

Jackson County **PERSONNEL POLICY**



Code of Ordinance **CHAPTER #4**

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**Chapter 4 – Code of Ordinance
PERSONNEL POLICY**

Table of Contents

4.01 INTRODUCTION

- 1. Welcome/Introduction 5
- 2. Department Work Rules 5
- 3. Union Application..... 5

4.02 EMPLOYMENT PRACTICES AND INFORMATION

- 1. Equal Employment Opportunity 6
- 2. Recruitment..... 6
 - A. Authorization to Hire 6
 - B. Position Resolutions 6
 - C. Employment Applications 6
 - D. Nepotism..... 6
 - E. Internal Selection 7
 - F. External Selection 8
 - G. Reference Checks 9
 - H. Pre-Placement Exams 9
 - I. Caregiver Background Checks 9
- 3. Employment Classification 9
 - A. Fair Labor Standards Act (FLSA) 10
 - B. Employment Status 10
 - C. Employment of Minors..... 11
 - D. Rehire..... 12
- 4. Probationary Period 12
 - A. Extension of Probationary Period 12
 - B. Benefits During Probationary Period..... 12
 - C. Completion of Probationary Period 12
- 5. Employee Orientation 12
 - A. Identification Cards 13
- 6. Personnel Records..... 13
 - A. Personnel Data Change..... 13
 - B. Public Inspection of Records 13
 - C. Employee Inspection of Records 13
 - D. Removal of Records 13
- 7. Employment References On Behalf of Jackson County 13
- 8. Hours of Work 14
- 9. Personal Appearance – Dress Code 14
 - A. Categories of Acceptable Dress 14
 - B. General Requirements 15
 - C. Special Circumstances 15

10.	Uniforms	15
11.	Evaluations.....	15
	A. Annual Step Increase	16
12.	Disciplinary Action.....	16
	A. Conduct.....	16
	B. Work Performance.....	17
13.	Reprimands	18
14.	Terminations	18
	A. Termination Notices/Acceptance.....	18
	B. Voluntary Termination	18
	C. Last Day Worked.....	18
	D. Involuntary Termination	19
	E. Cobra	19
	F. Unemployment Insurance	19
15.	Grievance Non-Union Employee.....	19
	A. Grievance Process.....	19
16.	Public Relations	20
17.	Membership in Local, State or National Organizations.....	20

4.03 WAGES AND PAYROLL

1.	Payroll and Pay Periods	21
	A. Pay Deductions	21
	B. Timekeeping	21
	C. Overtime and Compensatory Time.....	21
	D. State of Emergency Overtime.....	22
	E. Grants and Overtime for Exempt Non-Union Staff.....	22
	F. Wages	22
2.	Non-Pay Status (Time off without Pay).....	22

4.04 BENEFIT POLICIES

1.	Insurance Benefits.....	23
	A. Health and Dental	23
	B. Life Insurance	23
	C. Income Continuation Insurance	23
	D. Section 125 (Flex) Plan	24
	E. Workers Compensation and Safety.....	24
2.	Deferred Compensation	24
3.	Wisconsin Retirement System Program.....	25
4.	Vacation	25
	A. Use of Vacation Benefits	25
	B. Termination of Vacation Benefits.....	25

5.	Holiday Compensation.....	26
A.	Holiday Compensation	26
B.	Personal Holiday Provisions.....	26

4.05 LEAVE POLICIES

1.	Sick Leave.....	27
2.	Charitable Donation	28
3.	Leave of Absence.....	28
A.	Policies Regarding Leaves of Absence.....	28
B.	Return to Work after Leave of Absence	29
4.	Civic Leave	29
5.	Funeral Leave.....	29
6.	Military Leave of Absence.....	30
7.	Family and Medical Leave	30
A.	Employer Coverage	30
B.	Employee Eligibility	30
C.	Leave Entitlement.....	31
D.	Maintenance of Health Benefits	32
E.	Job Restoration	32
F.	Notice and Certification.....	33
G.	Unlawful Acts.....	33
H.	Enforcement.....	33
I.	Other Provisions	33
J.	Further Information	33

4.06 COUNTY POLICIES AND PROGRAMS

1.	Privacy Policy	34
2.	No Solicitation-No Distribution-No Outside Business	34
3.	Political Activity	34
4.	Travel.....	34
A.	Transportation Liability Coverage.....	34
B.	Travel Time	35
C.	Mileage Reimbursement	35
D.	Meal Allowance.....	35
E.	Out of Area Travel.....	35
F.	Lodging.....	35
G.	Use of County Vehicles	36
5.	Training and Education	36
A.	Accredited Education and/or Training.....	36
6.	Employee Assistance Program (EAP)	36

7.	Information Technology Policy	37
	A. IT Usage	37
	B. Internet and E-mail	37
	C. Web Page	38
	D. Hardware and Software	38
	E. Back-Up and Maintenance.....	39
	F. Telephone	39
	G. Cellular Phones	39
	H. Security	39
8.	Sexual Harassment Policy	39
	A. Statement of Prohibited Conduct	40
	B. Procedures for Making and Investigating Complaints.....	41
	C. Complaints	41
	D. Investigations	41
	E. Schedule of Penalties for Misconduct	42
	F. Cooperation	42
9.	Outside Employment	42
10.	Inclement Weather	43
11.	Americans with Disabilities Act	43
12.	Tobacco Free Work Environment.....	43
	Appendix A – Index of Forms	44
	Appendix B – Definitions	45

4.01 INTRODUCTION

1. WELCOME – INTRODUCTION

Chapter 4 contains the provisions of Jackson County’s Personnel Policy designed to promote consistent personnel management throughout the County. These personnel policies and procedures have been established to provide an orderly procedure for the handling of all personnel matters, to promote greater efficiency and to establish uniform personnel policies. Nothing in these policies shall be construed as a written or implied contract of employment for any employee of the County. These policies and procedures shall apply to all employees unless stated otherwise.

The Personnel Department shall provide a copy of this policy to each newly hired County employee. Copies of any changes/revisions/additions may occur at any time without notice and shall be provided to each employee. Each employee is expected to maintain an up-to-date copy throughout employment with the County. All employees are employees at will, unless otherwise stated, and are expected to be aware of the policies and abide by them. All employees must sign and return the attached signature page upon receipt. The signature page will be filed in the employee’s personnel file. This policy has been reviewed by the County Board and adopted as County Policy.

When an employee is a union member, provisions in the applicable labor contract will apply. Where issues are not addressed in a labor contract then the personnel policy will apply.

2. DEPARTMENT RULES

Individual departments may have needs, which are not specifically addressed through the County personnel policy or a union contract. Each County department and/or agency is allowed to implement its own set of departmental rules which shall be additional to the provisions in this policy. No departmental rules may be contrary to any of the provisions of this policy or to a union contract that applies to that department. Department rules shall be in writing and approved by the respective oversight committee. A copy of departmental work rules, and all subsequent changes, shall be forwarded to the personnel office.

When issues are not addressed in either the union contract or personnel policy, then departmental work rules will apply.

3. UNION APPLICATION

There will be times when the collective bargaining agreement(s) and policies contradict each other. In those instances, the appropriate collective bargaining agreement shall be the authoritative document. Additionally, when these policies provide a greater benefit level than those provided in the collective bargaining agreement(s), the bargained agreements shall determine the level of benefits for represented (union) employees. However, whenever the collective bargaining agreement is silent, the policies and procedures set forth in this manual shall prevail.

4.02 EMPLOYMENT PRACTICES AND INFORMATION

1. EQUAL EMPLOYMENT OPPORTUNITY

The County is an equal employment opportunity employer and believes in and operates on the premise that it is the right of all persons to seek work and to advance on the basis of their individual merit, ability and potential. This basic concept applies to all County employees and job applicants without regard to race, creed, color, disability, marital status, sexual orientation, national origin, ancestry, arrest record, conviction record, membership in the national guard, state defense force or any reserve component of the military forces of the United States or this state, or use or nonuse of lawful products off the employer's premises during nonworking hours, except where these factors constitute a bona fide occupational qualification.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor and/or the Personnel Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2. RECRUITMENT

Recruitment procedures will be implemented through the Jackson County Personnel Department. All applicants applying for a position with Jackson County, other than the Sheriff's Department, must be made on the Standard Jackson County Application. Applicants for the Sheriff's Department must use the Standard Law Enforcement Application. Applications will only be accepted for positions advertised as vacant.

A. Authorization to Hire

Department Heads wishing to fill existing budgeted positions shall obtain the approval of their oversight committee. The request for recruitment shall be submitted, with documented meeting minutes, to the Personnel Department for recruitment procedures to commence.

B. Position Resolutions

A resolution creating a new position shall originate from the oversight committee wishing to create the new position. The resolution shall contain the position title, its proposed classification if represented by union affiliation, the rationale for its creation, state or federal mandates that may have caused the needs, if applicable, a description of how the position fits into the plans of the department and/or county; all anticipated salary, fringe benefits, and other related costs, if any. Other pertinent information including budget impact shall also be identified in the resolution. The resolution shall have an approved job description attached to it. The resolution will be submitted through the County Personnel Committee, Executive and Finance Committee and Full County Board.

C. Employment Applications

Jackson County relies on the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process. Any deliberate misrepresentations, falsifications, or material omissions in any of this information shall result in Jackson County's exclusion of the individual from further consideration for employment, or, if the person has already been hired, termination of employment.

D. Nepotism

The Jackson County Job Application inquires if an applicant is a relative, or member of existing household, of an employee presently working at the County. If the applicant applies for a position where there is a relative in a supervisory position within the department the applicant has applied for, the applicant will not be considered for the position. In addition, if an applicant applies for a supervisory position and there is a relative working in that department/division, the applicant will not be considered for the position. Relative in this case is considered to be the following: husband, wife,

mother, mother-in-law, father, father-in-law, step-parent, step-child, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, first cousin. Present employees who become married to each other are permitted to continue their employment, although, should one of the married persons leave employment, the employee leaving becomes subject to the nepotism policy for the purposes of re-hire. Note: For purposes of this section “Applicant is defined as an individual who is an external applicant or an internal applicant. Union employees are not eligible to post or bump into a situation that is defined as nepotism under this policy.

E. Internal Selection

An existing County employee may fill non-represented vacancies subject to position qualifications and the County interview process. Department Head, Supervisor or Manager level positions may be filled internally with recommendation by the Department Head and Oversight Committee, via resolution through County Personnel Committee, Executive and Finance Committee, and Full County Board. The resolution will contain the wage impact and job description. Records shall be maintained demonstrating that such selections are based on the same criteria and qualifications that would have been used for external selection procedures. Such records shall include but not be limited to: education requirements, previous work experience, on the job training, and other qualifications specified on the vacant position’s job description.

All union represented positions must first be filled through union contract posting procedures, unless otherwise prohibited by state statute. External recruiting procedures may be used when a vacancy is not filled via posting.

1. Promotions, Transfers, Reassignments, Demotion

Promotion: The award or assignment of a position from one classification to another classification with a higher pay range.

Transfer: The award or assignment of an employee from one position to another in the same classification and/or pay grade.

Reassignment: Assignment from one position(s) and/or responsibility(ies) to another in order to recognize a change in duties and/or responsibilities of a position.

Demotion: The assignment of a position from one classification to another classification with a lower pay grade.

When a regular employee of Jackson County transfers to a new or different position, that employee shall maintain his or her rights to existing benefit accruals, consistent with personnel policies. In the event that the maximum accrual limits are lower in the new position, benefits will be paid out down to that maximum level. Benefits will be pro-rated for the year between the former and the new position. Other than demotion status, starting salary is the lowest step in the wage scale of the newly acquired position that, at a minimum, maintains the employee’s current wage. Advancement beyond this would require approval of the oversight committee. An employee who makes a transfer will receive compensation according to the compensation plan, which is established for the agency the employee transferred to. Transferring employees will be subject to the probationary period outlined for the position he/she transferred to. In a situation where the employee does not pass the probationary period, the employee shall be considered terminated. There are no bumping rights to return to their former position or any other position.

The financial responsibility for the benefits shall be pro-rated between the department from which the regular employee transferred from and the department to which the regular employee transferred to.

2. Union Represented Employees

Union represented employees who are awarded a non-union position via internal recruitment will officially end their union employment one day and start their non-union employment the next

working day. Benefits will be pro-rated into that of a non-union position. Transferring employees will be subject to the probationary period outlined for the position he/she transferred to. The original hire date will be used for purposes of determining benefit levels. In a situation where the employee does not pass the probationary period, the employee shall be considered terminated. There are no bumping rights to return to their former union position or any other position.

F. External Selection

External recruiting procedures must be used when positions are not filled through an internal selection or union posting process. Full-time and part-time vacancies not filled through union posting or internal recruitment procedures shall be advertised for a minimum of one week in the official Jackson County newspaper. This does not limit advertising outside the County.

