate Section 18.602 of the Rock County
1796 Ordinance. The fact that an employee has reported outside employment does not mean that management
1797 has given its approval to that employment.

1798
1799 Outside Services
1800 18.618

1801
1802 All fees, gratuities, honorarium or any other form of compensation for outside services performed during
1803 normal County work hours or while being paid by the County shall be turned over to the County and any
1804 such activities for which said compensation is paid shall be reported to the County Board Staff
1805 Committee. This subsection shall not be construed to apply to activities performed after regular work
1806 hours, or while an employee is on a bona fide vacation, or taking a floating or other holidays, or to part-
1807 time employees. Failure to comply with these conditions shall be considered grounds for discipline up to
1808 and including immediate dismissal.

1809
1810 Payday
1811 18.619

1812
1813 Employees shall be paid biweekly on alternate Fridays, except when those days fall on a holiday in which
1814 case employees shall receive their pay on the day preceding the holiday. If an employee is on vacation or
1815 leave of absence, his/her pay shall be mailed to him/her upon request. (See HR Policy and Procedures.)

1816
1817 Pre-Employment Physicals
1818 18.620

1819
1820 New full time and regular part-time employees may be required to pass a physical examination before
1821 they are employed. Such exams shall measure the individual's physical capabilities in terms of the job to
1822 be performed. When pre-employment physicals are required, they shall be conducted by a licensed
1823 physician at the County's expense.

1824
1825 Political Activity
1826 18.621

1827
1828 Employees are precluded from engaging in political activity that interferes with their normal work per-
1829 formance or is conducted during hours for which the employee is being paid by the County. Employees
1830 may not use County equipment or property for political purposes. Employees are specifically prohibited
1831 from using their County position or their official authority with the County for the purpose of directly or

1832 indirectly coercing any person to hold or contribute monetary or other types of assistance to any political
1833 candidate, party or purpose.

1834
1835 Under provisions of the federal Hatch Act, employees who are principally employed in an activity which
1836 is financed in whole or in part by federal loans or grants cannot:

- 1837
1838 (a) Use his/her official authority or influence for the purpose of interfering
1839 with or affecting the result of an election or nomination for office;
1840
1841 (b) directly or indirectly coerce, attempt to coerce, command, or advise a state
1842 or local officer or employee to pay, lend or contribute anything of value to a
1843 party, committee, organization, agency or person for political purposes; or
1844
1845 (c) Be a candidate for partisan elective office.

1846
1847 Professional Liability Insurance

1848 18.622

1849
1850 The County shall provide professional liability insurance for employees for performance of their duties
1851 within the scope of their employment.

1852
1853 Resignations

1854 18.623

1855
1856 ~~Employees covered by the Unilateral "A" Pay Plan~~ employees in positions in Pay Range 16 or lower, and
1857 wishing to leave Rock County employment shall submit a resignation in writing to their Department Head
1858 at least two weeks in advance of their planned departure. ~~Employees in positions in Pay Range 17 or~~
1859 ~~higher, Unilateral "C" employees~~ shall submit their resignation in writing at least four weeks in advance
1860 of their planned departure (see Unilateral Pay Grid).

1861
1862 Non FLSA exempt employees not covered by the Unilateral Pay Plan wishing to leave Rock County
1863 employment shall submit a resignation in writing to their Department Head at least two weeks in advance
1864 of their planned departure. ~~FLSA exempt employees shall submit their resignation in writing at least four~~
1865 ~~weeks in advance of their planned departure.~~

1866
1867 Employees who do not give sufficient notice shall lose the vacation benefits they are accruing for use after
1868 they reach their next anniversary date, unless such requirement is waived by the Human Resources
1869 Director. It is expected that employees will give as much notice as possible in order to facilitate
1870 recruitment and orientation of new staff members. A resignation, once accepted, may not be rescinded.

1871
1872 Safety

1873 18.624

1874
1875 Safety is very important to each employee and Rock County. Employees must conduct themselves
1876 carefully at all times. All employees must act in a safe manner and practice good safety procedures.
1877 Similarly, all work areas are to be kept clean and free from debris, and tools and equipment are to be kept
1878 clean and in good repair.

1879
1880 The employer will comply with all applicable safety laws and regulations in order to provide a safe and
1881 secure workplace for its employees and clients.

1882
1883 Any accident, hazards or potentially unsafe conditions of equipment are to be reported to an employee's
1884 supervisor immediately for action. If the unsafe condition can be corrected immediately as to avoid any
1885 additional hazard, then the employee should implement the corrective action.

1886
1887 Any employee who is injured or becomes ill while performing service related to his or her employment
1888 must contact his or her supervisor immediately on the same day the injury or illness occurs and report the
1889 incident. If necessary the employee should secure the necessary medical attention on the job site to the
1890 extent practicable.

1891
1892 The first report of injury form must be in filled out completely, usually the day of the incident, if not, as
1893 soon as possible.

1894

1895 The employer has established the following protocols for evacuation of the premises. When employees
1896 are advised to evacuate the building, the employees should:

- 1897
- 1898 • Stop all work immediately.
 - 1899 • Contact outside emergency response agencies, if needed.
 - 1900 • Shut off all electrical equipment and machines, if possible.
 - 1901 • Walk to the nearest exit, including emergency exit doors.
 - 1902 • Exit quickly, but do not run. Do not stop for personal belongings.
 - 1903 • Proceed, in an orderly fashion, to a parking lot near the building.
 - 1904 • Do not reenter the building until instructed to do so.
 - 1905 • Employees must know the location of fire extinguishers, emergency exits
1906 and first aid kits.

1907

1908 Telephone

1909 18.625

1910

1911 As a condition of employment, employees must have a telephone or a place of telephone contact.
1912 Employees shall be requested to notify the Department Head of any change of name, address, telephone
1913 number or contact place.

1914

1915 Travel

1916 18.626

1917

1918 The County shall reimburse employees for actual necessary and reasonable itemized travel costs incurred
1919 while on official authorized County business. Commuting expenses between an employee's residence and
1920 normal place of employment are not reimbursable. All travel must be authorized by the Department Head
1921 in order to be eligible for reimbursement. Department Heads shall inform the County Administrator of
1922 any out of County travel plans. There will be no reimbursement for meals within the County, except as
1923 authorized by the Board Chair or Vice Chair. Out of County meals will be reimbursed at the IRS allowed
1924 rates. Receipts are required for all meals. Employees shall receive mileage reimbursement at the IRS
1925 allowed rate for all authorized travel in their personal automobile. Employees shall be required to
1926 complete an expense voucher before reimbursement will be made. All automobile allowances in all
1927 County departments shall be paid in a manner similar to that in which salaries are paid. Receipts are also
1928 required for air, train, bus or taxi travel, hotels or motels, meals, conference registration and all other
1929 items (except tolls) in excess of five dollars. Clerical employees who are required to return to work to
1930 take minutes at evening meetings shall be reimbursed for mileage to and from their residence. (This
1931 reimbursement is taxable to the employee.)

1932

1933 Meals allowed while in travel status:

- 1934
- 1935 • ~~Breakfast up to \$8.00 including tip, may be claimed when the employee is out of the County~~
1936 ~~prior to 7:00 a.m. on county business. The breakfast rate will be paid for meals prior to 10:30~~
1937 ~~a.m.~~
 - 1938
 - 1939 • ~~Lunch up to \$10.00 including tip, may be claimed when the employee is out of the County~~
1940 ~~between 10:30 a.m. and 2:30 p.m. on county business.~~
 - 1941
 - 1942 • ~~Dinner up to \$20.00 including tip, may be claimed when the employee is out of the County after~~
1943 ~~6:00 p.m. on county business. The dinner rate will be paid for meals after 2:30 p.m.~~

1944

1945 ~~The above are maximums and it is not the intent that the employees should always spend the maximum~~
1946 ~~allowed.~~

1947

1948 ~~Meals are allowed when an employee is on County business out of Rock County. An itemized receipt~~
1949 ~~from the point of purchase showing the details for what was purchased shall be required for~~
1950 ~~reimbursement for all meals. No reimbursement shall be authorized for alcoholic beverages.~~

1951

1952 Section 7: Performance Evaluation

1953 Policy

1954 18.701

1955

1956 The performance evaluation program is used to assess an employee's work effectiveness and to suggest
1957 constructive actions on how he/she may improve. Performance evaluation reports shall be considered
1958 in decisions affecting placement, salary advancement, overtime assignment, promotions, demotions,
1959 dismissal, order of layoff, reemployment, and training.

1960
1961 Administration
1962 18.702

1963
1964 Each employee shall be evaluated at the following periods:

1965
1966 (a) Probationary Period.

1967
1968 Each employee shall be evaluated ~~midway through~~ during their probationary
1969 period and one month prior to the completion of the probationary period.

1970
1971 (b) Annual.

1972
1973 Each employee shall receive an annual performance evaluation close to his/her
1974 anniversary date, or at another specified time if the Department Head elects to
1975 evaluate members of a classification or the whole department together at one time.

1976
1977 (c) Special.

1978
1979 A special performance evaluation shall be completed:

1980 (1) Whenever there is significant change in the employee's performance,

1981
1982 (2) Whenever a supervisor permanently leaves his/her position, in which case,
1983 the supervisor shall complete a performance report on each employee
1984 under his/her supervision that has not been evaluated within six months
1985 prior to the date the supervisor expects to leave.

1986
1987 (3) When an employee has accepted a new position with in Rock County, the
1988 current supervisor should complete a performance evaluation for the
1989 employee if they have not received a performance evaluation in the last six
1990 months.

1991
1992
1993 Rater
1994 18.703

1995
1996 The rater shall normally be the employee's immediate supervisor. The rater shall be responsible for
1997 completing a performance evaluation on forms prescribed by the Human Resources Director at the time
1998 prescribed for each employee under his/her supervision. The Human Resources Director, upon
1999 approval of the County Administrator, may also initiate rating procedures and mechanisms involving
2000 the Governing Committee, peers and/or subordinates.

2001
2002 The County Administrator shall be evaluated by the County Board Staff Committee.

2003
2004 Review of Performance Report
2005 18.704

2006
2007 Supervisors serving as raters shall review all performance reports with Department Heads before
2008 discussing the report with the employee and before the report is filed in the employee's personnel folder.
2009 If the rater plans to recommend the denial of an in-grade salary increment, the report shall be discussed
2010 with the Human Resources Director prior to review with the employee.

2011
2012 Human Resources Director
2013 18.705

2014
2015 The Human Resources Director shall be responsible for the overall administration of the employee
2016 performance evaluation programs and shall advise and assist employees, raters and Department Heads
2017 to ensure that performance evaluation procedures are handled according to the provisions of this
2018 Section.

2019
2020
2021
2022
2023
2024
2025
2026
2027
2028
2029
2030
2031
2032
2033
2034
2035
2036
2037
2038
2039
2040
2041
2042
2043
2044
2045
2046
2047
2048
2049
2050
2051
2052
2053
2054
2055
2056
2057
2058
2059
2060
2061
2062
2063
2064
2065
2066
2067
2068
2069
2070
2071
2072
2073
2074
2075
2076
2077
2078
2079
2080

Employee
18.706

If the employee does not agree with any information contained in the performance report, a removal or correction of that information may be mutually agreed upon by the employee and the rater. If an agreement cannot be reached, the employee may submit a written statement explaining the employee's position to the Human Resources Director. The Human Resources Director shall attach the employee's statement to the disputed portion of the performance report.

Performance Improvement Plan
18.707

The Performance Improvement Plan (PIP) is a great way to give struggling employees the opportunity to succeed while still holding them accountable for past performance. The PIP may be done in conjunction with a performance evaluation or as a stand alone assessment. The goal of the PIP is to improve performance and provide guidance to the employee, and the documentation helps put the employee back on track. The employee may need more training or help in understanding what is expected of them in order to be successful in meeting the criteria of the PIP. The supervisor should document the areas of the employee's performance that need improvement, as well as establish a provisional action plan for improvement. The employee is expected to demonstrate continued improvement. The supervisor will monitor and provide feedback to the employee regarding his or her performance on the PIP and may take additional disciplinary action, if warranted, through the progressive discipline process, up to and including termination at any time.

Section 8: Grievance Procedure

Policy
18.801

This grievance procedure is intended to meet all of the requirements set out in Wisconsin Statute Section 66.0509 (1m) and passed into law as Act 10 by the 2011 Wisconsin Legislature.

It is the policy of the County to treat all employees equitably and fairly in matters affecting their employment. Each employee of the County shall be provided ample opportunity to understand and resolve matters affecting employment, which the employee believes to be unjust. The presentation of a formal grievance shall be considered to be the right of each regular County employee without fear of reprisal. Nothing contained herein alters the "at will" status of those employees.

The County Administrator shall not have access to the grievance procedure.

Department Heads shall not have access to the grievance process based on Wisconsin Statutes Section 59.18 (2)(b).

Definitions
18.802

"Arbitrary and capricious" means a decision which was made on unreasonable grounds or without any proper consideration of circumstances.

"Grievance" means a formal complaint by an employee concerning: employee discipline, employee termination, or workplace safety.

"Employee discipline" shall include written reprimands, suspensions without pay, and demotions.

"Termination" means a separation from employment, but does not include job loss resulting from a reduction in force.

"Workplace safety" shall include violations of state and federal laws and regulations on health and safety.

The following personnel actions shall not be subject to the grievance process: oral or written evaluations; counseling; job coaching; placing an employee on paid administrative leave pending an

2081 internal investigation; change in job assignments; voluntary quits; layoff or failure to return to work
2082 when recalled; retirement; job abandonment or failure to report to work; inability to perform job duties
2083 due to physical or medical limitations; and loss of required licensure, certification or other requirement
2084 necessary to perform the job.

2085
2086 "Preponderance of the evidence" means the greater weight of the evidence - superior evidentiary
2087 weight that, though not sufficient to free the mind wholly from doubt, is still sufficient to incline a fair
2088 and impartial mind to one side of the issue rather than the other.

2089
2090 Administration

2091 18.803

2092
2093 The Human Resources Director shall supervise and administer the grievance process. Supervisors and
2094 Department Heads shall keep the Human Resources Director informed of all grievances in process.

2095
2096 Filing a Grievance

2097 18.804

2098
2099 This grievance procedure is available to all unilateral County employees (except Department Heads
2100 and elected County Officials), members of a bargaining unit that previously contained a grievance
2101 procedure, seasonal and temporary employees of the County.

2102
2103 Limitations:

- 2104
2105 1. A grievance that may be brought by or on behalf of a law enforcement officer using
2106 the procedure specific in Wis. Stat. Section 59.26(8) may not be brought under this
2107 section.
2108
2109 2. A grievance that may be brought by or on behalf of an employee under a grievance
2110 procedure that is contained in a collective bargaining agreement may not be brought
2111 under this section.
2112
2113 3. **A grievance filed outside of the specified time lines in 18.806 will be denied. The**
2114 **employee will forfeit all rights to participate in the grievance procedure as**
2115 **spelled out in 18.806.**

2116
2117 Discussion of Problem with Immediate Supervisor

2118 18.805

2119
2120 Any employee having a problem regarding his/her employment shall first discuss the problem with
2121 his/her immediate supervisor. If the problem is not settled to the employee's satisfaction and is a
2122 grievance according to Section 18.802, the employee may present his/her grievance according to
2123 Section 18.806.

2124
2125 Grievance Procedure

2126 18.806

2127
2128 A formal grievance of an employee shall be handled in accordance with the following procedure.

2129
2130 STEP 1. Supervisor.

2131
2132 The employee shall, within seven (7) calendar days of the event giving rise to the grievance or within ten
2133 calendar days of the date he/she could reasonably be expected to have knowledge of the grievance,
2134 present his/her formal grievance in writing on the form designated by the County to his/her immediate
2135 supervisor unless the immediate supervisor is the subject matter of the grievance, in which case, the
2136 employee may immediately proceed to Step 2. If the Department Head is the subject matter of the
2137 grievance, the employee may immediately proceed to Step 3. The supervisor shall within three (3)
2138 calendar days meet and discuss the grievance with the employee and then reply in writing within three (3)
2139 calendar days.