1. Screening, Selection, Appointment

Screening, testing and interview procedures will be approved through the Personnel Department. These procedures may assess only the attributes necessary for successful job performance based upon the duties and responsibilities of the job to be filled. Recruitment procedures used must be accessible to physically challenged applicants. The criteria and the selection process for regular employees of Jackson County shall be as follows:

- Step 1: Criteria established to screen applications/resumes must be reviewed by the County Personnel Department.
- Step 2: Pre-screening interviews, questionnaires and/or testing procedures may be used to evaluate applicants as a process of narrowing down qualified applicants. The Department Head, or designee, and the Personnel Director may conduct pre-screen interviews.
- Step 3: Regular interviews are to be conducted by 3 oversight committee members (two of which must be regular County Board members), or their designee, the Department Head, or designee, and the Personnel Director. The oversight committee may elect not to participate in non-department head position interviews. Three County Board members, the Personnel Director or designee, and the County Board Chairman shall conduct interviews for Department Head positions.
- Step 4: High and low scoring or weighted average scoring shall be used to eliminate bias during the interview process.
- Step 5: During the selection process, the interview oversight committee members may determine to utilize more than one of the interviewed applicants to fill not only the present vacancy(s) but also future positions for that department. The number of applicants and amount of time the applications are used to fill vacancies will be based upon department needs.
- Step 6: Interview records will be filed in the personnel office and shall include a summary of the applicants considered and the motions and recommendations of the interview committee.
- Step 7: A written letter of acceptance stating conditions of employment shall be issued prior to the start date of each applicant. Candidates not selected shall be notified in writing.
- Step 8: Starting salary is the lowest step in the wage scale of the newly acquired position. Advancement beyond this would require approval of the oversight committee.

When positions change from temporary or limited term to regular, they will be filled through the internal or external recruiting procedures. County Board resolutions are required for the following positions: Veterans Service Officer, Chief Deputy and Highway Commissioner. Corporation Counsel is sub-contracted via a request for proposal (RFP) process through the Executive and Finance Committee with a resolution going to the full County Board indicating the selected service provider.

All other vacancies/positions that are staffed by project, contracted, or limited term employees, which are approved through the proper oversight committee(s), the following recruitment process shall apply:

1. Recruitments shall be conducted through the Personnel office with the exception of Law Enforcement Transport Officers
2. All interview processes shall be approved through the Personnel Department
3. Interview records will be filed in the personnel office and shall include a summary of the applicants considered and the motions/recommendations of the interview committee.
4. A written letter of acceptance stating conditions of employment shall be issued by the Department Head or Supervisor prior to the start date of each applicant. Candidates not selected shall be notified in writing by the Personnel Department.

G. Reference Checks

Jackson County Application for Employment includes an authorization form to be completed from each prospective employee in order to conduct a background check. To ensure that individuals who join Jackson County are well qualified and have a strong potential to be productive and successful, it is the policy of Jackson County to check the employment references of applicants. Reference checks are conducted by the Personnel Department.

H. Pre-Placement Exams

To ensure employees are able to perform the essential functions of their duties safely, medical examinations may be required. After an offer has been made to an applicant entering a designated job category, a pre-placement examination(s) may be performed by a health professional at the expense and choice of Jackson County. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam. Final candidates for the following County positions will undergo a pre-placement exam: Highway, Maintenance, and Forestry and Parks. Applicants for the Law Enforcement agency will undergo a psychological exam in addition to a pre-placement exam. Information on an employee's medical condition or history will be kept confidential and separate from other employee information. Access to this information will be limited to those who have a legitimate need to know.

I. Caregiver Background Checks

Applicants who apply for employment, as well as current employees of the County, who as part of their duties perform services directly related to the care of clients, unless such services are performed infrequently or sporadically and otherwise not directly related to the care of clients, shall complete a Background Information Form and:

1. Notify the Jackson County Personnel Department or their direct Supervisor as soon as possible when the person has been charged with or has been convicted of any crime.
2. Notify the Department Head and Personnel Department if the person has been found by a unit of government or a state agency to have abused or neglected a client or misappropriated the property of a client; or a determination has been made that the person has abused or neglected a child; or in the case of a position for which the person must be credentialed by the Department of Regulation & Licensing, the persons credential involves direct client contact or treatment of services and is not current or is limited, so as to restrict the person from providing adequate care to a client.

3. EMPLOYMENT CLASSIFICATION

All regular full-time and part-time positions are created by committees of the Board of Supervisors and approved by full County Board procedures. All County employees, regardless of employment status, are subject to the hiring procedures as set forth in this policy. The hiring procedure section includes the County's policy on nepotism.

A. Fair Labor Standards Act (FLSA)

It is the intent of Jackson County to clarify the definitions of employment classifications so employees understand their status and benefit eligibility. The Fair Labor Standards position classification status may be changed only upon the process of resolution format approved through all proper committee levels, with final approval of County Board. Each employee is designated in one of the following Fair Labor Standards Act (FLSA) categories:

Non-exempt: Employees are entitled to overtime pay under specific provisions of Federal and State Wage and Hour laws. These employees are typically hourly.

Exempt: Employees are excluded, and do not receive overtime under provisions of Federal and State Wage and Hour laws. These employees are typically salaried.

B. Employment Status

In addition to the above categories, each employee will belong to one other employment category of their position:

1. Regular benefited full-time:

A position of 35-40 hours per week; eligible for Full County benefits package; wages are commensurate with approved non-union wage scales as set by County Board.

2. Regular benefited part-time:

A position of 1-34 hours per week; benefits are pro-rated based upon number of hours worked each pay period; wages are commensurate with approved non-union wage scales as set by County Board.

CHANGES IN STATUS:

• Full-time to Part-time and Vice-Versa:

Employees who transition from full-time to part-time or vice versa retain all earned benefits through the start date of the new position. However, if the new position does not offer a specific benefit category that the former position offered the previous benefit will be paid out as per normal termination policy. After the new position start date, the employee will earn pro-rata benefits in accordance with the new position.

• Full-time to Any Status Less than Part-time Benefited and Vice-Versa:

When a full-time employee becomes any status less than part-time benefited, either by reclassification or re-hire, all leave benefits are paid out as per termination policies and no benefits are retained after the reclassification or re-hire to less than part-time benefited. In addition, since this change may impact the employee's Wisconsin Retirement System (WRS) benefits, Department Heads must coordinate this reclassification or re-hire with the Personnel office in advance.

3. Limited Term Employee (LTE):

These positions must be approved by the oversight committee and are hired according to the LTE recruitment procedures of this policy. Limited term employees, or sometimes referred to as casual employees, are to be hired in periods of excessive workload to substitute regularly scheduled employees who are absent from work for long periods of time and for the express purpose of program or transport services. The Department of Health and Human Services (DHHS) may hire individuals with the express purpose of program services, which may include a scheduled amount of time each day, week, or month (i.e. meals on wheels serves individuals at certain times each day).

Limited term employment positions are designated to be of limited duration of zero to 599 hours. Limited term employees are not eligible for fringe benefits except those mandated by law (social security, worker's compensation, unemployment). However, according to WRS, if an LTE has

been employed with Jackson County for over one year and has had 600 or more working hours in the previous twelve (12) month period, it is mandatory that they be put on the Wisconsin Retirement System which includes the benefits of Life and Income Continuation (disability) Insurances (ICI). The Department Head must obtain prior approval for an LTE who will be working with Jackson County over six months or with 600 or more working hours. These positions are reviewed by the Department Head and renewed each calendar year. However, this type of employee has no expectation of continued employment and may be terminated at the end of the project, funding source, renewal period or an established end date. Wages are set per the non-union wage scale.

4. Project/Program or Contract Service Employee:

The position(s) require(s) the approval of the oversight committee and are not subject to the recruitment procedures outlined in the Screening, Selection and Appointment section of this manual. All other procedures apply.

This employment category is a special class of temporary employees who are employed in instances where the position has some sort of condition such as a time limitation or funding contingency. Departments are required to secure approval for the funding of the position, prior to the approval of oversight committee. In many instances, the need for a project employee will rise out of a funding source that was unforeseen in the budget process. Employees in this category may work a regular work schedule for the duration of the project and receive other benefits of a regular employee which are required by law (such as WRS, ICI, etc.) This type of employee has no expectation of continued employment and the position ceases at the end of the project, renewal period, funding source, or an established end date. Wages are set as per approval of the oversight committee in accordance with funds/grants available.

5. Seasonal Employee:

Hired employees for an abbreviated time span to meet seasonal program needs. Departments budget for seasonal employees when it is expected that seasonal employment will be needed. Seasonal employment terminates at the end of the season or when the need no longer exists, whichever comes first. Seasonal employees have no expectation of continued employment however these employees may be rehired in subsequent seasons.

6. Intern:

Employees working for the County in the capacity of a training position for an accredited educational institution. An intern typically receives credit or formal recognition from the educational institute for work performed for the County as part of or in addition to the formal education process. Depending on the program or institution, the intern may also receive compensation for the services provided to the County, should funding exist. Wages, if any, shall be set by the oversight committee in accordance with appropriate funds/grant available. Funding for such position shall be documented and encumbered prior to approval of hiring a paid intern position.

7. Volunteer:

Time spent volunteering in the capacity an individual was hired is considered time worked by the employee. Wage and Hour laws prohibit Jackson County employees from volunteering for services to the County which could in any way be considered a part of their normal work duties or which would be duties performed by the department in which the individual is employed.

C. Employment of Minors:

Jackson County does not employ children under the age of eighteen (18) years in any circumstance.

D. Rehire:

In the event that an applicant has spent service with the County in the category of LTE, Project, Seasonal, Intern, or Volunteer such time shall not apply towards regular status full-time or part-time employment. A former employee may be considered for rehire if the separation from prior employment was under favorable conditions, appropriate notice was provided to the County and the employee left employment in good standing.

4. PROBATIONARY PERIOD

All new employees shall serve a one (1) year probationary period. One year is equivalent to 2080 (full-time) hours. In no case shall this term be shortened, however as indicated below this period may be extended with management's approval. Time spent as a casual or limited term employee shall not be applied toward the probationary period or total County service.

This period is intended to give new employees the opportunity to demonstrate their ability, to achieve satisfactory performance, and to determine whether the new employee meets the County's expectations. Jackson County uses this period to evaluate employee capabilities, work habits, employment relations skills, and overall performance. Either the employee or Jackson County may terminate the employment relationship, at will at anytime, during this period with or without cause or advance notice and with no recourse to the grievance procedure.

Jackson County offers competitive wages and benefits and in return expects above average performance from its employees. The use of the term satisfactory is not meant to imply average or mediocre but rather demonstrated superior performance commensurate with the wages and benefits accorded the position.

A. Extension of Probationary Period

If Jackson County determines that the designated introductory period does not allow for sufficient time to thoroughly evaluate the employee's performance, this period may be extended for a specified period of time, not to exceed one year. Approval of extension must come from the Department Head and Oversight Committee. Written notification of the extension must be given to the employee prior to the end of the initial one year probation.

B. Benefits During Probationary Period

During the initial probationary period, (excluding reassignments, promotions, or transfer probationary periods) new employees are eligible for those benefits that are required by law such as worker's compensation and social security. For all other benefits, please read the eligibility requirements provided for each benefit program in this policy.

C. Completion of Probationary Period

A positive performance evaluation approved by the employee's Department Head and reported to the oversight committee is necessary to promote the employee into regular status employment. An employee who does not receive his or her performance evaluation prior to their one (1) year anniversary date shall automatically be considered to have their probationary period extended until their performance evaluation is completed.

5. EMPLOYEE ORIENTATION

Upon hire County employees will receive an employee orientation by their respective department. The employee will receive a copy of the Personnel Policy, Departmental Work Rules, and a Job Description. Employees will be asked to sign and date the signature pages from the Personnel Policy, the Department Work Rules and a copy of the job description. These signed pages must be turned in to the Personnel Department within the first week of employment and will be placed in the employee's personnel file. The orientation will also include a benefits orientation given by a representative of the County's Personnel Department. Union contracts, where applicable, will be the responsibility of a union official.

A. Identification Cards

Employees are required to wear a County issued signature/photo identification badge. Badges are to be worn while on the job to identify individuals as Jackson County employees. This also identifies these individuals as having legitimate access to County offices and equipment. Wearing of identification adds an additional degree of employee safety to our workplace. Lost I.D. Badges will be replaced, within two weeks, at the employee's expense.

6. PERSONNEL RECORDS

The Personnel Department shall maintain the official files of all County employees. The files shall include the record of employment, including dates of service, positions held, salaries or wages received, employee evaluation records, written discipline notices and other information as may be deemed appropriate. The Personnel Department shall maintain a separate file of all County employees to include medical records, testing documents, employment eligibility verification I-9 documents, recruitment information and letters of reference.

A. Personnel Data Changes:

It is the responsibility of each employee to promptly notify the Personnel Department of any changes in personnel data. Maintaining correct personnel records requires that all employees promptly report any change in name, address, telephone number, marital status, or number of dependents, individuals to be contacted in the event of an emergency, etc., to the official holder of personnel records.

B. Public Inspection of Records:

The name, employment dates, class title and salary of employees are available for public inspection during regular office hours by contacting the Personnel Department. Unless otherwise prohibited by Wisconsin Statute, all other information, including employee personnel files, shall be considered confidential and shall be accessible only to those employees who utilize official records in order to perform their duties.

C. Employee Inspection of Records:

General access to personnel files is limited to the Department Head and Personnel Director. Specific access shall be granted to the Oversight Committee and Personnel Committee in cases of leave of absence and disciplinary action. Employees or a representative, designated in writing by the employee, upon written request to the Personnel Department, shall have the opportunity to inspect his/her personnel file in accordance with the Wisconsin Statutes.