2140
2141 STEP 2. Department Head.

2142

2143 In the event that the immediate supervisor's decision is not satisfactory to the employee or the immediate
2144 supervisor is the subject matter of the grievance, the employee may within seven (7) calendar days,
2145 present the grievance in writing to his/her Department Head. The Department Head, or his/her designee,
2146 shall, within five (5) calendar days, meet and discuss the grievance with the employee and then reply in
2147 writing within five (5) calendar days.
2148

2149 STEP 3. Human Resources Director.
2150

2151 In the event that the Department Head's decision does not satisfy the employee's grievance or if the
2152 Department Head is the subject matter of the grievance, the employee may, within seven (7) calendar
2153 days, present the grievance in writing to the Human Resources Director. The Human Resources Director
2154 shall arrange to meet within ten (10) calendar days of receipt of the grievance with the employee, his/her
2155 representative, if any, and any other person the Human Resources Director deems necessary. If, in the
2156 judgment of the Human Resources Director, a hearing is necessary to ascertain the facts surrounding the
2157 dispute, one shall be scheduled as soon as practicable. After the hearing, the Human Resources Director
2158 shall respond to the grievance in writing to the employee within ten (10) calendar days.
2159

2160 By mutual agreement between the Employer and the Employee the timelines in Steps 1, 2 and 3 may be
2161 extended.
2162

2163 STEP 4. Impartial Hearing Officer (IHO).
2164

2165 In the event the decision of the Human Resources Director does not resolve the grievance, the employee
2166 may, within seven (7) calendar days, request a hearing before an Impartial Hearing Officer and pay the
2167 filing fee (if one is established) by the County Board. The cost of the impartial hearing officer shall be
2168 equally shared by the parties.
2169

- 2170
- 2171 a. The Human Resources Director shall upon receipt of a written hearing request,
2172 provide the employee with the name of an Impartial Hearing Officer. The Impartial
2173 Hearing Officer must not be an employee of the County. The Impartial Hearing
2174 Officer may be a lawyer, a professional mediator/arbitrator or other qualified
2175 individual as determined by the County Administrator.
2176
 - 2177 b. The Impartial Hearing Officer shall be impartial and may not have any prior
2178 knowledge of the grievance.
2179
 - 2180 c. The Human Resources Director will contact the hearing officer and schedule a
2181 meeting with the employee and the IHO to discuss the hearing. This meeting shall
2182 occur within two weeks of the date the Human Resource Director receives the
2183 request for the hearing. If the employee does not respond to the HR Director's
2184 attempt to schedule the meeting or does not attend a scheduled meeting, the request
2185 for a hearing shall be considered withdrawn and the decision of the HR Director
2186 shall stand.
2187
 - 2188 d. The Impartial Hearing Officer may decide the case on the existing record or may
2189 conduct a hearing. A hearing will be scheduled within 30 calendar days of receipt
2190 of the hearing request and filing fee. The Impartial Hearing Officer may reschedule
2191 the hearing with permission of both parties.
2192
 - 2193 e. The Impartial Hearing Officer, with the consent of both parties, may use his/her best
2194 efforts to mediate the grievance.
2195
 - 2196 f. The employee has a right to be represented at the hearing (at the employee's
2197 expense) by a person of the employee's choosing.
2198
 - 2199 g. The County has the burden of proof in a reprimand, suspension or termination
2200 grievance to show that its actions were not arbitrary or capricious. The employee
2201 has the burden of proof in a workplace safety grievance.
2202
 - 2203 h. The standard required of the party with the burden of proof in all cases is a
2204 preponderance of the evidence.
2205

- 2206 i. The hearing shall be recorded by a court reporter, who will make a record of the
2207 proceedings, and the costs will be shared equally by the parties.
2208
2209 j. Formal rules of civil procedure will not be followed.
2210
2211 k. Both parties may introduce exhibits and present witnesses. Witnesses shall be
2212 sworn to tell the truth.
2213
2214 l. The Impartial Hearing Officer shall provide a written decision within thirty (30)
2215 calendar days following the close of the record. The written decision should
2216 include a case caption; the parties and appearances; a statement of the issues,
2217 findings of fact; any necessary conclusions of law; the final decision and order; and
2218 any other information the hearing officer deems appropriate.
2219
2220 m. The Impartial Hearing Officer shall have the power to sustain or deny the
2221 grievance. He or she shall have the power to order only the following remedies:
2222 withdrawal of a written reprimand, reduction of suspension, transfer to original
2223 position from demoted position, reinstatement with or without some or all back
2224 pay. The Impartial Hearing Officer may recommend other remedies, however, all
2225 other remedial authority shall be subject to the determination and approval of the
2226 County Board, and shall be addressed by the County Board in the event the
2227 grievance is sustained.
2228

2229 STEP 5. County Board.
2230

2231 An employee or the County, within ten (10) calendar days of receipt of the hearing officer's decision,
2232 may appeal the decision to the County Board by filing a written notice of appeal with the County Clerk.
2233

- 2234 a. The written notice of appeal must contain: (1) a statement explaining the reason
2235 for the appeal, (2) a copy of the written grievance filed with the County, (3) the
2236 County's response to the grievance, and (4) a copy of the Impartial Hearing
2237 Officer decision. The notice of appeal may not contain any information that was
2238 not admitted into evidence at the hearing.
2239
2240 b. The appeal will be placed on the agenda for a County Board meeting that is held
2241 at no longer than sixty (60) calendar days after the County Clerk receives a
2242 written notice of appeal. The appeal will be noticed for consideration in closed
2243 session pursuant to Wis. Stat. Section 19.85(1)(b) pertaining to dismissal,
2244 licensing, or suspension of a public employee. The County Clerk will provide a
2245 copy of the meeting notice to the employee, and the employee may request that
2246 an open session be held.
2247
2248 c. The employee has the right to representation by a person of the employee's
2249 choosing and at the employee's request. The employee and the employee's
2250 representative may attend the closed session.
2251
2252 d. The employee or the employee's representative and a representative of the
2253 County may address the County Board for an equal period to be determined by
2254 the County Board Chair. The appealing party will go first and may reserve a part
2255 of his/her time for rebuttal. The responding party will go second. The appealing
2256 party may present a rebuttal, if he/she has reserved any time and not used it.
2257
2258 e. The employee and the employee's representative, and the person speaking on
2259 behalf of the County, will be excluded from any closed session during the
2260 County Board's discussion or deliberation.
2261
2262 f. The County Board's consideration of the appeal will be limited to a review of
2263 the Impartial Hearing Officer's written decision, the appealing party's reason(s)
2264 as to why the decision is wrong, and the response by the other party along with
2265 any oral presentations made by the parties.
2266
2267 g. Should the County Board Chair become aware of some relevant piece of
2268 information that could have had a significant impact on the decision of the

2269 impartial hearing officer, that neither party was aware of, or could have been
2270 expected to be aware of, prior to the impartial hearing officer's decision, the
2271 County Board Chair, with the advice of the Corporation Counsel, may take
2272 whatever action he/she deems appropriate so as not to disadvantage either party,
2273 and report such action to the County Board.

2274
2275 h. The County Board shall give due deference to the decision and recommendation
2276 of the Impartial Hearing Officer and his/her decision shall not be overturned
2277 unless the Board finds by a simple majority vote that: (1) the hearing was not
2278 conducted fairly, (2) there was fraud or corruption on the part of the hearing
2279 officer, or (3) the hearing officer made an error in fact or law.

2280
2281 i. In the event the County Board does not sustain the Impartial Hearing Officer's
2282 decision, then the Board may render a new decision and remedy, or take other
2283 action as appropriate.

2284
2285 j. The County Board Chair shall prepare and sign a written determination
2286 reflecting the County Board decision. The County Board Chair may enlist the
2287 assistance of the Corporation Counsel in preparing the determination. A copy of
2288 the determination will be provided to the employee within ten (10) calendar days
2289 following the County Board's decision.

2290
2291 k. The County Board's decision is final and may not be appealed.

2292
2293 Grievance of Termination
2294 18.807
2295

2296 All grievances regarding termination shall be initiated at the third step of the grievance procedure.
2297

2298 **Section 9: Transactions and Records Management**

2299
2300 Policy
2301 18.901
2302

2303 The development and maintenance of an effective personnel transaction procedure and personnel records
2304 management system is essential to a sound personnel program. All appointments, separations, and other
2305 personnel transactions shall be made on forms designated by the Human Resources Director. The
2306 primary purpose of these systems and procedures shall be to:

2307 (a) Establish and maintain clear lines of authority for the processing of personnel
2308 transactions and management of personnel records.

2309
2310 (a) Establish and maintain uniform, easily accessible and complete employment
2311 records of all County employees and employee transactions.

2312
2313 The Payroll Unit shall convert data from personnel transactions to payroll records and shall maintain
2314 cumulative records of vacation, overtime, sick leave, and payroll deductions. Payroll records and data
2315 shall be developed in cooperation with the Human Resources Director and Finance Director to provide
2316 current and meaningful personnel and position information, summaries and statistics.

2317
2318 All employees shall be responsible for notifying their supervisor of any changes, which affect their
2319 personal status.

2320
2321 Public Inspection
2322 18.902
2323

2324
2325 Information as to the name, class title and salary of employees and former employees is available for
2326 public inspection at times in accordance with procedures prescribed by the Human Resources Director.
2327 Other information shall be considered confidential and shall be available as authorized by State and
2328 Federal law.

2329

2330 Destruction of Records

2331 18.903

2332

2333 Employee service records shall be kept for seven years after separation from County employment.

2334 Applications and examinations will be destroyed after two years.

2335

2336 Reports

2337 18.904

2338

2339 The Human Resources Director shall provide the Board and the County Board Staff Committee with

2340 reports and information relating to personnel actions upon request or as may be appropriate.

2341

2342 Section 10: Definitions

2343

2344 Accrued Benefits

2345 18.1001

2346

2347 This refers to vacation benefits that the employees are accumulating which they will only be able to use

2348 once they reach their next anniversary date.

2349

2350 Administrative Personnel

2351 18.1002

2352

2353 Administrative employees act as an advisor, limited function department head, or a specialist in a

2354 management or supportive service who meet all the following criteria:

2355

2356 (a) A primary duty of the employee includes the performance of office or non-manual

2357 work directly related to the management or general business operations of the

2358 County or its citizens.

2359

2360 (b) A primary duty of the employee includes the exercise of discretion and independent

2361 judgment with respect to matters of significance.

2362

2363 Allocation

2364 18.1003

2365

2366 The assignment of a position to a pay range.

2367

2368 Anniversary Date

2369 18.1004

2370

2371 The date an employee begins County employment. The anniversary date may be modified by

2372 subsequent personnel actions – leave of absence and layoff.

2373

2374 Appointing Authority

2375 18.1005

2376

2377 A County official who has the authority to appoint and remove individuals to and from positions in the

2378 County service.

2379

2380 Board

2381 18.1006

2382

2383 The Rock County Board of Supervisors.

2384

2385 Class

2386 18.1007

2387

2388 One or more positions which are substantially alike in duties and responsibilities to warrant using the

2389 same title, similar qualifications, selection procedures and the same pay range.

2390

2391 Class Description
2392 18.1008
2393
2394 A written description of a class containing the class title, a general statement of the duties and
2395 responsibilities, examples of duties performed, and minimum qualifications required.
2396
2397 Class Title
2398 18.1009
2399
2400 The official designation or name of the class as stated in the class description. The class title shall be
2401 used on all personnel records and other official personnel actions.
2402
2403 Classification Plan
2404 18.1010
2405
2406 The sum total of all job class descriptions in the County service and a system showing salary and
2407 classification relationships.
2408
2409 County Administrator
2410 18.1011
2411
2412 The person hired by the Rock County Board of Supervisors as the chief administrative officer for the
2413 County.
2414
2415 Demotion
2416 18.1012
2417
2418 The assignment of an employee from one class to another class with a lower pay range.
2419
2420 Department Head
2421 18.1013
2422
2423 A County official with the responsibility for the operation of a County department.
2424
2425 Disciplinary Action
2426 18.1014
2427
2428 The action taken to discipline an employee, including: written reprimand, suspension without pay,
2429 demotion, and discharge.
2430
2431 Earned Benefits
2432 18.1015
2433
2434 Those benefits that employees have on the books which are currently available to use (i.e. vacation
2435 after reaching an anniversary date, sick leave earned a day a month, floating holiday, etc.).
2436
2437 Eligible Candidate
2438 18.1016
2439
2440 A person certified by the Human Resources Director as meeting the training and experience
2441 requirements and as successfully completing all parts of the selection process when formal selection
2442 devices are used.
2443
2444 Eligibility List
2445 18.1017
2446
2447 A list of Eligible Candidates to fill positions in a particular job class.
2448
2449 Employee
2450 18.1018
2451
2452 An individual who is employed by the County and is paid in part or in whole through the County
2453 payroll.

2454
2455
2456
2457
2458
2459
2460
2461
2462
2463
2464
2465
2466
2467
2468
2469
2470
2471
2472
2473
2474
2475
2476
2477
2478
2479
2480
2481
2482
2483
2484
2485
2486
2487
2488
2489
2490
2491
2492
2493
2494
2495
2496
2497
2498
2499
2500
2501
2502
2503
2504
2505
2506
2507
2508
2509
2510
2511
2512
2513
2514

Entrance Pay Rate

18.1019

The rate of pay a newly hired employee is assigned at commencement of employment.

Executive Personnel

18.1020

An executive employee is an administrator who meets all of the following criteria:

- (a) The employee's primary duty consists of management of the County or a customarily recognized department or division of the County.
- (b) The employee customarily and regularly directs the work of two or more other employees full time employees or their equivalent.
- (c) The employee has the authority to hire or fire other employees, or their recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees is given particular weight.

Flexible Time

18.1021

Time off allowed at the discretion of the Department Head, in recognition of excess hours worked by an FLSA exempt employee not receiving overtime, consistent with HR Policy and Procedures.

Full Time Equivalent (FTE)

18.1022

A way to measure the amount of time a person assigned to a county position is scheduled to work. An FTE of 1.0 means that the position is equivalent to a full time position, while an FTE of 0.5 means that the position is only half time. FTE is measured in tenths from 0.1 to 1.0.

Grievance

18.1023

A formal complaint by an employee concerning: employee discipline, employee termination, or workplace safety.

Human Resources Director

18.1024

The Director of the Rock County Human Resources Department and the person responsible for implementing all County Personnel Policies and Procedures.

Immediate Family

18.1025

Spouse, child, step-child, parent, step-parent, sibling, mother-in-law, father-in-law, sister-in-law (the sister of one's spouse or the wife of one's brother or the wife of one's spouse's brother), brother-in-law (the brother of one's spouse or the husband of one's sister, or the husband of one's spouses sister), son-in-law, daughter-in-law, grandparent, grandchild or step grandchild, aunt (the sister of one's father or mother, or the wife of one's uncle), uncle (the brother of one's father or mother, or the husband of one's aunt), niece, and nephew. Immediate family shall not include former "in-laws" due to divorce.

In Range Increment

18.1026

A pay step within a pay range.

2515 Layoff

2516 18.1027

2517

2518 The involuntary separation of an employee because of a) whenever it is necessary to reduce the
2519 workforce for any reason (e.g. lack of work, lack of funds, abolishment of a position, etc.), b) when an
2520 employee has exhausted all available leave options and is unable to return to work, or c) when an
2521 employee has failed to successfully complete their probationary period after a promotion or d) when an
2522 employee no longer perform the essential functions of the job.

2523

2524 Limited Term Employee (LTE)

2525 18.1028

2526

2527 An employee who is hired to perform a job for a determinant amount of time with a specific ending
2528 date at the time of hire and who meets all of the qualifications to perform the job. Limited Term
2529 Employees are not eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to
2530 work enough hours in a year to qualify for Wisconsin Retirement System coverage. Employees
2531 working as a Limited Term Employee may not work more than 25 hours per week.