D. Removal of Records from Personnel Files:

It is the practice of Jackson County to maintain documents in an employee's file for the duration of employment. Jackson County will not purge or remove documents from personnel files. In extraordinary circumstances, a negotiated settlement, a union mediation or arbitration decision may warrant other action to be taken; in this case the ruling or mediated decision may take precedence over this policy. This type of action is on mediation or arbitration case by case only and does not set past practice or precedence for any union or non-union employee. Employees who may dispute a document in their personnel file have a right to submit a statement at the time of occurrence only.

7. EMPLOYMENT REFERENCES ON BEHALF OF JACKSON COUNTY

Employees shall not, on behalf of Jackson County, reply to employment or wage verification requests or reply to reference checks that are requested from a potential employer or any outside agency. Requests for reference checks and employment verification should be forwarded to the Personnel Department and must accompany an authorization from the employee for release of information. The Personnel Department will work with the appropriate Department Head in responding to reference checks. This policy is not intended to prohibit employees from serving as a personal reference. Personal references, in this policy, are construed to mean references that do not speak to the candidates' work performance or specific service to the County, but rather the candidate's personal characteristics and personal dealings with the referring

employee. On a personal reference, the referring employee will assume all liability for the content of the reference and should speak only to the personal dealings with the perspective candidate. The County Clerk's Office (payroll and bookkeeping) will deal with employment or wage verification for finance reasons.

8. HOURS OF WORK

Regular working hours of County employees shall be Monday through Friday 8:00 a.m. to 4:30 p.m., unless directed otherwise by Union Contract, Supervisor/Department Head, Department or County Policy. Exceptions to these working hours are the Highway, Forestry and Parks, Maintenance, IT, and Law Enforcement Departments; these employees should see department work rules or union contracts for specific hours. Employees shall receive a 30 minute unpaid lunch break as near as practical to the center of the work period. A 30 minute lunch period shall be deducted from the normal eight (8) hour workday. Voluntarily forfeiting the lunch period does not constitute overtime or compensatory time accrual.

Reporting on time and continuing to work to the end of the work day is expected of all employees. Unsatisfactory attendance such as continually reporting late or leaving early may be cause for disciplinary action, including discharge. Employees who are unable to report to work on time will contact their immediate Supervisor or Department Head as soon as possible, but at least two hours prior to the start of the shift. Employees have designated buildings and work environments in which to perform their jobs. Working from home is not permitted and employees will not be compensated in any way for working at home.

9. PERSONAL APPEARANCE – DRESS CODE

An employee's appearance reflects the County's image to the public. All employees are expected to be clean and to be concerned with good personal hygiene. Moderation and good taste in dress and grooming are expected of all employees. Unkempt appearance can offset many other fine qualities and can negatively reflect the County's image. Therefore the County asks that all employees refrain from wearing clothing that is tight and/or revealing, excessive perfume, and excessive jewelry or body piercing objects that may obstruct the performance of your work or be offensive to those you serve.

A. Categories of Acceptable Dress

1. Professional:

Standard requirement when representing the agency at Court, County Board, formal presentations to collateral agencies, or other management designated days or special events. Professional attire includes business type clothing such as:

- Business suits
- Blazers and dress pants, with dress shirt and ties
- Business dresses, skirts or dress pants with blouses
- Dress shoes

General rule of thumb would be: consider professional attire as clothing you would wear to a professional interview.

2. Casual Business:

Minimum standard of dress for all employees during normal work hours. Casual business attire includes professional attire in addition to more casual clothing as follows:

- Dresses or skirt and blouse
- Neatly pressed dress pants, slacks, or capri's
- Long or short-sleeved collared or banded dress shirt or blouse
- Collared or banded polo or knit shirts
- Skorts with jacket, vest or blazer
- Casual dress shoes
- Agency sponsored attire

The following articles are not appropriate for casual business:

- Denim blue jeans, denim shorts, or denim capri's
- Leggings/stretch/stirrup, sweat pants, spandex or other tight fitting pants
- Athletic shoes, hiking boots, flip flops
- Flannel shirts or T-shirts
- Hats

3. Casual:

Attire may be worn on Fridays or as determined under special circumstances. Casual attire includes professional and casual business in addition to:

- T-shirts, sweat shirts, and denim pants if they are clean and in good repair
- Please note: If your supervisor requests you not to participate in casual Friday due to the nature of your job (court meetings, presentations or other circumstances as deemed suitable to casual business or professional dress by your supervisor) then you must follow the directive of your supervisor.

B. General Requirements

1. All clothing:

- Must be clean and in good repair; not be faded, frayed, or torn
- Must cover midriff and back, and be non-provocative

2. Clothing prohibited:

- Jogging suits and sweat pants
- Tight fitting, sheer, or revealing clothing should not be worn

3. Other items:

- Jewelry items should not be distracting, draw unnecessary attention to oneself, or interfere with one's ability to work effectively
- General rule of thumb is – if you are in doubt, assume it is inappropriate

C. Special Circumstances

Conditions of your job (such as field work, record retention activities, etc.) may allow you to deviate from the above definitions upon approval from your supervisor.

10. UNIFORMS

Uniforms are required in selected County Departments (Law Enforcement, Forestry & Parks, and Maintenance). Employees shall refer to the department work rules regarding uniform requirements and replacement of work or damaged uniforms. In cases where the clothing or uniform allowance/replacement is considered, by IRS rule, to be a taxable fringe benefit, the amount of the allowance/reimbursement will be added to the employee's taxable income through the normal payroll process and taxed accordingly.

11. EVALUATIONS

Employees shall be retained on the adequacy of their performance. Each employee's job performance shall be evaluated by the Department Head or Supervisor. Each employee's job performance shall be evaluated on the following events:

- At the end of the first six months of employment so that vacation benefits may be used
- At the end of the employee's probationary period (if the employee has a six month probationary period, this evaluation and the first six months employment evaluation may be combined)
- Each anniversary date thereafter for all non-union staff
- For Sheriff's Department and DHHS Agency, union employees should see department work rules for annual evaluation date(s)

A written performance evaluation on a format approved by the Personnel Committee shall be completed by the Department Head or immediate Supervisor with the Department Head's approval, signed by both the employee and the Department Head/Supervisor and filed in the individual's personnel file. Oversight Committees shall perform the same procedures for appointed Department Heads. An employee may add/attach a written statement or other directly relevant materials to the signed copy of the evaluation if desired due to his/her belief that information in the evaluation is not accurate or complete. If deficiencies exist, improvement plans shall be initiated by the Supervisor and employee. Employees with inadequate performance following the training period and after reasonable efforts have been made to correct it shall be transferred, demoted or discharged.

A. Annual Step Increase

Non-union employees who are eligible for a step increase during the year are required to receive an annual evaluation within 2 months prior to their anniversary date. Completed evaluations shall be forwarded to the Jackson County Personnel Department prior to the anniversary date in order that paperwork may be submitted to payroll for wage changes. Advancement along the salary scale other than the normal (1) one step advance shall have the approval of the Oversight Committee, the Personnel Committee, and the Executive and Finance Committee. Oversight Committees shall perform the same procedures for Department Heads.

12. DISCIPLINARY ACTION

Supervisory personnel shall uniformly enforce the rules and regulations of Jackson County. In all instances of disciplinary action, documentation of the date, time, and supporting evidence shall be recorded with the employee's knowledge. The degree of disciplinary action shall be tailored to the offense. The immediate Supervisor or Oversight Committee may use progressive discipline in an attempt to correct misconduct and improve job performance. However, it is not necessary that progressive discipline be used for a serious instance of misconduct, which would be more properly handled by an immediate suspension and may include termination. Progressive discipline may include the following steps:

1. Documented verbal warning
2. Written warning and/or three days suspension with or without pay
3. Written termination of employment

All documented disciplinary action will be placed in the employee's file permanently. Improved conduct may warrant the removal of documented misconduct subject to approval by management.

Jackson County endorses a safe and pleasant work environment. Therefore, we expect employees to cooperate and commit to acceptable standards of conduct. The following list, which is not intended to be all-inclusive, gives examples of specific conduct, which may warrant discipline ranging from a verbal warning to immediate discharge, depending on the seriousness of the offense in the judgment of management:

A. Conduct:

1. Unauthorized possession of weapons
2. Making false or malicious statements about an employee, supervisor, client, visitors, or others
3. Failure to maintain acceptable standards of conduct and respect for co-workers, supervisors, clients, visitors, or others
4. Behaviors that cause disturbance and/or disruption for co-workers, supervisors, citizens, visitors or others; gossiping, loitering, or engaging in unsubstantiated or non-factual discussions on work time.
5. Unacceptable attitude, disposition, or offensive and unprofessional comments or actions towards Jackson County, it's agencies, others affiliates to county government or other County employees, citizens or the general public while on County time or off County time while acting in the scope of a County related position
6. Any degree or act of dishonesty

7. Sexual harassment to any degree
8. Abuse of dress code
9. Theft, attempted theft, vandalism, sabotage, abuse or damage of County property, another employee's property, or visitor's property
10. Insubordination, noncompliance or refusal by words and/or actions to carry out the directives of a supervisor or the refusal to follow County policy and/or department work rules
11. Misuse, falsification, disclosure or removal of confidential materials; breach of confidentiality by inappropriately discussing issues concerning employees, supervisors, clients/residents, visitors, or others at any time or place
12. Provoking or participating in a physical altercation of the assault of another person on County property
13. Acceptance, solicitation, borrowing money or accepting gifts of value from clients, vendors, visitors or others; the belongings of a deceased is not to be accepted if offered to any employee, nor are any clients, or others belongings to be borrowed
14. Violation of any Federal, State or County standard that governs the agency worked under (i.e. administrative rules, state statutes, etc.)
15. Entering a County property at unauthorized times without proper permission
16. Unauthorized or improper use of facility equipment or supplies
17. Excessive personal telephone calls during work time other than emergencies; smoking or use of tobacco products in unauthorized areas
18. Posting, removal, or altering of notices, signs, or writing in any form on any bulletin board or other posting area without authorized permission
19. Failure to observe safety rules or use safety precaution devices; speeding, reckless driving or improper parking in County parking lots or elsewhere on County property; negligence or carelessness resulting in danger, damage, or loss to company property, fellow employees, clients, visitors, or others
20. Failure to report an accident or injury; failure to provide proof of illness when requested; failure to report work related injury/illness, or provide such proof when required may result in disciplinary action up to and including dismissal
21. Any other instance of improper conduct not specifically listed

B. Work Performance

1. Unsatisfactory work performance
2. Conviction of a felony as it relates to the requirements and/or essential functions of employed position
3. Physical or mental inability to perform essential work duties
4. Introduction, possession, or consumption of intoxicating beverages or controlled substances on County property, in County vehicles, on County time; or reporting to work in such a state that would impair the ability to perform your job; the use of prescription drugs while on duty in accord with the directives of a physician shall not be subject to discipline
5. Neglect, abuse, or endangerment of any employee or recipient of Jackson County
6. Failure to maintain acceptable standards of attendance (County may use national average as a comparison); excessive unauthorized absence; excessive tardiness; abuse of sick leave; failure to notify the supervisor of illness and absence prior to scheduled shift and/or keeping supervisor informed of status; habitual leaving early or returning late from meal periods and breaks; failure to obtain permission from your Supervisor before leaving your department or assigned work area
7. Starting work before or continuing to work after specified hours; failure to obtain approval for work exceeding scheduled hours
8. Failure to maintain a clean, neat and well-groomed appearance, to include failure of wearing name tag or ID badge (if applicable); failure to maintain personal hygiene
9. Failure to attend scheduled mandatory in-service, training sessions, or court
10. Sleeping during work hours; conducting personal business during work hours

11. Productivity issues, attitude problem(s) or malicious endeavors resulting in wasted time while on duty/paid County time
12. Excessive unscheduled or non-productive activities such as discussing union issues or other information not immediately relevant to the employees job description
13. Any other instance of improper work performance not listed above

13. REPRIMANDS

Reprimands may take the form of a verbal warning, written warning, suspension or termination. All reprimands shall be put in written form (including verbal warnings) on forms available from the Personnel office. In the case of a suspension, the Department Head shall indicate the length of the suspension on the reprimand form. Paid suspensions shall not exceed 30 calendar days in one calendar year without authorization of the oversight committee. Unpaid suspensions may be up to 3 days for salaried employees. Suspensions are subject to the provisions of the Fair Labors Standards Act. Suspensions may result in either full reinstatement or termination of the employee.

The Supervisor shall meet with the employee to discuss the reprimand. Both the Supervisor and employee shall sign and date the reprimand. The original reprimand shall be placed in the employee's personnel file and a copy will be given to the employee, union official (if applicable), and the employee's Supervisor.

Employees may insert a response to a reprimand either on the reprimand form, or separately. The original of the response shall be retained in the employees personnel file. A copy will be given to the employee, union official (if applicable), and the employee's Supervisor.

14. TERMINATIONS

Employees who voluntarily or involuntarily are no longer employed by Jackson County will be offered COBRA (Consolidated Omnibus Budget Reconciliation Act) insurance benefits.