2532

2533 Part-time Employees

2534 18.1029

2535

2536 Employees shall be considered part-time when they are normally scheduled to work less than 40 hours
2537 per calendar week, or on a regular 5-2 / 5-3 work rotation on a 15 day work cycle.

2538

2539 Pay Plan Grid

2540 18.1030

2541

2542 A schedule of pay ranges for all classes of positions in the County that are not covered by a Collective
2543 Bargaining Agreement.

2544

2545 Pay Range

2546 18.1031

2547

2548 A salary range to which positions are assigned, consisting of a minimum wage rate, designated as "Step
2549 1," and multiple additional steps, culminating in a maximum wage rate. All positions shall be
2550 compensated at one of the steps contained in the pay range to which the position is assigned.

2551

2552 Pool

2553 18.1032

2554

2555 An employee who is hired to perform a certain job and who meets all of the qualifications to perform
2556 the job (e.g. Pool Psych Techs, Pool C.N.A., Pool RN). Pool staff are not guaranteed a set number of
2557 work hours. Specific rules and guidelines for the completion of Pool duties are contained within
2558 Departmental Work Rules. Pool are not eligible to receive fringe benefits other than Wisconsin
2559 Retirement if anticipated to work enough hours in a year to qualify for Wisconsin Retirement System
2560 coverage. Employees working as a Pool may not work more than 25 hours per week. If a current FTE
2561 employee wished to become a pool employee, he/she must resign from his/her regular employment
2562 with Rock County and reapply as a pool employee.

2563

2564 Position

2565 18.1033

2566

2567 A grouping of duties and responsibilities to be performed by an employee. A position may be filled or
2568 vacant, full time or part-time, regular or temporary.

2569

2570 Position Description

2571 18.1034

2572

2573 A written document that describes the individual employee's duties and responsibilities and is specific
2574 to that position.

2575

2576 Probationary Employee
2577 18.1035
2578
2579 A person who has been properly appointed to a regular Rock County position and who is serving in
2580 his/her Trial Period to determine if he/she can do the job.
2581
2582 Probationary Period
2583 18.1036
2584
2585 The probationary period is a try out time for the employee. It is also used for determination of certain
2586 benefits.
2587
2588 Promotion
2589 18.1037
2590
2591 The assignment of an employee from one class to another class with a higher pay range.
2592
2593 Reallocation
2594 18.1038
2595
2596 The reassignment of a position from one pay range to another to correct an error in the original
2597 assignment, to reflect changing labor market conditions, or to reflect significant changes over a period
2598 of time in the duties and the responsibilities of the position (e.g. moving the Medical Record Manager
2599 position from Unilateral Pay Range 19 to Unilateral Pay Range 20). The incumbent in the position
2600 shall move with the position.
2601
2602 Reclassification
2603 18.1039
2604
2605 The reassignment of a position from one existing class to another existing or newly created class to
2606 recognize a change in the duties and responsibilities of a position (e.g. a position is currently assigned
2607 as a Planner III and is reclassified to a Senior Planner). The incumbent in the position shall move with
2608 the position if they are qualified for the position.
2609
2610 If the incumbent in the position is not qualified for the position, an open recruitment shall be conducted
2611 to fill the position.
2612
2613 Regular Appointment
2614 18.1040
2615
2616 An assignment of an eligible candidate to a budgeted County position.
2617
2618 Regular Employee
2619 18.1041
2620
2621 A person who has been properly appointed to a regular Rock County position and has successfully
2622 completed the Probationary Period.
2623
2624 Reinstatement
2625 18.1042
2626
2627 To restore or be placed back into a former or substantially equivalent position.
2628
2629 Relief
2630 18.1043
2631
2632 An employee who is hired to perform a certain job and who meets all of the qualifications to perform
2633 the job (e.g. Relief Youth Specialist). Relief Staff are not guaranteed a set number of work hours.
2634 Specific rules and guidelines for the completion of Relief duties are contained within Departmental
2635 Work Rules. Relief staff are not eligible to receive fringe benefits other than Wisconsin Retirement if
2636 anticipated to work enough hours in a year to qualify for Wisconsin Retirement System coverage.
2637 Employees working as a Relief Staff may not work more than 25 hours per week. . If a current FTE

2638 employee wished to become a pool employee. he/she must resign from his/her regular employment
2639 with Rock County and reapply as a pool employee.

2640
2641 Retiree
2642 18.1044

2643
2644 An employee who terminates employment with the County to immediately and actively draw an
2645 annuity from the Wisconsin Retirement System (WRS).

2646
2647 Seasonal Employee
2648 18.1045

2649
2650 An employee who is hired for a period of time to do a specific function (example: cut the grass), which
2651 cannot cumulatively exceed a period of nine months in a calendar year. Seasonal Employees are not
2652 eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to work enough hours
2653 in a year to qualify for Wisconsin Retirement System coverage. Employees working as a Seasonal
2654 employee may not work more than 25 hours per week.

2655
2656 Selection Device
2657 18.1046

2658
2659 A formal measurement device used to evaluate and/or rank applicants for County positions.

2660
2661 Seniority
2662 18.1047

2663
2664 Seniority is continuous length of service as a County employee. Seniority shall, upon completion of
2665 the Probationary Period, begin with the original date of continuous employment subject to the con-
2666 ditions of 18.1004. Seniority shall be used to determine accrual of vacation and sick leave.

2667
2668 Supervisor
2669 18.1048

2670
2671 The person responsible for the assignment, direction and evaluation of the work of another employee,
2672 usually a full time County employee.

2673
2674 Temporary Appointment
2675 18.1049

2676
2677 An appointment of an individual who meets the qualifications for a position appointed to fill that position
2678 for an unspecified term. Temporary Appointees may be eligible for fringe benefits.

2679
2680 Termination
2681 18.1050

2682
2683 The removal of an employee from the payroll for voluntary or involuntary reasons, including dismissal,
2684 resignation, retirement or death.

2685
2686 Transfer
2687 18.1051

2688
2689 The assignment of an employee from one position to another in the same class or to a class with the
2690 same pay range.

2691
2692 Travel Status
2693 18.1052

2694
2695 An employee shall be considered to be in "travel status" when he or she is on County business outside
2696 of the County either for an entire day (before 7:00 a.m. and after 6:00 p.m.); or for part of a day before
2697 7:00 a.m.; after 6:00 p.m.; and/or between the hours of 10:30 a.m. and 2:30 p.m.

2698

2699 Underslotting

2700 18.1053

2701

2702 The filling of a vacant position at a lower classification.

2703

2704 Unilateral Employees

2705 18.1054

2706

2707 Those County employees who are not covered by a collective bargaining agreement, excluding the
2708 County Elected Officials and the County Administrator. The Unilaterals are divided into three groups
2709 for purposes of overtime and vacation:

2710

2711

- Unilateral A's are "Non-Exempt". This means that they are subject to the requirements of the Fair Labor Standards Act (FLSA). The FLSA is federal law that requires, among other things, that employees who work more than 40 hours in a week get paid time and one half for any overtime hours.

2712

2713

2714

2715

2716

- ~~Unilateral B's are "Exempt" from provisions of the FLSA due to the nature of their position. However, the County has chosen to pay them straight time overtime after 40 hours a week even though the County is not required to do this by federal law.~~

2717

2718

2719

2720

2721

- Unilateral C's are "Exempt" from provisions of the FLSA due to the nature of their position. Employees in these positions do not receive any form of overtime but are allowed to "flex" their time in accordance with HR Policy and Procedure.

2722

2723

2724

2725

2726 Upgrade

2727 18.1055

2728

2729 ~~The reassignment of a position from one existing class to a current or newly created class to recognize~~
2730 ~~a change in the duties and responsibilities of a position. When a position is upgraded, an open~~
2731 ~~recruitment shall be conducted to fill the position (e.g. HR Secretary to HR Office Coordinator).~~

2732

2733 Work Schedule

2734 18.1056

2735

2736 The standard typical work schedule for County employees is Monday – Friday, 8:00 a.m. to 5:00 p.m.
2737 with a ~~one hour~~ lunch period. All full time employees are expected to work at least 40 hours per week
2738 unless work rotation (i.e. 5-2/5-3), or a Department Work Rule dictates otherwise. Work schedule and
2739 hours of work may be determined by the operational needs of the department.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Louis Peer

Sandra Kraft, Vice Chair

Alan Sweeney

Eva Arnold

Terry Thomas

Henry Brill

Betty Jo Bussie

Mary Mawhinney

LEGAL NOTE:

Jeffrey Kuglitsch
Corporation Counsel

FISCAL NOTE:

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator

Executive Summary

Rock County has a Personnel Ordinance that establishes a uniform personnel program for Rock County. The ordinance is reviewed annually and suggestions for modifications are brought forward to the County Board Staff Committee and the County Board.

It is important to give our workforce a voice in the process, and in 2016 a survey was sent to managers and employees to solicit input into suggestions for modifications to the current personnel ordinances and for suggestions for new ordinances. Overall there were 185 individuals that responded to the survey. The Human Resources Department identified several areas that were brought to their attention during 2016.

A draft of the proposed changes was reviewed with the County Administrator. There were some additional suggestions offered and a final version of proposed changes was compiled.

These changes are summarized below and a full version of the Ordinance language is included with the resolution.

Proposed Personnel Ordinance Changes

Summary

- 18.105 – Add that the Personnel Ordinance takes precedence over Department Work Rule
- 18.206 – Clarified how future step increases will be paid on a reallocation
- 18.211 – Deletion of upgrade language
- 18.301-18.310-Changed Human Resource Director to Human Resources
- 18.301 -Provided additional flexibility for recruitment timelines; eliminated the requirement to wait six months for retaking of written exams.
- 18.305 – Changed department head to hiring manager
- 18.306 – Updated language to reflect current process.
- 18.309– Retitled section
- 18.410 – Eliminated reference to Unilateral “B”
- 18.411 –Eliminated ten year requirement for red circled employees.
- 18.501 – Provide guidance on how Unilateral “A” positions will be paid after working a holiday.
- 18.506 – Removed reference to Unilateral “B”; removed outdated language; Added language when employees move between Unilateral “A” and Unilateral “C”.
- 18.507 – Removed reference to supplemental benefits.
- 18.509 – Simplified the bereavement leave policy
- 18.510 – Added language for second and third shift employees.
- 18.607 – Removed out dated language.
- 18.612 – Updated reference sections due to numbering.
- 18.613 – Updated language to reflect current practice.
- 18.614-Clarified that breaks are in 15 minute increments only.
- 18.623-Simplified resignation timelines

- 18.626-Updated language from resolution passed in early 2016.
- 18.702-Provide guidance as to when performance evaluations need to be completed
- 18.707-New language for Performance Improvement Plans
- 18.804-Clarified grievance timelines
- 18.1020-Updated language to reflect Fair Labor Standards Act
- 18.1027-Updated layoff definition
- 18.1032-Updated language to reflect current practice
- 18.1039-Updated definition to reflect combination of reclassification and upgrade language
- 18.1043-Updated language to reflect current practice
- 18.1054-Removed reference to Unilateral "B"
- 18.1055-Removed upgrade language to reflect combination of reclassification and upgrade
- 18.1056-Updated to reflect current practice.

Policy 4.01 Electronic Mail-

Note: Removed reference to a specific email system.

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 ~~the Novell GroupWise~~ 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.

Policy 5.03- Benefit Contribution for Seriously Ill Employees

Removal of exhibit

Policy 5.04: Compensatory Time

Note: Aligned the language with Telecommunicator staff.

Communication Center Supervisors at the 911 Center may bank a maximum of eighty-five (85) hours of compensatory time per calendar year. This bank is non-refillable, therefore once the eighty-five (85) hour limit has been reached; all subsequent overtime earned must be taken in pay. Comp. time will be used within the calendar year it was earned, any remaining comp. time in the bank at the end of the year will be paid out to the employee.

Removal of exhibit

Policy 5.12- FMLA

Removal of exhibits

Policy 5.15- Harassment Prohibited

Note: Removed heading to be constant with other policies.

~~HARASSMENT PROHIBITED~~

Policy 5.17- Health Insurance

Note: Modified point requirement.

- 1) Meeting the required number of points for health and wellness activities as established by the Rock County Points Committee for the appropriate category.
 - Employee/~~Employee+Child(ren)~~ must earn 125 points annually
 - Employee Plus Spouse/~~Family~~ must earn 250 points annually
 - ~~Employee Plus Child(ren)~~ must earn 145 points annually
 - ~~Family~~ must earn 270 points annually

Removal of exhibits

Policy-5.18 Holiday Pay

Note: Designating how both regular and relief staff are paid for working on a holiday.

Regular FTE Employees working on a holiday shall receive compensation at the rate of time and one-half their regular rate 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. For purposes of computing, overtime holiday shall be counted as eight hours worked in computing 40 hours workweek.

Relief employees working on a holiday shall receive compensation at the rate of time and one half-their regular rate for all hours worked.

Removal of exhibits

Policy 5.20 Inclement Weather

Updated the list of job positions that are considered “essential”

Policy 5.22 Job Postings

Note: Specify how employees need to apply for positions when posted internally or externally.

Employees who are interested in applying for the vacancies or new positions shall submit an Internal Posting Application form to HR ~~or an application on the Neo-Gov system~~ 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.

Policy 5.24 Layoff Procedure

Note: Provide clarification on how bumping was handled

Should there be a substantial layoff of a specific unit within the AMHS HSD bargaining unit, those employees who are laid off will only be able to bump a maximum of twenty-five percent (25%) of the least senior employees in any one unit within a division.

Policy 5.25 Licenses

Note: Employees have a commercial driver's license when they are hired. Reimburse for renewal not obtaining a license.

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

Policy 5.26 Medical Leave of Absence Non-FMLA

Removal of exhibit

Policy 5.28 New Employee Orientation

Removal of exhibit

Policy 5.31 Overtime, Flex and After Hours Payments

Note: Updated as a result of change Fair Labor Standards Act. Recognizing two groups of employees hourly and salary.

Overtime for Unilateral Employees.

- (A) Unilateral A 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.

Comp time used will not be considered as hours worked for the purpose of computing overtime.

- ~~(B) Unilateral B Employees (those employees in the following job classifications) shall be eligible for overtime compensation on a straight time 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 the approval of the Department Head:~~

- ~~Assistant to the Information Technology Director~~
- ~~Communications Center Shift Supervisor~~
- ~~Computer Programmer/Analyst I~~
- ~~Computer Programmer/Analyst II~~
- ~~Youth Services Center Supervisor~~
- ~~Developmental Disabilities Financial Supervisor~~
- ~~Financial Office Manager~~
- ~~GEO Application Specialist~~
- ~~Instructor/Support Specialist~~
- ~~Materials & Environmental Services Manager~~
- ~~Mobility Manager~~
- ~~Network Support Administrator~~
- ~~Network Technician~~
- ~~Office Manager~~
- ~~Payroll Coordinator/Manager~~
- ~~Planner I~~
- ~~Planner II~~
- ~~Planner III~~
- ~~Public Health Nursing Supervisor~~
- ~~Public Safety Systems Manager~~
- ~~Public Works Accounting Supervisor~~
- ~~Public Works Superintendent~~
- ~~Sanitarian I~~
- ~~Sanitarian II~~
- ~~Senior Conservation Specialist~~
- ~~Senior Planner~~
- ~~Senior Planner/GIS Manager~~
- ~~Shop Superintendent~~
- ~~Tele/Network Specialist~~

- ~~_____ User Support Specialist~~
- ~~_____ Victim/Witness Coordinator~~
- ~~_____ Victim/Witness Specialist~~

(C) Unilateral C employees, shall not be eligible for overtime. ~~The only exceptions would be:~~

- ~~(1) _____ in the case of an employment services agreement, which _____ contained such a provision; and~~
- ~~(2) _____ employees in the following job classifications who are eligible for overtime compensation on a time and one-half basis over forty hours per week:
 - ~~_____ Assistant Food Service Manager~~
 - ~~_____ Food Services Manager~~
 - ~~_____ Assistant Director of Nursing~~
 - ~~_____ Nursing Supervisor~~~~