A. Termination Notices/Acceptance:

Department Heads shall acknowledge all employee terminations, voluntary (resignation) and involuntary, in writing signed and dated, to the Personnel Department as soon as possible upon the notice of termination of employment relationship with Jackson County. Department Heads shall complete the Separation from Service Notification form that is required by the Personnel Department and submit it to the Personnel office with the termination notice/acceptance letter.

B. Voluntary Termination (Resignation, Retirement):

Resignation of an employee shall be accepted by the Department Head upon submission of a written notice by the employee. Supervisor or Department Heads wishing to resign or retire in good standing shall give a 30-day notice of resignation. All other employees wishing to resign or retire in good standing shall give a minimum of 2 weeks notice. The purpose of the notice is to complete final paper work, arrange for returning County work materials such as keys, tools, or any other County property and to allow planning for possible recruitment. In situations where voluntary termination has been given, the Department Head (or in case of the Department Head, the Oversight Committee) may, in their sole discretion, waive the notice period given and make the resignation effective immediately.

C. Last Day Worked:

Employees must actually work through their notice period and may not use benefited time or regularly scheduled days off (RDO) to complete their notice period or extend their last date of employment (except in cases of an emergency). Example: An employee may not retire effective July 2 and take vacation their last two weeks of employment. This creates additional liability to the County in regards to benefits.

D. Involuntary Termination:

Termination of an employee may be made upon the recommendation of the Department Head, Oversight Committee or full County Board of Supervisors. The Oversight Committee and Personnel Committee shall approve suspension of a Department Head. Final pay will be issued on the next regularly scheduled payday.

Failure to give proper notice may result in delay or denial of receiving payment for unused vacation, holiday, and sick leave benefits or final paycheck.

E. COBRA (Consolidated Omnibus Budget Reconciliation Act):

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Jackson County's health plans when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are: resignation, termination of employment, death of an employee, reduction in an employee's hours or a leave of absence, employee divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Jackson County's rates plus an administration fee. Jackson County provides each eligible employee with certified written notice describing the rights granted under COBRA when the employee or eligible dependent becomes eligible for coverage under Jackson County's health insurance plan.

It is the employee's responsibility to keep the Personnel Department up to date on information regarding current addresses, phone numbers, eligible dependents, or dependents and/or spouses who are no longer eligible to carry the County's health insurance plans.

F. Unemployment Insurance

Jackson County is self-funded and pays funds to the Department of Workforce Development-Unemployment Division to provide unemployment benefits to employees in accordance to Wisconsin Unemployment Compensation laws.

15. GRIEVANCE BY NON-UNION EMPLOYEE

The County recognizes the value of a formal grievance procedure in a sound management program. It is the County's policy to efficiently and effectively manage employee grievances by seeking a mutually acceptable solution to the matter grieved. A grievance, for the purposes of this manual, is defined as a disagreement related to conditions of employment as described in this policy. A grievance will not be considered if it is not based upon conditions of employment as described in this policy, your department work rules, or if it is based on a condition(s) or event that has not occurred.

A. Grievance Process:

The Personnel Department shall be notified upon the filing of a grievance and kept apprised of all phases throughout the process. The party who fails to appeal a grievance in the stipulations set forth below shall be deemed a settlement and waiver of the grievance. However, if it is impossible to comply with the time limits specified in the procedure, these time limits may be extended by mutual consent of both parties in writing. Any grievance shall be considered settled at the completion of any step in the procedure if all parties concerned are mutually satisfied. Grievances shall be pursued in accordance with the following steps and time limits:

STEP 1: Grievant(s) and Supervisor/Department Head

Grievance forms may be obtained in the Jackson County Personnel Department. Forms must be completely filled out and returned to the Supervisor/Department Head. An employee with a grievance shall discuss and attempt to resolve the matter with the immediate Supervisor/Department Head within 10 working days after the employee knew or should have known the cause of the grievance. In the event of a grievance over an assignment, the employee should perform the task(s) unless there is a

question of safety where immediate injury is a concern. The Supervisor/Department Head will issue a written decision of Step 1 to the grievant(s) within 10 working days from the discussion/meeting with the grievant(s). If the written decision of Step 1 does not satisfactorily resolve the grievance, the employee may submit the written grievance and Supervisor/Department Head response to the Oversight Committee within 10 days of the written decision by the Supervisor/Department Head.

STEP 2: Grievant(s) and Oversight Committee

The Oversight Committee will discuss and attempt to settle the grievance with the grievant(s). The Oversight Committee shall issue a written decision of Step 2 to the grievant(s) within 10 working days from the Step 2 discussion/meeting. Department Heads shall fill out a grievance form and start at Step 2 with their Oversight Committee.

STEP 3: Grievant(s) and Personnel Committee

If the grievance has not been resolved in Step 2 by discussion with the Oversight Committee, the grievant(s) may appeal to the Personnel Committee in writing within 10 days after the written decision from the Oversight Committee in Step 2. The Personnel Committee will hear the grievance by both parties at their first regularly scheduled meeting in an attempt to render a mutually acceptable solution to the matter grieved. A response to both the grievant(s) and the Oversight Committee will be given within 30 days after this meeting. The Personnel Committee's decision is final and binding.

16. PUBLIC RELATIONS

It is the duty of every County employee to deal courteously with the public. Favorable impressions created by courteous public relations develop citizen goodwill and support for the employee, their department and the County as a whole. Any disposition or demeanor indicating an attitude of discourtesy toward the public will be cause for disciplinary action or dismissal.

17. MEMBERSHIP IN LOCAL, STATE, OR NATIONAL ORGANIZATIONS

Memberships to local, state, or national organization are encouraged and may be reimbursed by the County, provided it is approved by the Department Head (in case of Department Heads, the Oversight Committee) and has been, or will be, budgeted for.

4.03 WAGES AND PAYROLL

1. PAYROLL AND PAY PERIODS

All employees are paid via ACH (Automated Clearing House) Direct Deposit on a biweekly basis. Each pay-stub will include earnings for all work performed through the end of the previous payroll period. The payroll period runs from Saturday to the second following Friday. Normally, payroll will be distributed every other Friday. However, in the event that a regularly scheduled payday falls on an ACH banking holiday, employees will receive pay on the day prior to the regularly scheduled payday.

Employees are to notify the Personnel office immediately of changes in address, marital status, and number of dependents for tax deduction purposes and are to report any errors or questions regarding pay to the Payroll Department in the County Clerk's office. Any necessary adjustments or corrections will be made on the subsequent payroll to the payroll in question.

A. Pay Deductions

The law requires that Jackson County make certain deductions from every employee's earnings. Among these are applicable Federal and State income taxes as well as Social Security and Medicare taxes. Jackson County matches the amount of Social Security and Medicare taxes paid by each employee. Jackson County offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay to cover the cost of participation in these programs. The pay-stub serves as the regular statement of earnings and deductions.

B. Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and State laws require Jackson County to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is the time actually spent on the job performing assigned duties. All employees, including exempt employees, must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. Employees must also record the beginning and ending time of any split shift or departure from work for personal reasons. The Supervisor will review and sign the time record before submitting it for payroll processing. Altering, falsifying, or tampering with time records may result in disciplinary action up to and including termination of employment.

C. Overtime and Compensatory Time

Employees are paid based on a regular workweek as defined in their position description, County policy, union contract or work rule(s). Overtime work must be approved before it is performed. The County may direct an employee to work overtime as long as it is efficient and economical. Compensatory time may be used in one-hundredth hour increments.

1. Non-Union FLSA Exempt Employees (Non-Union Salaried Staff):

Overtime for FLSA exempt employees is not an entitlement, a benefit, or a vested right. Employees under this classification shall be eligible to accrue compensatory time when benefits used and hours worked total more than their normal number of hours per day or 40 hours in a week. Compensatory time for employees under this classification is at straight time and may accrue up to a maximum of 40 hours at any time during the year. Once this maximum is exceeded, excess hours are forfeited down to the 40 hours. Employees and Department Heads/Supervisors shall arrange for the use of compensatory time as soon as possible without unduly disrupting department operations or endangering public health, safety or property.

2. Non-Union FLSA Non-Exempt Employees (Non-Union Hourly Staff):

Employees under this classification shall be eligible for overtime pay or compensatory time when they work more than their normal number of hours per day or 40 hours in a week. Overtime and compensatory time for employees under this classification is paid at time and one half and may

accrue to a maximum of 40 hours at any time during the year. Once this maximum is reached, any overtime hours are paid at time and one half. Employees shall arrange for the use of compensatory time as soon as possible without unduly disrupting department operations or endangering public health, safety or property. NOTE: Benefited time used during a day is not used to calculate overtime for that day. (Meaning, an employee must first work the normal number of daily hours, without using any benefited time, before being eligible for overtime compensation for that day).

3. Non-Union Less than Full-Time Employees

Employees in any classification less than full-time shall be eligible for overtime pay when they work more than 40 hours in a week. There is no compensatory time accrual.

D. State of Emergency Overtime

In a state of emergency declared by the Governor of Wisconsin, and/or President of the United States and/or County Board Chair exempt employees will receive payment at their hourly rate for hours worked in excess of 40 hours in a week.

E. Grants and Overtime for Exempt Non-Union Staff

In the case of grants which specifically call for the payment of overtime and do not permit the payment of compensatory time, exempt, non-union employees may perform work under the grant program and receive overtime pay but only if represented employees have refused the eligible work. The grant must pay 100% of salary and monetary benefits that increase due to the overtime. Authorization shall be given by the Department Head or the Oversight Committee when appropriate.

F. Wages

Employees shall be compensated according to the pay scale in which their position is classified.

2. NON-PAY STATUS (TIME OFF WITHOUT PAY)

All employees are required to work the schedule as specified herein or by their union contract.

Employees who are not at work or request time off and are not eligible for Military Leave, a Leave of Absence, FMLA (Family Medical Leave Act), or other accrued benefits are considered to be in "Out of Pay Status" (time off without pay). Time off without pay for any reason including disciplinary suspension, etc., shall result in the employee being responsible to pay proportional insurance premium benefits. The Jackson County Payroll Department will make this calculation and contact the employee for arrangement of premium payment. Time off resulting in "out of pay status" is subject to disciplinary action.

4.04 BENEFIT POLICIES

1. INSURANCE BENEFITS

Employees of Jackson County are provided with several types of insurance benefits. These benefits include: Health Insurance, Dental Insurance, Life Insurance, Income Continuation Insurance (Disability), and Section 125 Flexible Spending Plan. Benefit programs may require contributions from the employee.

A. Health & Dental Insurance

Jackson County's health insurance plan provides regular full and part-time employees, and their dependents, access to medical and dental insurance benefits. Annual open enrollment for insurance benefits is conducted in the fall of each year. Notification is sent out prior to the enrollment date. Complete details of the health and dental insurance plans can be obtained from the Personnel Department.

1. Eligible Full-Time Employees

Jackson County contributes a portion of the health insurance premiums for eligible full-time employees as determined annually by the County Board of Supervisors. The contribution for eligible part-time employees is dependent upon the number of hours worked. Jackson County contributes a portion of the dental insurance premiums for eligible full-time employees as determined annually by the County Board of Supervisors.

2. Eligible Part-Time Employees

The contribution for eligible part-time employees is pro-rated as designated in the position description.

3. Retired Employees Insurance Benefits

Eligible employees may be entitled to continue the County's selected insurance plan as determined by the Insurance (Executive and Finance) Committee. If an employee has at least ten (10) years of service with Jackson County on the date of retirement, the employee may be eligible for retiree coverage for his/her self and any eligible dependents.

To elect retiree coverage an employee must be between the ages of 55 and 65. Retiree coverage will continue for a maximum of five (5) consecutive years. At that time coverage will end for the retiree and any dependents of the retiree. When retiree coverage ends, COBRA Continuation will be offered to any eligible person.

B. Life Insurance

Employees that are eligible to participate in Wisconsin Retirement System are eligible to participate in the life insurance plan after six months of qualifying service. Employees who have had prior service with Wisconsin Retirement may be eligible for benefits earlier than six months. Jackson County provides a Basic Life Insurance Policy at no cost to eligible employees. Additional, supplemental, and/or dependent life insurance coverage may also be purchased at the employee's expense. Details of this benefit plan including benefit amounts, when they are payable, limitations, restrictions, and other exclusions may be obtained at the Personnel Office.

In the event Jackson County approves an additional life insurance plan, employees may select to participate as outlined in the selected company's life insurance plan document.

These forms are available at the Personnel Department.

C. Income Continuation Insurance (ICI) – (Disability)

Jackson County provides short and long-term disability benefits to eligible employees who are unable to work because of a qualifying disability due to an injury or illness. Employees eligible to participate

in the Wisconsin Retirement System are eligible to participate in the ICI plan after six (6) months of qualifying service. Employees who have had prior service with Wisconsin Retirement may be eligible for benefits earlier than six months. The County pays the entire premium for a basic policy providing benefits after a 180-day period of disability. Employees may contribute additional premiums that shorten the disability period to as little as 30 days.

Details of the ICI benefit plan including benefit amounts, when they are payable, limitations, restrictions, and other exclusions may be obtained at the Personnel Office.