~~Employees classified as "Unilateral C" may utilize "flex" hours under this policy, upon approval from his or her supervisor from hours accumulated in the current pay period and the pay period immediately preceding that in which the flex time usage occurs.~~

- ~~(I) Unilateral Employees in the classification of Assistant Director of Nursing and Nursing Supervisor shall be eligible for overtime compensation on a time and one-half basis over eight (8) hours per day, forty (40) hours per week 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.~~
- ~~(J) Employees in the classification of Assistant Director of Nursing and Nursing Supervisor shall receive shift differential equal to the amount received by Registered Nurses in accordance with the provisions as outlined in HR Policy and Procedure.~~
- ~~(J) Employees in the classification of Communication Center Supervisors shall be eligible for over time compensation on a time and one half basis over eighty hours per two week pay period.~~
- ~~(K) Effective December 1, 2016, The Network Support Administrator and Public Safety Systems Manager shall be eligible for overtime compensation on a straight time basis over 90 hours per two week pay period. This provision will expire on June 30, 2017~~
- ~~(L) Effective December 1, 2016, the Public Works Superintendent and Shop Superintendent shall be eligible for over time compensation on a straight time basis over 90 hours per two week pay period. This provision will expire on June 30, 2017.~~

(M) A Council on Aging 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 8:30am and 5:30pm to 6:30pm
Saturday 8:45am-6:30pm

b. Compensation for on-call hours will be paid as follows:

- 1. The on call worker is compensated at a rate of \$3.50 per hour while on call.

2. The on call worker is compensated at straight time for the actual time worked on a response until they have worked eight (8) hours per day, or forty (40) hours in a week. Overtime hours will be compensated at a rate of time and one-half their hourly wage.

The following are exceptions to the County Ordinance, which provides for overtime compensation on a time and a one-half basis over forty hours per week. Comp time used will not be considered as hours worked for the purpose of computing overtime.

If an employee and the employer agree to a flexible schedule within a two (2) week payroll period, which causes the employee to work in excess of eight (8) hours per day or forty (40) hours per week, the overtime provision does not apply until over eighty (80) hours in a two (2) week payroll period.

(General Services/Facilities Management)

Note: Updating the Department Name

(SEIU)

Note: Update to reference new position

Section B. Overtime. The Employer shall have the right to require reasonable overtime work in the Rock County Health Department from all employees governed by this labor agreement, if the Employer is unable to find volunteers to work overtime. Each employee shall have the right of refusal on three occasions where a request for overtime work has been made by the ~~Public Health Nurse Director~~ Assistant Director. Occasions where the most senior employees refuse such overtime work consistent with this provision, the least senior employee of the unit shall be required to perform the overtime work. Refusals shall not apply to required evening and weekend meetings.

All time worked in excess of forty (40) hours per week shall be paid at the rate of one and one-half times the employee's regular salary. When the employee is required to attend an evening or weekend meeting, this shall be considered overtime. Overtime compensation shall be paid in cash or compensatory time off at the rate of time and one-half as the employee may elect, with the approval of the ~~Nursing Assistant~~ Director. Employees shall be permitted to accumulate up to forty (40) hours of compensatory time in a "comp time bank". Each year, as of December 31, accumulated compensatory time in excess of twenty (20) hours will be paid on the next pay period.

Policy 5.37 Shift Differential

Note: This language did not change. It was moved from the Overtime policy to the shift differential.

Employees in the classification of Assistant Director of Nursing and Nursing Supervisor shall receive shift differential equal to the amount received by Registered Nurses in accordance with the provisions as outlined in HR Policy and Procedure

(AMHS HSD)

Note: To provide clarification for who will receive shift differential. Normally scheduled hours vs accommodating a client or personal situation.

Any employee working who's regularly assigned work schedule requires them to work 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.

Policy 5.39 Smoking Regulation

Note: To provide clarification as to when employees can be smoking during work hours.

Employees may smoke during their regularly scheduled break(s) and lunch period in accordance to Rock County Ordinance 18.614

Policy 5.40 Step Progression

Note: Eliminating reference to an up upgrade. Proposed language to be deleted from Ordinance. . .

~~-Upgrade—An employee that is selected for an upgraded position, shall start at the lowest pay step of the new position, which is an improvement over their prior pay rate. Upon satisfactory completion of the trial period specified in the Ordinance, the employee shall be advanced one step. The determination of successful completion shall rest in the discretion of the Employer. If the rate of pay to which the employee is advanced upon completion of the trial period is less than the highest rate within the new position, the employee shall remain at the rate for one year before receiving any further increase other than all negotiated increases~~

Note: Providing clarification when an employee will receive a step increase after having their position reallocated

~~-Reallocation - An employee who's position is reallocated shall normally be advanced to the step with the next highest dollar amount in the new pay range. In unusual circumstances, the reallocated individual may be placed in a higher step upon approval of the Human Resources Director and the County Administrator. Future step progress will be paid according to the employee's new employee group or pay grid. ~~is based off the date the employee assumed their current position.~~~~

Note: Providing clarification when an employee will receive a step increase after being promoted.

(AFSCME 1077, 2489, 1258)

Employees other than probationary, shall start at the lowest pay step of the new position, which is an improvement over their prior pay rate. Upon satisfactory completion of the trial period specified in the Ordinance, the employee shall be advanced one step, unless the next step exceeds their longevity with the County. If the rate of pay to which the employee is promoted upon completion of the trial period is less than the highest rate within the new position, the employee shall receive future increases on their job seniority date unless they are entitled to a longevity step which occurs based on their county hire date. ~~remain at the rate for one year from the date of completion of their trial period before receiving any further increase other than all negotiated increases.~~ The determination of successful completion shall rest in the discretion of the Employer. During said probationary period, either the Employer or the employee may request the employee be returned to his/her former position.

Note: Providing additional increase to make sure that employee reaches a step that will maintain an increase over career with Rock County.

Progression from Range I to Range II for Case Managers and Juvenile Justice Specialists will be automatic upon the employee's State certification as a Social Worker only and not a Master's Degree. The effective date of the increase will be the pay period immediately following notification with documentation of certification to management. The employee's wage rate will be increased to the step in Range II that provides an increase of at least three percent (34%) and the employee will be eligible for subsequent step increases each anniversary date of the promotion thereafter.

Policy 5.42 Transfer

Note: Not all employees have access to e-mail at their work sites.

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.

Policy 5.43 Trial Period on Promotion/Demotion

Note: Allowing for a trial period so that a department can evaluate an employee that accepts a lateral transfer to a new position.

TRANSFERS

In the event an employee accepts a transfer, that employee shall serve a sixty (60) day trial period. The determination of successful completion shall rest in the discretion of the Employer.

Policy 5.45 Uniform/Equipment Allowance

Note: Matching the uniform allowance that other public works staff have.

The Employer will pay to each Public Works Superintendent, Shop Superintendent, or Store Keeper, a one-time annual payment of \$250.00, 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.

Policy 5.46 Employee Group

Note: Updates language to reflect post Act 10 bargaining status for employee groups.

Policy: Union/Association/Employee Group ~~Business and Participation by Others~~
Effective: 1/1/2015
Revising: 1/1/2014

~~“Act 10”. The 2011 Wisconsin State Legislature passed Act 10 and the Governor signed it into law. It makes significant changes to the traditional union/labor organization relationship with municipal employers. On July 31, 2014 the Wisconsin Supreme Court ruled that the law was constitutional. Therefore, Rock County will comply with all of the provisions of Act 10.~~

Bulletin Boards. The Employer shall provide bulletin boards or bulletin board space in designated areas that all employees going about their normal duties shall be able to see. The group representative shall have the right to post group related notices on such bulletin board space ~~relating to Union business.~~

Collective Bargaining/Labor Management and Meet and Confer Sessions. ~~Duly elected Union or association officers~~ Group representatives shall be permitted to participate in collective bargaining sessions and ~~meet and confer labor management sessions,~~ provided that if such bargaining sessions ~~If the sessions~~ are conducted during the regular and normal schedule of daily working hours for such ~~officer representative,~~ or in the case of an ~~officer representative~~ representative who works a 2nd or 3rd shift, the County shall pay straight time wages for the time spent in such sessions to ~~only two such officers~~ two representatives from the bargaining unit employee group.