D. Section 125 (Flex) Plan

Section 125 Plan, also known as a Flex Plan or Cafeteria Plan, allows eligible employees to contribute pre-tax salary or wages for premiums for Jackson County health and dental insurance plans and/or as a reimbursement account for qualifying medical and child-care expenses. Employees contribute pre-tax earnings to a reimbursement account through payroll deductions. The amount of individual contributions is outlined in the plan document. A copy of the document may be obtained in County Clerk's office. Funds that are not reimbursed are forfeited. The election for payroll deduction is irrevocable for that year. An employee who terminates employment having received reimbursement in excess of his/her contribution is liable to the County for any overpayment that has been received. Applications for reimbursement should be made directly from the County Clerk's office using the form provided in the employee guide to the plan. Claims must be received within 60 days of the end of the calendar year to qualify for reimbursement.

E. Workers Compensation and Safety

It is the policy of Jackson County to provide all employees with a clean, safe, and healthy working environment. In return, employees are expected to, and are responsible for keeping their work areas as clean and orderly as possible. All employees are subject to follow safety rules of the County and as specifically directed in individual department work rules.

All employees are covered under the Wisconsin Workers Compensation Laws and are applicable for coverage under Jackson County's Workers Compensation carrier for work related illness or injury. Any accident or injury, no matter how slight, must be reported to the employee's Supervisor at once so proper medical attention can be obtained and hazardous conditions corrected. The ill/injured employee and immediate Supervisor shall fill out the proper Workers Compensation forms. For a booklet explaining the employees rights and responsibilities of Workers Compensation, please contact the Personnel Department. Employees who choose to consistently neglect or refuse to follow safety rules of the County will be subject to disciplinary action.

1. Workers Compensation: Benefits and Leave Carryover

An employee who is unable to use vacation or personal holiday time prior to the end of the year as a result of being off work for a Workers Compensation claim shall be entitled to carry over leave greater than the amount allowed per the applicable Collective Bargaining Agreement or the Personnel Policy.

If an employee has received monies from a Workers Compensation claim and it is later determined that the injury was not eligible for Workers Compensation, the employee will forfeit pro-rata benefits for the amount the employee received for lost time under the Workers Compensation claim.

2. DEFERRED COMPENSATION

The Internal Revenue Code allows public sector employees to defer a portion of their pre-tax income into an investment account called Deferred Compensation. This is a voluntary program which allows employees to take income out of their current earnings and set it aside to provide additional retirement income. The income that employees choose to defer is before tax dollars (pre-tax) and the investments

accumulate earnings without current income tax. Employees pay no Federal or State income taxes on the deferred income and earnings until the funds are withdrawn from the account, usually at retirement. Further information regarding Deferred Compensation may be obtained at the Personnel Office.

3. WISCONSIN RETIREMENT SYSTEM PROGRAM

As a public employer, the County must participate in the Wisconsin Retirement System. Each eligible employee is automatically covered by the Wisconsin Retirement System from the first day of employment in a qualifying position.

The retirement plan consists of two parts; the employee portion and the employer portion. Jackson County pays 100% of the employer portion for all eligible employees. For eligible full-time employees, the County also pays 100% of the employee portion. Part-time and other qualifying employees pay a percentage of their gross income (the employee portion) to Wisconsin Retirement System. It is recommended that employee's contact the Wisconsin Retirement System at least six (6) months in advance of an anticipated retirement date.

4. VACATION

Vacation time off is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Vacation time is allotted on the calendar year of January 1 – December 31. Probationary, regular part-time and full-time employees are entitled to accrue vacation benefits. Regular part-time employees accrue pro-rated benefits based upon hours worked. The following scale represents the non-union vacation schedule

<u>Years</u>	<u>Days</u>	<u>Hours</u>
1 to 6 years	(15 days)	120 hours
7 to 19 years	(20 days)	160 hours
20 years and up	(25 days)	200 hours

Employees earn vacation on their first day of employment. However, before vacation time can be used, a waiting period of six (6) months must be completed and the employee must have received a favorable six (6) month employee evaluation given by the Supervisor/Department Head with approval by the governing committee. After the six (6) month evaluation, employees may request use of earned vacation time including the accrued amount during the waiting period.

A. Use of Vacation Benefits

Paid vacation time may be used in ¼ (quarter) hour increments. To take vacation, employees must request advance approval from their Supervisor. Requests will be reviewed based upon a number of factors including business needs and staffing requirements. Vacation time off is paid at the employee's base rate at the time of vacation. It does not include overtime, shift differentials, or any special forms of compensation. Vacation time off is not to be used to calculate overtime or compensatory time accrual on a daily basis. In the event that available vacation is not used by the end of the benefit year, employees may carry up to 240 hours of unused time forward to the next benefit year. Department Heads must notify the chair or member of the oversight committee of more than 10 (ten) consecutive working days of vacation.

B. Termination of Vacation Benefits

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work, provided the employee has given appropriate notice of voluntary termination.

Payroll credits vacation time for non-union employees at the beginning of each calendar year before the vacation leave is actually earned. If an employee terminates employment, having taken unearned vacation time, the employee will be liable to Jackson County for repayment of used but unearned vacation time.

5. HOLIDAY COMPENSATION

Regular full-time and part-time employees will be granted time off on all authorized holidays. To receive holiday compensation an employee must have worked his/her entire shift, or be in pay status, the regular working day before and the regular working day after the observed holiday. The following authorized holidays are observed (please see department work rules for specific holidays/personal days for the Law Enforcement Agency):

New Years Day – January 1st	Thanksgiving – Fourth Thursday in November
Spring Holiday – (Friday Before Easter)	Day After Thanksgiving
Memorial Day – Last Monday in May	Christmas Eve – December 24
Independence Day – July 4th	Christmas Day – December 25
Labor Day – First Monday in September	(1) Personal Holiday

A. Holiday Compensation

Holidays, including personal holiday, are defined as 8 hours of paid time off regardless of work schedule for full-time employees.

1. Non-exempt, hourly paid, benefited full-time and part-time employees scheduled to work on holidays shall receive time and (1/2) one half pay.
2. County holidays which occur during an employee's paid absence (vacation, sick time) will be recorded and reimbursed as holiday pay.
3. Exempt employees do not receive additional compensation for working holidays but may be eligible for compensatory time at the discretion of the Department Head or Oversight Committee.
4. Project/program, seasonal, temporary and limited term employees of the County will not receive time and (1/2) one half pay for working a holiday.
5. Paid time off for holidays and vacation will not be counted as hours worked for the purposes of determining overtime on a daily basis.
6. When a holiday falls on Saturday, it shall be observed on the preceding Friday. When a holiday falls on Sunday, the following Monday shall be observed. When Christmas Eve falls on a Friday then the preceding Thursday is observed. When Christmas Eve falls on Sunday then the preceding Friday is observed.
7. Regular part-time employees receive pro-rated benefits based upon position description.

B. Personal Holiday Provisions

Eligible employees will receive one (1) Personal Holiday each year. This holiday must be scheduled with the prior approval of the employee's Supervisor. Personal Holidays must be taken in minimum of half (1/2) day increments. An employee who changes from part-time to full-time status is not entitled to additional Personal Holiday hours if the Personal Holiday has already been used. Personal Holidays that are not used during the calendar year are forfeited.

4.05 LEAVE POLICIES

1. SICK LEAVE

Sick leave may only be used for, and is defined as, absence due to an illness, disability, or preventative care (such as doctor's appointments) of the employee or family member. Definition of employee or family member consists of the following: the employee's child, spouse, or parent. Parent does not mean "in law" but does mean an individual who stands or stood in loco parentis (day to day responsibilities as well as financial support) to an employee when the employee was a child. Child means a biological, adopted, foster child, stepchild or legal ward of the court.

Departments may establish usage standards that are applicable to their departmental needs. Failure to comply with such standards may result in disciplinary action.

Regular full-time employees shall accrue 3.7 hours per pay period to a maximum of 96 hours per year (which equates to one 8 hour work day per month) which may be accumulated to 720 hours. Part-time employees shall accrue sick leave on a pro-rated basis according to the number of hours worked.

Other policies regarding sick leave are as follows:

- a. Employees shall not be eligible for sick leave in excess of the sick time actually earned.
- b. To qualify for authorized sick leave when there is an illness, the employee must call his/her Supervisor at least one (1) hour prior to the start of the work shift; sooner if possible. If an employee is going to be late due to medical circumstance, he/she must call the Supervisor immediately.
- c. It is the employee's responsibility for obtaining the Supervisor/Department Head authorization.
- d. After three (3) consecutive work days of illness, the employee may be required to provide to his/her Supervisor a physician statement for proof of illness, although the Supervisor has the prerogative to request proof of illness from the employee at any time.
- e. After absence in excess of three (3) consecutive work days for medical reasons, a written return-to-work permit by the physician may be required before returning to work.
- f. Absence beyond three consecutive work days may require you to apply for a leave of absence from your department.
- g. Any communicable disease must be reported to the Supervisor immediately. The Supervisor may require a return-to-work permit from the employee's physician. If the employee's immediate Supervisor feels the employee is unfit or unable to perform the functions of his/her position or if the Supervisor feels the ill/injured employee may be threatening the health or safety of other employees in the department, the Supervisor may direct the employee to go home until the employee is fit to return to work.
- h. Vacation or accrued benefits may be used as an extension of sick leave and must be approved by the Supervisor. A physician's statement must be submitted indicating the anticipated length of time of the illness.
- i. In all cases, FMLA should be considered, if employee is eligible, in order to provide the employee with the full benefits of the law. Jackson County has the right to charge applicable time to FMLA.
- j. Any excess of accumulation of sick leave over the maximum of 720 hours at the end of any calendar year will be compensated for at the rate of 50% during the second pay period in the following year. After the payout in excess of 720 hours the employee will begin the year with an accumulation of 720 hours. An annual record of sick leave earned and used shall be kept and will be available to employees on request.
- k. In the event that an employee shall terminate employment, such employee will be eligible to receive his/her regular rate of pay for any unused sick leave up to 280 hours provided such employee shall have worked for the County 10 years or more. Sick leave pay will be subject to all applicable payroll deductions and will be paid as soon as practical through then normal payroll procedures. Employees who are involuntary terminated by the County shall not receive any

unused sick leave. Pay-out of sick leave is contingent on the employee giving proper notice of resignation and fulfilling the obligation of working throughout that notice period.

- l. Sick leave taken is not used in calculating overtime on a daily basis.
- m. Sick leave may be used in quarter hour increments.

2. CHARITABLE DONATION

An employee may donate one day of vacation with one day of sick leave (1:1 ratio – example five (5) days of vacation matched with five (5) days of sick leave) to fellow employees who have exhausted all of their own accumulated benefits. A monetary value will be placed on the hours donated based upon the donor's current rate of pay; the monetary value will then be converted into donated hours based on the recipient's current rate of pay.

3. LEAVE OF ABSENCE

Accumulation of benefited time does not entitle an employee time off without proper pre-authorization and documentation. An employee on any type of absence from the County for illness, injury, recovery or other type of personal and/or medical issue must be on a designated County leave with proper pre-authorization and documentation.

An employee may be granted a Leave of Absence with or without pay only under the following circumstances:

- a. Extended personal illness or injury after FMLA has been exhausted; or personal illness or injury which is not covered under FMLA
- b. Extreme personal emergencies such as death or critical illness in the immediate family (mother, father, brother, sister, spouse, child, mother-in-law, father-in-law) which is not covered under Funeral Leave or FMLA
- c. Physical or mental inability to perform the functions of your job: Jackson County reserves the right to require an employee to take a leave of absence if, in the County's opinion, the employee is unable physically or mentally to perform his/her job duties as described in the job description. Fitness for duty from a health care provider may be requested by management.

- I. Jackson County reserves the right to require an employee to undergo an examination (physical and/or mental) which would determine the ability of an employee to perform the essential functions of his/her position. Such examinations would be at no cost to the employee.

A. Policies Regarding Leaves of Absence

1. An employee may be considered for a leave only if the employee intends to return to work upon conclusion of the leave.
2. All requests for leave of absence must be made in writing to, and approved by, the employee's Department Head and the Personnel Department. In case of a Department Head requesting a leave of absence, the Oversight Committee must approve such leave. All requests must be made as soon as foreseeable. The purpose and duration of the leave must be indicated on the leave of absence form.
3. A leave of absence may be granted for a period of up to and including six (6) months. In certain cases, a leave may be granted for a longer period of time upon recommendation by the Department Head and approval by the Oversight Committee. The granting of a leave and the duration of the leave will depend upon consideration of circumstances, the length of service, and the operational requirements of the facility.
4. No leave of absence will be granted to any employee for the purpose of seeking or engaging in other employment. Any employee violating this policy shall be subject to immediate termination.
5. A physician's certificate may be required from the employee for: (a) the initial request for the leave, (b) every month to substantiate the need for continuing the leave, and (c) one week prior to returning to work, stating the employee can safely perform the essential functions of his/her job.

6. At any point during a personal leave of absence that it is determined that the employee is not going to return to work, the County may deem the employment relationship terminated and all applicable payouts will be made.
7. Vacation and sick leave will be earned if the employee is in pay status at any time during regular pay periods. Holiday pay will be paid if the employee is in pay status immediately before and immediately after the holiday.
8. Benefits shall not be accrued during a leave of absence without pay. No payment will be made to the employee during the leave period. The employee shall be entitled to the benefits earned prior to the leave of absence after returning to his/her regularly scheduled employment. The employee shall retain the same pay grade upon return however the anniversary date will be adjusted according to the period for which no benefits accrued.
9. Insurance premiums owed will be computed on a daily or hourly basis. Jackson County will pay its share of health/dental insurance premiums for an employee in pay status each day of the leave providing the employee pay his/her share. An employee not in pay status will be required to pay the full cost of any insurance premiums for any time not in pay status during the leave period. Failure to do so will result in immediate termination of coverage. For information regarding when payment would be due, please contact the payroll department.

B. Return to Work after Leave of Absence

1. An employee who fails to return to work at the end of the established leave of absence shall be considered as having voluntarily terminated employment with Jackson County.
2. Jackson County does not guarantee an employee's former position will be held upon return from a personal leave of absence unless it is considered Family and Medical Leave (FMLA).

4. CIVIC LEAVE

Jackson County encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees must show the jury duty summons to their supervisor as soon as possible so the supervisor can make arrangements to accommodate their absence. Employees are expected to report to work any hours that are not spent on jury duty. Hours not actually spent in the performance of jury duty will not be reimbursed.

Compensation: Employees will be paid their regular rate of pay during time spent on jury duty but then must forfeit the amount paid by the court in exchange for maintaining their normal pay during the time they were absent from work to serve. Upon receipt of the compensation from the court, the employee shall submit payment in the amount of his/her jury duty check (less any mileage reimbursement) to the payroll department. No employee will be paid for more than one shift per day of jury duty. Employees will not be eligible to calculate overtime using time spent on jury duty. P.M. Shift: If the employee is scheduled for jury duty and has completed jury duty prior to the start of the shift, employee is expected to report to work as scheduled. If the employee is scheduled for jury duty and this duty is not completed prior to the start of the shift, employee will be paid for the portion of the p.m. shift missed. Night Shift: If employee is scheduled for jury duty, the shift prior to the scheduled jury duty date is paid to allow for adequate rest time.

5. FUNERAL LEAVE

Regular full-time employees shall be granted three (3) consecutive work days paid leave in the event of the death of the employee's spouse.

Regular full-time employees shall be granted three (3) consecutive days paid leave in the event of the death of the employee's children, parents, brother or sister and one (1) day paid leave in the event of the death of an employee's grandparents, grandchildren, mother-in-law or father-in-law. Regular part-time employees receiving fractional benefits will be granted pro-rated funeral leave in accordance to the number of hours worked.

6. MILITARY LEAVE OF ABSENCE

A military leave of absence will be granted to employees who are absent from work because of service in the US Uniformed Services in accordance with the Uniformed Services Employment and Re-employment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Upon presentation of satisfactory military pay verification data, employees receiving leave for an annual two (2) week tour shall be paid the difference between their military pay and the pay they would have normally earned had they worked for the County.

An employee drafted or ordered into military service shall be entitled to return to his former job at the current rate of pay with no loss of seniority and benefits, providing such employee returns to work within 90 days of discharge from mandatory service. Seniority shall accrue while in the service on active duty.

Continuation of health insurance benefits is available as required by USERRA based on length of leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. Employees may be granted time off without pay to satisfy daily/weekend trainings and tours of duty. However, if an employee is not in pay status they may be responsible for paying their portion of benefits. In addition, while not in pay status, vacation and sick leave accruals will be adjusted according to the hours worked in that pay period.

7. FAMILY AND MEDICAL LEAVE (FMLA – WFMLA)

THE FAMILY AND MEDICAL LEAVE ACT OF 1993:

The U.S. Department of Labor’s Employment Standards Administration, Wage and Hour Division, administers and enforces the Family and Medical Leave Act (FMLA) for all private, state and local government employees, and some federal employees.

FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons.

Jackson County uses a rolling 12-month period prior to the commencement of leave as the 12-month period.

The law contains provisions on employer coverage, employee eligibility for the law’s benefits, entitlement to leave, maintenance of health benefits during leave, job restoration after leave, notice and certification of the need for FMLA leave and protection for employees who request or take FMLA leave. The law also requires employers to keep certain records.

A. Employer Coverage

FMLA includes public agencies, including state, local and federal employers, local education agencies (schools) and private-sector employers who are eligible.

B. Employee Eligibility

To be eligible for FMLA benefits, an employee must:

1. Work for a covered employer
2. Have worked for the employer for a total of 12 months*
3. Have worked at least 1,250 hours over the previous 12 months* and
4. Work at a location in the United States or in any territory or possession of the United States where at least 50 employees are employed by the employer within 75 miles

* Call the Personnel Department for special rules for returning reservists under USERRA or your rights under specific Wisconsin FMLA Laws.

C. Leave Entitlement

A covered employer must grant an eligible employee up to a total of 12 work weeks of unpaid leave during any 12-month period for one or more of the following reasons:

- For the birth and care of the newborn child of the employee
- For placement with the employee of a son or daughter for adoption or foster care
- To care for an immediate family member (spouse, child, or parent) with a serious health condition or
- To take medical leave when the employee is unable to work because of a serious health condition

Jackson County requires a 30-day notice unless an unforeseen event occurs that requires FMLA leave. In emergency situations, please notify the Personnel Department as soon as possible.

The Family Medical Leave Act represents both federal and state levels. You have a right under the Federal Family Medical Leave Act (FMLA) to take up to 12 weeks of unpaid leave in a 12 month period for the reasons listed on the Request for Leave form. Under the Wisconsin Family Medical Leave Act (WFMLA), you are entitled to take up to 6 weeks of leave in a calendar year for birth or adoption of a child and up to 2 weeks of leave to care for your own serious health condition or a family member's serious health condition. These leaves will run concurrently.

Spouses employed by the same employer are jointly entitled to a combined total of 12 work-weeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care and to take care of a family member who has a serious health condition.

Under some circumstances, employees may take FMLA leave intermittently – which means taking leave in blocks of time or by reducing their normal weekly or daily work schedule.

- If FMLA leave is for birth and care or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval.
- FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member or because the employee is seriously ill and unable to work.

When intermittent leave is needed to care for an immediate family member or the employee's own illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the employer's operation.

Also, subject to certain conditions, employees or employers may choose to use accrued paid leave (such as sick or vacation leave) to cover some or all of the FMLA leave. The employer is responsible for designating if an employee's use of paid leave counts as FMLA leave based on information from the employee.

“Serious health condition” means illness, injury, impairment, or physical or mental condition that involves either any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; or continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:

- A health condition (including treatment therefore, or recovery there from) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also includes:
 - Treatment two or more times by/or under the supervision of a health care provider; or
 - One treatment by a health care provider with a continuing regimen of treatment; or
- Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or

- A chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; or
- A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or
- Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

“Health Care Provider” means:

- Doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctors practice; or
- Podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by x-ray to exist) authorized to practice, and performing within the scope of their practice, under state law; or
- Nurse practitioners, nurse-midwives and clinical social workers authorized to practice, and performing within the scope of their practice, as defined under state law; or
- Christian Science practitioners listed with the First Church of Christ Scientist in Boston, Massachusetts; or
- Any health care provider recognized by the employer or the employer's group health plan benefits manager.

D. Maintenance of Health Benefits

A covered employer is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. In some instances, the employer may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

E. Job Restoration

Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. In addition, an employee's use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave, nor be counted against the employee under a “no fault” attendance policy.

Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, an employer may refuse to reinstate certain highly-paid “key” employees after using FMLA leave during which health coverage was maintained. A “key” employee is a salaried “eligible” employee who is among the highest paid ten percent of employees within 75 miles of the work site.

To the extent required by law, the employee will be reinstated to the same position or an equivalent position with the same pay, benefits, and terms and conditions of employment on return from leave. If the employee does not return to work following family/medical leave for a reason other than:

- The continuation, recurrence, or onset of a serious health condition which entitled you to leave; or
- Other circumstances beyond your control, the employee may be required to reimburse the County for health insurance premiums paid on the employee's behalf during your leave.

F. Notice and Certification

Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. Employers may also require employees to provide:

- Medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member
- Second or third medical opinions (at the employer's expense) and periodic recertification
- Periodic reports during FMLA leave regarding the employee's status and intent to return to work

G. Unlawful Acts

It is unlawful for any employer to interfere with, restrain or deny the exercise of any right provided by FMLA. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice or because of involvement in any proceeding related to FMLA.

H. Enforcement

The Wage and Hour Division investigate complaints. If violations cannot be satisfactorily resolved, the U.S. Department of Labor may bring action in court to compel compliance. Individuals may also bring private civil action against an employer for violations.

I. Other Provisions

Salaried executive, administrative, and professional employees of covered employers who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under Regulations, 29 CFR Part 541, do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exception to the "salary basis" requirements for FLSA's exemption extends only to "eligible" employees use of leave required by FMLA. The FMLA does not affect any other federal or state law which prohibits discrimination, nor supersede any state or local law which provides greater family or medical leave protection. Nor does it affect an employer's obligation to provide greater leave rights under a collective bargaining agreement or employment benefit plan.

J. Further Information

THIS FMLA INFORMATION IS NOT INTENDED TO BE ALL-INCLUSIVE. For more information, please contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor. U.S. Department of Labor 1-866-4-USWAGE, TTY: 1-877-889-5627 – Frances Perkins Building – 200 Constitution Avenue, NW – Washington, DC 20210.

Jackson County policies are enforced when FMLA and/or WFMLA time expires.

4.06 COUNTY POLICIES AND PROGRAMS

1. PRIVACY POLICY

Employees shall have no right to privacy for all activities occurring on or in Jackson County owned property. All Jackson County property includes, but is not limited to: lockers, desks, phones, cell phones, chests, closets, vehicles, computers, computer systems and networks, and other electronic forms of data. All Jackson County property is subject to inspection, review or examination by authorized Jackson County Personnel at any time for any reasons and without advance notice. Employees must provide passwords, keys and/or lock combinations to designated Management Personnel upon request. Employees are prohibited from encrypting any data without explicit permission from authorized Jackson County Management Personnel.

2. NO SOLICITATION – NO DISTRIBUTION – NO OUTSIDE BUSINESS

It is Jackson County’s policy that there shall be no solicitation during working time. Work time is for work. All employees should accomplish their work and not interfere with other employees trying to perform their work. No employee may engage in solicitation, nor may any employee willingly accept solicitation on behalf of any club, society, religious organization, political party, labor union or similar association, or for any other purpose, during actual working time of either the solicitor or the person being solicited. “Actual working time” means the time in which an employee is required to be performing work duties; working time does not include the time before the employee’s scheduled work day begins, the time after the employee’s scheduled work day ends or the employee’s break or lunch period.

3. POLITICAL ACTIVITY

Every employee has the right to freely express his/her views as a citizen and to cast his/her vote. No employee is precluded from seeking or becoming a candidate for political office. Jackson County prohibits the following in regard to seeking public office; activity that:

- a. Affects normal working hours
- b. Affects normal work duties
- c. Directly or indirectly involves coercing any person to withhold or contribute monetary or other types of assistance
- d. Involves the use of County property

Failure to comply with the above will result in immediate disciplinary action by the Personnel Committee. An employee who is running for public office may request a Leave of Absence from his/her governing committee of up to six months or until the election is held.

4. TRAVEL

Employees in Jackson County may be required to have and maintain a valid Wisconsin driver’s license as a condition of employment as outlined in a job description. Employees who are required to hold such license are responsible for notifying the Department Head and Oversight Committee of any driving violations which occur that prohibit maintaining a current/valid driver’s license. Failure to do so may result in disciplinary action.

A. Transportation Liability Coverage

Employees who use their own vehicle during the standard workday while conducting County business, for which they will receive mileage reimbursement, are responsible for showing proof of automobile liability coverage consistent with the coverage outlined by Wisconsin Statutes. Said employees shall possess current auto liability insurance and will provide the County Personnel Department with either a “Certificate of Insurance” which is available from their insurance agent or a copy of the “Declarations” page of the policy which shows the period of coverage and coverage amounts. The minimum acceptable coverage is \$100,000 per person and \$300,000 per accident for bodily injury and \$100,000 for property damage. These certificates or copies must be updated with each change and renewal of the policy. Personnel who do not comply will not receive mileage

reimbursement until proof of insurability is provided. Such employees may be subject to disciplinary action. Jackson County insurance is secondary insurance only. Employees using personal automobiles for County Business will be required to utilize their own insurance as primary insurance coverage.

B. Travel Time

Time spent in travel by hourly, non-exempt employees who are required to travel (other than between their residence and their normal work site) shall count as work time. However, the equivalent of time expended by the employee in traveling between his/her residence and normal worksite will be deducted from such time. To qualify as "required", such travel must be mandated and pre-authorized by the employee's Supervisor. Travel time must also equate reasonably with distance by the most direct route. Workdays spent apart from the normal work place by non-exempt personnel shall be compensated for at no more than eight (8) hours per day unless such days apart are required by management and an agenda or other proof of hours worked in excess of eight (8) hours is provided. Exempt personnel shall receive no compensation for hours in excess of eight except that they may accumulate compensatory time off on an hour for hour basis.