Seniority Rosters. The ~~Department Head~~ group representative will post a seniority roster which will show the name, classification, and date of hire of all regular full-time and regular part-time Employees. Such roster shall be corrected and re-posted on January and July of each year.

~~In the case of AFSCME 1258 Human Resources will continue the practice of e-mailing updates of the seniority roster to the Union President every two weeks. All hours worked, including overtime hours, are to be included in seniority hours, except for benefit accrual purposes.~~

~~Union/Association/Employee Group. The Union or /Association/Employee group shall not conduct union or / association/employee group business during working hours of employees. Whenever a union representative is conducting union business with the employer they will be paid at straight time. This union or association business time will not be used to calculate overtime.~~

~~Union or Association Committee. Union or Association Committee means a committee of members of each local unit representing Rock County Employees of no more than three persons per unit.~~

~~Union or Association Conventions. A member of the Union who is called upon to serve as a delegate of the Union or Association for conventions or conferences shall be granted leave without pay, but may elect to substitute vacation or compensatory time (holiday or overtime) for such conventions or conferences. Employees shall notify the Department Head two weeks prior to the starting date of the leave. If substitutions of personnel or modification of the leave are required, the employee shall notify the Department Head as soon as possible.~~

~~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.~~

~~When an Employee chooses to exercise their Weingarten or Loudermill rights, or a Step, 1, 2, or 3 meeting is held the employee could be represented by any of the following:~~

- ~~a) A business agent for a union or association~~
- ~~b) A union officer or steward for a union or association~~
- ~~c) Another employee who is not a supervisor or manager within Rock County. (In this case, the representative must receive prior approval from their supervisor to participate in this meeting)~~
- ~~d) A person who is not affiliated with Rock County or a labor organization.~~

~~Payment for Representation. If the meeting is held during the normal work day, and the representative is in category b or c above, the Employer will pay for the representative's time. Whenever an employee is acting as a representative they will be paid at straight time. This time will not be used to calculate overtime. The employer will not pay for the time of a representative in category a or d. Representatives will be limited to listening and advising the employee, but will not be allowed to speak in place of the employee.~~

~~Union/Association/Employee Group. The Union or /Association/Employee Group within 30 days of the election agrees to notify the Human Resource Director in writing of the names of the Officers and Stewards representatives who have been selected to represent Employees in the bargaining unit in meetings with management. One Officer or steward Representative shall be permitted to investigate and process a grievance during working hours without loss of pay.~~

~~Authorized Officers conducting any of the above specified activity away from their assigned worksite shall 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.~~

~~Deductions: Based on Act 10 Rock County may will not make fair share deductions or union dues deductions from compensation of general municipal employees.~~

Policy 5.51 Worker's Compensation/Employee on the Job Injury Procedure

Note: Eliminate incentive to not return to work in a timely manner when able.

The following language only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011.

SUPPLEMENTAL PAY

(AFSCME 1077)

~~Worker's Compensation. In the event that an Employee in this unit is injured while at work and as a consequence of said injury or illness received Worker's Compensation disability pay, said Employee commencing with the fourth day of absence, shall receive in addition to his/her Worker's Compensation payment such supplemental payment as when combined with the Worker's Compensation payments equal the Employee's pay for such injury or illness for a period of time not to exceed thirteen (13) weeks. Payment shall be accomplished by said Employee endorsing and returning the payment for Worker's Compensation to the County and the County shall issue to the Employee a payroll check which the set amount is equal to the Employee's bi-weekly take home pay based on the Employee's base hourly rate for eighty (80) hours in a bi-weekly pay period. In the event of a delay in processing the Worker's Compensation claim, the County will continue to issue the Employee's regular paycheck and the Employee shall sign a waiver stating that he/she shall endorse and return the Worker's Compensation check to the County immediately upon its receipt. Time covered by this provision shall not be charged against sick leave, provided that the Employee will be permitted to use accumulated sick leave for the first three days of absence.~~

(AFSCME 2489) _____

~~Worker's Compensation. In the event that an employee in this unit is injured while at work and as a consequence of said injury or illness received Worker's Compensation disability pay, said employee commencing with the fourth day of absence, shall receive in addition to his/her Worker's Compensation payment such supplemental payment as will equal his/her full pay for injury or illness for a period of time not to exceed thirteen (13) weeks. Payment shall be accomplished by said employee endorsing and returning the payment for Worker's Compensation to the County and the County shall issue to the employee his/her regular bi-weekly paycheck in the event of a delay in processing the Worker's Compensation claim, the County will continue to issue the employee's regular paycheck and the employee shall sign a waiver stating that he/she shall endorse and return the Worker's Compensation check to the County immediately upon its receipt.~~

~~Time covered by this provision shall not be charged against sick leave, provided that the employee will be permitted to use accumulated sick leave for the first three days of absence.~~

(AFSCME 1258) _____

~~Worker's Compensation. In the event that an employee in this unit is injured while at work and as a consequence of said injury or illness received worker's Compensation disability pay, said employee, commencing with the fourth day of absence, shall receive in addition to his/her Worker's Compensation payment such supplemental payment as will equal his/her full pay for such injury or illness for a period of time not to exceed ten (10) weeks. Payment shall be accomplished by said employee endorsing and returning the payment for Worker's Compensation to the County and the County shall issue to the employee his/her regular bi-weekly paycheck. In the event of a delay in processing the Worker's Compensation claim the County will continue to issue the employee's regular pay check and the employee shall sign a waiver stating that he/she shall endorse and return that Worker's Compensation check to the County immediately upon its receipt.~~

~~Time covered by this provision shall not be charged against sick leave, provided that the employee will be permitted to use accumulated sick leave for the first three days of absence.~~

Employees qualified for worker's compensation, shall be entitled to earn vacation days as set forth in the vacation procedure for this unit and shall be entitled to have the County pay their health insurance premiums for a period not to exceed six (6) months per incident.

(AMHS HSD) —

~~Worker's Compensation. The Employer shall purchase or provide for each employee, Worker's Compensation Insurance. The County shall supplement Worker's Compensation benefits in an amount equal to the employee's weekly wage for each occurrence not to exceed a period of thirteen (13) weeks.~~

(AMHS RH)

~~Worker's Compensation. The Employer shall purchase or provide for each employee, Worker's Compensation Insurance. The County shall supplement Worker's Compensation benefits in an amount equal to the employee's weekly wage for each occurrence not to exceed a period of thirteen (13) weeks.~~

Remove exhibit

Policy 5.53 Work Situation (Atypical)

Note: Eliminate unnecessary language

~~Over the years Rock County has used some atypical work situations with employees and others. "Atypical" means something other than the normal "regular" full time or part time employment relationship where an employee occupies an FTE position that has been approved by the County Board either through the annual budgeting process or an amendment to the budget by the County Board during the term of the budget.~~

~~It is important to preserve as many of our hiring options as necessary as it continues to get more difficult (in terms of time and costs) to hire qualified candidates for positions. The more opportunities we have to make connections with people who will be good employees for us the more we can reduce the cost and time for recruitment. We should use some of these atypical situations to make sure that a person wants to work for us and we want them as a full time regular worker. These atypical types of appointments may also help us in our diversity recruitment efforts and should be used with that purpose in mind.~~



MEMORANDUM

TO: County Board Staff Committee
FROM: Jeffrey S. Kuglitsch, Corporation Counsel
DATE: October 26, 2016
RE: Notice of Claim

CLAIMANT: Keith E. Schroeder
DATE OF INCIDENT: September 23, 2015
DATE OF NOTICE OF CLAIM: October 25, 2016
AMOUNT CLAIMED: \$50,000.00
NATURE OF CLAIM: Keith E. Schroeder sustained injuries and damages in a motorcycle accident on North Hillside Road on 9/23/15. The Town of Fulton contracted another company for their road project and Rock County was not involved.
RECOMMENDATION: Denial.