C. Mileage Reimbursement

Whenever four or fewer persons attend the same training/seminar mileage reimbursement shall be restricted to one vehicle. When more than four persons attend the same training/seminar employees must first request use of the County vehicle. If the County vehicle is not available, mileage reimbursement shall be allotted using the same "persons per vehicle" ratio unless otherwise approved by that department's Oversight Committee. Employees shall receive a mileage allowance as set by the County Board via County Board Resolution, when they are required to use their own car while conducting County Business. The current policy establishes the mileage rate at \$0.40 (cents) per mile or the federal rate whichever is lower, effective January 1, 2008 which is subject to change.

D. Meal Allowance

Employees may receive reimbursement for meals when on official business outside of the County. Daily meal allowances must be reported on time sheets, as meals are taxable. Meal expense claims may only be made for those meals purchased outside of the County, except for in-County conferences and conventions. Meals included in seminars, conferences or otherwise shall not be reimbursable.

Employees attending one day seminars: To receive breakfast reimbursement your travel must commence before 6:00 a.m. To receive dinner reimbursement your travel must be out of the County after 6:00 p.m.

Maximum allowances are as follows, including tax and tip, excluding alcoholic beverages:

- Breakfast - \$ 7.00
- Lunch - \$10.00
- Dinner - \$15.00
- Daily Maximum - \$32.00

E. Out of Area Travel

For travel outside a 300 mile radius of Black River Falls, conventions and activities at the County's expense must be given prior approval by the County Board of Supervisors. In applicable agencies, each out of area travel, per court order, must be reported to the Oversight Committee Chair and does not need full County Board approval.

F. Lodging

Lodging shall be based on cost with consideration given to accessibility and geographical area. Approval for lodging expenses must be obtained from the Oversight Committee. Lodging receipts must be presented before reimbursement will be made. Reimbursement will be at actual cash value as printed on the receipt. A direct bill letter is available from the County Clerk's office to avoid personal

reimbursement. Persons shall observe posted hotel hours in order to avoid a charge for the day of departure. A person who is required to remain in one location for an extended period of time is required to find lodging at reasonable weekly and/or monthly rates.

G. Use of County Vehicles

Employees may use designated County vehicles for County Business in the course of performing their work duties. Employees may not use any County vehicle for personal use except in cases, by department work rule or policy, where the County requires employees to retain a County vehicle on non-working time. In cases where the personal use of a vehicle is considered, by IRS rule, to be a taxable fringe benefit, the value of that benefit will be added to the employee's taxable income through the normal payroll process and taxed accordingly.

5. TRAINING AND EDUCATION

Employees may be required to attend training/seminar sessions, or may request to attend training/seminar sessions designed to improve job performance. Requests for attendance at training/seminar sessions shall be submitted with sufficient prior notice, in writing to allow adequate review by the Department Head and/or Oversight Committee. Department Heads shall ensure that sufficient staff is available in each department to continue County operations at all times during the work day. No training/seminar requests that are not directly related to County employment shall be approved for reimbursement except as specified in ratified bi-lateral agreements. Any expense reimbursed directly to a County employee by another agency shall not also be reimbursed by Jackson County. Department Heads shall not authorize any training or seminar for which funds have not been budgeted and are not available.

A. Accredited Education and/or Training

Jackson County recognizes the circumstances where a change in position requirements is necessary. As such, Jackson County will allow an employee to attend accredited and/or professional training and education that is a job requirement. Guidelines are as follows:

1. Training/education courses are defined as a leave of the job for greater than five (5) consecutive or non-consecutive days for a particular course or training.
2. All training and education under this guideline must be properly approved via Supervisor, Oversight Committee and/or Full Board depending on the parameters of the training and education. Training and education out of a 300 mile radius requires Full Board Resolution as previously stated in this ordinance.
3. **JOB REQUIRED** – Training or education that is required as per outlined in the job description. Training or education must be a requirement of the position, as indicated in the job description. Training and education that are a core part of the essential functions of the job description will be paid for by the County. Daily mileage and meal reimbursements as set by County Ordinance will be administered. Job descriptions shall not be changed after training and education in order to compensate an employee.
 - a. If the training or education is not completed or employee receives a grade of D or below or fails a pass/fail course or does not receive certification, the employee must reimburse the County for all reimbursements that have been awarded to the employee including training and education fees, mileage and meal reimbursement.
4. **NOT JOB REQUIRED** – Training or education that is not a requirement of the job description. If training or education is not required in the job description the training and education will not be reimbursed by the County. Employees must utilize benefited time for such training and education. Daily mileage and meal reimbursements will not be reimbursed to the employee.

6. EMPLOYEE ASSISTANCE PROGRAM (EAP)

The County shall provide help to employees who have problems that are affecting job performance. The County recognizes that personal/emotional problems and alcohol/drug problems can be treated. The County makes this service available with the intention of helping to retain employees who have worked

faithfully for the County, but whose job performance is substandard due to personal problems or the misuse of alcohol and/or drugs, which are affecting an employee's health, marital relationship, financial status, and overall mental stability. These are considered problems when they have an adverse effect on the performance of an employee on the job.

Diagnosis of the problem(s) shall be conducted by professionals that represent the Employee Assistance Program. All records shall be kept in strict confidence.

The County intends that any referral to this program shall be based solely on job performance and that the purpose of the program is not to attempt to seek out employees with potential problems. Employees who are experiencing a decline in job performance are expected to utilize the services available to them. If an employee declines to use the services available, or if the services are not successful in assisting the employee, the County shall deal with the declining job performance through disciplinary procedure.

7. INFORMATION TECHNOLOGY POLICY

Jackson County is committed to providing an environment that encourages the use of computers and electronic information as essential tools to support the public's interest. It is the responsibility of each employee to ensure that this technology is used for proper business purposes and in a manner, which does not compromise Jackson County.

Jackson County provides a variety of technological resources to its employees to improve public service and maximize efficiency. The purpose of this policy manual is to advise users regarding the use of the County's Information Technology (IT) resources and the information that is created, transmitted, received or stored on these resources. Information Technology resources include, but are not limited to, desktop and notebook computers, networks, software, e-mail, internet, printers, fax machines, voice mail, cellular communication and telecommunication.

All employees who have access to the County Information Technology resources are required to read and comply with the County's policy. Failure to do so may result in:

- Revocation of access to information technology resources and/or
- Disciplinary action ranging from a reprimand to immediate discharge.

The security of information generated and/or accessed by Information Technology resources is the responsibility of all employees of Jackson County, because of the decentralized nature of this technology each employee must make a commitment to adhere to the provisions of this policy. In particular, each Manager and Supervisor must make a commitment to adhere and enforce this policy in his or her workplace.

A. IT Usage

Information Technology resources are the property of Jackson County and should only be used for valid County business in an effort to improve public service and efficiency. (Except State equipment that would be governed by various state agencies as applicable). Although occasional and limited personal use is acceptable, particularly in the case of emergencies, employees may not use any Information Technology resources in any way that:

- Interferes with an employees work performance
- Denigrates the credibility or reputation of the County
- Disrupts service to the public
- Relates to political causes not related to County business
- Is intended for personal monetary gain

B. Internet and E-mail

The County reserves the right to monitor Internet use, e-mail and other information stored on County IT resources. (Except State equipment that would be governed by various State agencies as

applicable). All e-mail correspondence is the property of the County; (except for State e-mail equipment) all employee e-mail communications are not considered private despite any such designation by either sender or recipient. The County reserves the right to monitor an employee's mailbox at its discretion in the normal course of business. Employees shall not share passwords, provide access to an unauthorized user, access another user's information without authorization or post passwords in public view. Employees should also change passwords if they become known to others and sign off or log off when the computer is not in use. In addition, creating, modifying or forwarding any offensive, demeaning or disruptive messages are strictly prohibited. This includes but is not limited to, messages that are inconsistent with the County's policies concerning "Equal Employment Opportunity" and "Sexual and Other Unlawful Harassment." Employees who are terminated, suspended or laid off do not have rights to the contents of the County's computer files, voice messages or e-mail messages and are not allowed access to the voice mail or e-mail systems.

Internet access is provided to County employees to use as a resource to perform their jobs more effectively and efficiently. The internet is a powerful communication and research tool, and employees are encouraged to use it to:

- Disseminate information to the public
- Improve communication with the public
- Keep current on professional standards, regulations, and training

Software, programs, or files downloaded from the internet into the County IT resources becomes the property of the County. Unauthorized use of the Internet is strictly prohibited; unauthorized use includes, but is not limited to:

- Connecting, posting, or downloading pornographic material
- Engaging in computer "hacking", "cracking" or other related activities
- Attempting to disable or compromise the security of information contained on the County's computers
- Accessing a web site or location on the Internet where a fee is charged without the consent of a governing committee
- Accessing web sites that are not work related
- Violate copyright and trademark laws

C. Web Page

Web page maintenance is important for the accuracy and currency of information critical to the utility of the Jackson County web page because users expect this information to be the most current and reliable information available on the Internet. Departments should make every effort to maintain the most accurate and reliable information available on the Internet. The IT Department will provide advice and support to County Departments to maintain their Internet information.

D. Hardware and Software

The IT Department, before such purchases, shall approve all new hardware and software purchases. (State hardware and software would be exempt from such requirements). Annually by June 30 of each year the IT Department will review hardware and software needs and compile a list of suggested items to guide departments in their IT needs. Any department interested in obtaining new hardware or software shall contact IT prior to contact with any vendors or suppliers. Request for new hardware or software must be submitted in writing to the IT Department and have prior approval from a supervising committee. Budget requests for hardware, software and maintenance agreements must meet approval by a supervising committee. Employees are prohibited from using any personal hardware or software on or in conjunction with County property; any exceptions would require authorization by the IT Department or a Supervising and Executive and Finance Committees. In addition, no County software or hardware may be copied or used for private use and any programs or database developed by County Personnel shall remain the sole property of Jackson County. No accessory shall be added or software loaded except by personnel authorized to do so by the IT

Department. Computer hardware and software is very expensive and should be maintained and preserved. The IT Department suggests the following to preserve your hardware and software:

- Whenever possible secure all software and hardware and limit its accessibility
- Locate computers in a safe location away from direct sunlight, moisture and food or drinks
- Floppy disks should be protected from magnetic fields and kept in a secure dust free environment
- Game playing is prohibited even though some of the software packages provide them with their software

E. Back-Up and Maintenance

Back-ups and maintenance need to be performed on a periodic basis to ensure and allow proper functioning of the computer systems. Schedules for back-up and maintenance need to be set up and adhered to. Data on PC's is not backed-up with the daily or monthly system back-ups on the AS/400, or Network servers, a separate individual back-up will need to be performed on all critical programs and files.

F. Telephone

Employees are provided access to telephones to ease communication with one another and the public. As with other forms of Information Technology resources, personal use is acceptable in the case of an emergency, but should not in any way, affect work performance or service to the public.

G. Cellular Phones

Cellular phones are provided to employees whose job functions require mobility and accessibility. Personal use of cellular phones is acceptable in the case of emergency.

- Phone records are audited and any personal use found will be charged to that employee
- Cellular phones are not to be used when conventional phones are available
- Department Heads and Supervising Committees are entitled to access cellular records at any time.

H. Security

These security guidelines have been established for protecting Jackson County's IT equipment, networks and users. These guidelines must be strictly adhered to or disciplinary action will result.

- Users must protect their passwords (i.e. not share)
- Users must prevent their passwords from being guessed by using words that are not personal in nature (i.e. family, friend's names) or choosing passwords with a minimum of 5 characters including at least one numeric character
- Users may not leave sessions unattended with out signing off
- Users will be held accountable for all activity that occurs under their passwords
- Attempting to gain unauthorized action to the Internet or other networks is prohibited
- No communications may be encrypted so to avoid security
- Divulging personal information of the users including addresses and phone numbers is prohibited
- All passwords for Internet, E-mail, Networks, and other IT equipment must be kept confidential and a copy of all passwords must be kept with Department Heads. As passwords are changed and updated, these must be reported to Department Heads.

8. **SEXUAL HARRASSMENT POLICY**

Federal and State law prohibits employment discrimination on the basis of race, color, religion, or political beliefs, creed, sex, age, disability, national origin or sexual preference. Among these prohibitions is the harassment of fellow employees. Jackson County is committed to maintaining a place of employment and a work environment that is free from discrimination and any form of harassment. Harassment is conduct that exposes both Jackson County and the individuals engaging in harassment to significant liability under the law. Employees at all times should treat other employees respectfully, with dignity, and in a manner so as not to offend the sensibilities of a co-worker. No employee should be subject to behavior that is personally offensive, which lowers morale, or interferes with productivity in the workplace. Each

employee has a duty to help maintain a workplace free from harassment. This duty involves refraining from any insulting, degrading, demeaning or exploitative behavior toward other employees, including sexual harassment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical acts of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's employment
- An employment decision is based on an individual's acceptance or rejection of such conduct
- Such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment

It is also unlawful to retaliate or take reprisal in any way against anyone who has articulated any concern about any form of harassment or discrimination against the individual raising the concern or against another individual.

Examples of conduct that would be considered harassment or regarded as retaliation are set forth in the Statement of Prohibited Conduct below. These examples are provided to illustrate the kind of conduct prohibited by this policy. This list is not all-inclusive. Jackson County has an affirmative duty to investigate and eradicate all forms of harassment, discrimination and complaints about conduct in violation of this policy. All employees should be advised that Jackson County will impose strict penalties for all confirmed violations of this policy.

A. Statement of Prohibited Conduct

Jackson County considers the following conduct to represent the kind of acts that violate this harassment policy;

1. Physical Contact of a Degrading, Demeaning, or Sexual Nature, which include:

- Punching, hitting, slapping, rape, battery, molestation, or the attempt to commit such assaults
- Intentional physical conduct that is offensive or sexual in nature, such as touching, pinching, patting, grabbing, poking or brushing against another employee's body

2. Unwanted Sexual Advances, Propositions, or Sexual Comments, which include:

- Sexually orientated gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct is unwelcome
- Preferential treatment or promises of preferential treatment to any employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward
- Subjecting or making threats of subjecting an employee to unwelcome sexual attention or conduct, or intentionally making performance of the employee's job more difficult because of that employee's sex

3. Sexual, Discriminatory, or Offensive Displays/Publications, which includes:

- Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are offensive to other employees, sexually suggestive, demeaning, or pornographic, or bringing into the work environment or possessing any such material to read, display, or view at work
- Materials will be presumed to be offensive to other employees if such materials depict persons, symbols, situations, objects, caricatures, language or any other thing known to be generally offensive to certain persons (materials presumed to be suggestive if through words, symbols, situations or in any other way a person of either sex who is not fully clothed or in clothes)

- Reading or publicizing during work, materials that are in any way offensive to other employees, sexually suggestive, demeaning or pornographic; displaying signs or other materials purporting to segregate an employee by sex, race, creed, color, age, disability, or sexual preference in any area of the workplace
4. Retaliation for Harassment Complaints, which include:
- Disciplining, changing work assignments, providing inaccurate work information, or refusing to cooperate or discuss work related matter with any employee because that employee has complained about or resisted harassment, discrimination, or retaliation
 - Intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct, such as described in any item above
5. Other Acts:
- The above lists do not contain all acts prohibited under this policy
 - Any language or gesture depicting hostility toward any employee because of that employee's race, color, creed, sex, age, disability or sexual preference
- B. Procedures for Making and Investigating Harassment and Discrimination Complaints
Jackson County will provide its employees with a convenient, confidential and reliable mechanism for reporting incidents of sexual harassment and retaliation. Accordingly, Jackson County designates the Personnel Director to investigate harassment and discrimination complaints.
- C. Complaints
Management may appoint "designees" to assist in handling harassment complaints. The purpose of having designees to whom complaints may be made is to avoid situations where employees are faced with complaining to a person, or a close associate of a person, who might be the subject of a complaint. Complaints of harassment or retaliation will be accepted in writing or orally. All complaints, including anonymous complaints, will be taken seriously and investigated thoroughly. Anyone who has observed sexual harassment or retaliation should report it to designated personnel immediately. A complainant need not be the person who was the target of harassment or retaliation. All employees have an affirmative duty to report any harassment, discrimination or retaliation that they know of.
- The identity of complainants will be revealed only to those persons who have an immediate need to know. All persons contacted in the course of an investigation will be advised that the parties involved in a charge are entitled to confidentiality and respect and that any breach of such confidentiality and respect or other act of retaliation or reprisal against the complainant or other individuals involved with the complaint is a separate, actionable violation of this policy. Such violations will be dealt with in accordance with the schedule of penalties below and will be administered consistent with Federal and State labor laws.
- D. Investigations
Jackson County will investigate all complaints expeditiously. The investigator will produce a written report, which will be shown to the complainant within a reasonable time upon request. The investigator is empowered to recommend remedial measures based upon the results of the investigation, and Jackson County will maintain a file on all harassment charges and the particulars of the investigation. Such files will be available to investigators, to Federal, State, and local agencies charged with equal employment or affirmative action enforcement, to other complainants who have filed a formal charge of discrimination against Jackson County, or any agent thereof, whether that formal charge is filed at a Federal, State, or local level. The names of complainants, however, will be deleted unless compelled by law to be disclosed.

E. Schedule of Penalties for Misconduct

Harassment is unlawful and hurts other employees. Every incident of harassment creates a negative work environment in which all employees suffer the consequences. Harassment and sexually based conduct has no legitimate business purpose; accordingly, any employee who engages in such conduct should be and will be made to bear the full responsibility for such unlawful conduct.

The following schedule of penalties applies to all violations of Jackson County's Harassment Policy. Where progressive discipline is provided for, each instance of conduct violating the policy moves the offending employee through the steps of disciplinary action. It is not necessary for an employee to repeat the same conduct in order for more severe discipline to be imposed. Further, it is not necessary that progressive discipline be used for a serious instance of misconduct, which would be more properly handled by an immediate suspension or termination. A written record of each action taken pursuant to the policy will be placed in the offending employee's personnel file. The record will reflect the conduct (or alleged conduct) and the discipline imposed.

1. Assault

An employee's first proven offense of assault or threat of assault of a sexual nature will result in dismissal.

2. Other Acts of Harassment by Co-Workers

Acts of harassment, other than assault, will result in non-disciplinary discussion for an alleged first offense. A written warning, suspension, or discharge will be imposed for the first and second proven offense, depending upon the nature or severity of the misconduct.

3. Retaliation

Alleged retaliation against a harassment complainant will result in non-disciplinary discussion. Any form of proven retaliation will result in suspension or discharge upon the first proven offense, depending upon the nature and severity of the retaliatory acts, and discharge upon the second proven offense.

4. Supervisors

Any supervisor who commits any act of harassment (other than assault) with respect to any other employee under that person's supervision will result in non-disciplinary oral counseling upon alleged first offense, suspension or dismissal for the first proven offense, depending upon the nature and severity of the misconduct, and discharge for any subsequent offense.

F. Cooperation

An effective sexual harassment policy requires the support and example of Jackson County Personnel in positions of authority. Jackson County agents or employees who engage in sexual harassment or retaliation or who fail to cooperate with Jackson County-sponsored investigations of harassment or retaliation may be severely sanctioned by suspension or dismissal. By the same token, Managers/Department Heads that refuse to implement remedial measures, obstruct the remedial efforts of other Jackson County employees, and/or retaliate against sexual harassment complainants or witnesses may be immediately discharged. Please direct any questions or concern regarding the Sexual Harassment Policy of Jackson County to the Personnel Department.

9. OUTSIDE EMPLOYMENT

Employees may hold jobs outside their employment with Jackson County as long as they meet the performance standard of their job with Jackson County. All employees will be evaluated by the same performance standards and will be subject to Jackson County's scheduling demands, regardless of any work requirements existing from employment outside of Jackson County. Jackson County employees may not receive income or material gain from any individual(s) or company by performing a job which would

be considered a part of the employees normal job duties (example: using county plow to snowplow a residential driveway for cash).

If Jackson County determines that an employee's outside work interferes with their work performance or the ability to meet the requirements of Jackson County, or if the employment outside Jackson County constitutes a conflict of interest, the employee may be asked to terminate the outside employment if he/she wishes to remain with Jackson County.

10. INCLEMENT WEATHER

The County offices will not close because of inclement weather. In the event employees are unable to make it to work, they are to call their Supervisor as soon as possible. Time lost will be deducted from available vacation or compensatory time. If inclement weather occurs during the work day and employees wish to leave early, approval must be obtained from their Supervisor and the lost time will be deducted from available vacation or compensatory time.

11. AMERICANS WITH DISABILITIES ACT (ADA)

Jackson County is fully committed to complying with the American with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Hiring procedures provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position he/she is applying for. Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual. Jackson County is committed to taking all other actions necessary to ensure equal employment opportunities for persons with disabilities in accordance with the ADA and all other applicable local, state and federal laws.

12. TOBACCO FREE WORK ENVIRONMENT

Please refer to Jackson County's Clean Indoor Air Act Ordinance for reference to tobacco use.

APPENDIX A – INDEX OF FORMS

These forms are used in conjunction with employment at Jackson County. These forms may be obtained by calling or stopping in the Personnel Department.

- A. Application Form – Form to be completed for employment with Jackson County.
- B. Background Information Disclosure – Form is required of certain employee and volunteer caregivers after a conditional offer of employment has been made or volunteer services have been accepted. This form needs to be completed every four years.
- C. Certification of Healthcare Provider – To be completed by a physician certifying illness or injury in order to process an employee’s request for leave of absence; normally family medical leave.
- D. Family Medical Leave Act (FMLA) Forms – Federal/State paperwork that allows an employee up to twelve (12) weeks of leave from employment. Certain conditions apply.
- E. Evaluation Form – Form which is to be completed per the County Ordinance, Work Rule or Union Contract throughout employment.
- F. Report of Occupational Injury-Illness Form – Worker’s Compensation forms to be completed as outlined on the packet and returned to the Personnel Department when an accident or injury results while employed by Jackson County.
- G. Return to Work Form – Form used by an employee who is absent from work due to medical reasons.
- H. Separation From Service Notification – Form used by Personnel in regards to termination of employment with Jackson County for any reason.
- I. Volunteer Application – Form to be completed by volunteer prior to performing volunteer work.

APPENDIX B – DEFINITIONS

- A. Compensation Plan – A schedule of pay for all non-union employees in County service.
- B. County board – The Jackson County Board of Supervisors.
- C. Demotion – The assignment of an employee from one classification to another classification with a lower pay range.
- D. Department Head – A County Official with the responsibility for the operation of a County Department.
- E. Disability – A physical or mental impairment that substantially limits one or more of the major life activities of such an individual; record of such an impairment; or being regarded as having such an impairment.
- F. Disciplinary Action – The action taken to discipline an employee for cause which may include any action from a verbal warning up to and including termination.
- G. Employee – An individual who is legally employed by the County and is paid in part or whole through the County payroll.
- H. Exempt Employee – An employee who is excluded from specific provisions of the Federal Fair Labor Standards Act, such as overtime eligibility, by virtue of being classified as executive, administrative, professional, or certain computer employees and generally paid on a salaried basis.
- I. FLSA – Fair Labor Standards Act.
- J. Full-Time Employee – An employee who regularly works equivalent to the department’s normal, full-time work period on a regular basis.
- K. Grievance – A written employee concern or complaint, which alleges unsafe working conditions, unjust application of discipline, or unfair application or violation of the personnel rules and regulations of the County.
- L. Intern – A paid or unpaid employee working in the capacity of a training position for an accredited educational institution. An intern typically receives credit or formal recognition from the educational institution for the work performed.
- M. Job Description – A written description of a position containing a title, a general statement concerning the purpose of the position, a list of the duties and responsibilities, supervisory responsibilities, education and/or experience, language skills, mathematical skills, reasoning ability, certificates, licenses, registrations, other skills and abilities, physical demands, work environment and any additional information necessary to perform a particular job.
- N. Layoff – The separation of an employee because of lack of work, lack of funds or the abolishment of a position.
- O. Limited Term Employee – An employee on a temporary basis for less than 600 hours and less than six (6) months due to unforeseen circumstances and/or needs of a department.
- P. Non-Exempt Employee – An employee who is covered by the provisions of the Fair Labor Standards Act, classified as an hourly employee and is entitled to receive overtime compensation, or compensatory time off.

- Q. Non-Represented Employee – An employee who is not represented by formally recognized collective bargaining units and is classified by such virtue of supervisory, managerial or confidential responsibilities or through voluntary non-representation.
- R. Part-Time Employee – An employee who works fewer hours than the department’s regular full-time work on a regular basis.
- S. Probationary Period – A trial period of employment during which time an employee is required to demonstrate capability for permanent employment. A probationary employee may be dismissed without cause.
- T. Project Employee – An employee employed on a temporary basis in instances where the position has some sort of condition such as a time limitation or funding contingency.
- U. Promotion – The assignment of an employee from one classification to another classification with a higher pay range.
- V. Reassignment – The assignment of a position from one pay range to another in order to recognize a change in the duties and responsibilities of a position or to correct an error in the original assignment.
- W. Regular Employee – An employee who is expected to remain employed by Jackson County on a regular, ongoing basis as long as work is required or necessary.
- X. Retirement – An employee who will, upon termination of employment from Jackson County, be immediately eligible for a Wisconsin Retirement System pension and has applied for said benefits.
- Y. Salaried Employee – An employee employed on a regular basis receiving a fixed dollar amount to compensate for all hours worked.
- Z. Seasonal Employee – An employee hired for an abbreviated time span or in response to a special climatic or calendar need whose employment terminates at the end of the season or when the need no longer exists, whichever comes first.
- AA. Supervisor – Any individual who has authority, in the interest of the County, to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward or discipline other employees, or to adjust their grievances or effectively to recommend such action, if in connection with the foregoing the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.
- BB. Termination – The removal of an employee from the payroll for voluntary or involuntary reasons, including resignation, retirement or dismissal.
- CC. Transfer – The assignment of an employee from one position to another in the same classification or to a classification with the same pay range.
- DD. Volunteer – A person recognized and authorized to perform services for Jackson County without receipt of salary or compensation other than reimbursement for reasonable expenses incurred in service to the County.