

JACKSON COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES

Jackson County Dept of Health & Human Services Work Rules

These work rules support and clarify, but are not meant to supercede or conflict with existing county ordinances or collective bargaining agreements. The work rules are procedural, as the reader will also need to refer to the department's Policy and Procedures Manual and State Memo Series.

Managers can authorize circumstances outside the boundaries of the existing work rules, which do not supercede the collective bargaining or county ordinances. Managers are required to confirm circumstances with the director following the event(s).

1. **Work Areas:** All work areas shall be kept orderly and free of debris at all times. No items are to be taped or posted on the exterior office doors unless prior approved by the agency Director. Individual work areas may be decorated/supplemented to personal taste but subject to the approval of the director at all times. Any wall hangings are to be installed only by maintenance. Ceiling decorations are not permitted. The County of Jackson is not responsible for personal equipment brought to the agency. All employees are cautioned to safeguard their own personal effects. If individual desks are locked during the employee's absence, one key shall be left with the unit manager in a designated location. No material potentially offensive to others is permitted (i.e. obscene material, magazines, etc.).
2. **Handling of Finances:** Cash and all negotiable legal tender shall be deposited in designated banks or with the county treasurer as soon as possible. Cash and other negotiable items are not to be retained in desks or filing cabinets. Use the agency safe! Amounts of cash exceeding \$500 shall be deposited immediately. All monetary transactions must go through the agency receipt journal indicating disposition. All deposits designated for the county treasurer shall be deposited weekly and on the last workday of the month. Employees violating this policy will be held responsible for lost funds.
3. **Supplies and Equipment:** Every agency employee is required to properly oversee, maintain, and safeguard all supplies and equipment utilized within the agency. Shortages or malfunctions shall be reported to administrative staff immediately for repair or replacement. Equipment shall be returned to proper containers when not in use or protected with dust covers when provided.

All supplies and equipment will be ordered only through the business manager's office with the exception of medical supplies. All supplies are to be ordered in quantities that can be accommodated by our limited storage space.
4. **Training:** It is the responsibility of the agency to provide appropriate training for all staff to properly perform the duties of their respective positions. Likewise, it is the responsibility of each staff member to accept such training and participate in all such events, with the objective of superior job performance. It is the employees' responsibility to assure completion of coursework to maintain professional licensure or certifications. Employees may be requested to attend training sessions, or may request to attend events designed to improve job performance.

Requests for attendance at training sessions, technical/professional educational certification, continuing education courses or any other training shall be submitted in writing to the manager/or director prior to the deadline for registration. Approval of such requests is at the discretion of the unit manager and/or the director. The DHHS Board prior to registration must approve reimbursement of costs for educational courses. Mileage and related expenses for training is reimbursable according to county ordinance. Expenses for attendance at non-required training events requested by the employee, and approved by the agency, are limited to mileage, registration, meals, and lodging in accordance with county policy. Mileage reimbursement is limited to one vehicle unless prior approval is obtained from the director. Lodging at locations within two hours driving time of Black River Falls requires supervisory approval. Any expense reimbursed by another agency is not to be submitted for county reimbursement. All exceptions to this policy require prior approval by the director.

5. **Smoking Policy:** Jackson County Department of Health and Human Services is a smoke free building. Smoking will not be permitted within 20 feet of the building with the exception of the patio off the break room as a designated smoking area for employees.
6. **Interagency Communication:** Information must be shared between/among units as appropriate to ensure proper communication. The person with relevant information is responsible for sharing the information with the proper units for open and timely communication.
7. **Media Communication/Public Speaking:** All communication on behalf of DHHS for public consumption is to be prior approved by a manager including routine announcements for meetings, clinical schedules, and similar activities. The Manager will keep the Director informed of media communication and public speaking relating to DHHS.
8. **Dress Code:** All staff will dress appropriate to their positions as county employees. Dress will be appropriate to one's position as well as to the occasion. Dress Down Days as approved by the Director, will be scheduled in advanced and coordinated through the front desk staff.
9. **Personal Behavior:** All employees are expected to conduct themselves appropriately and with propriety both on and off the job. While personal behavior off the job is generally not the department's concern, at times it may reflect upon the department as a whole. All employees are cautioned that adverse personal behavior attracting media attention may affect one's employment status.
10. **Management Availability:** All staff problems, or job related performance, shall be dealt with through appropriate supervisory channels. All job related concerns are to be staffed initially with the division/unit manager. Any concern not resolved at that level may be brought to the director. Managers may not prevent such appeal, but may be consulted prior to the director hearing the appeal; the decision to hear the appeal is at the director's discretion.

Management availability is not intended to be used as a means of resolving concerns more properly dealt with in staff meetings such as procedural interpretation of laws or State Administrative Rules. This rule is primarily for resolving job-related concerns of a more personal nature which are either not grievable or not at a grievance stage, and which if resolved could conceivably avoid a grievance.

11. **General Agency Rules:**

- a. This is a public business office. Visiting with clientele about matters unrelated to the presenting problem is expressly prohibited. Likewise, employees are not to engage in lengthy sessions among themselves regarding non-business activities and will confine discussions in department offices to client-related or administrative material. None of this shall be construed to imply that rudeness is approved of. All problem situations shall be referred to the department's director.

- b. Staff members are encouraged to participate in committees or groups that enhance the image and work environment: i.e.; Safety and Wellness committees.
- c. Staff are encouraged to seek continuous quality improvement on our service delivery to the public. Staff need to seek positive means to express service enhancements or work climate initiatives.
- d. Department conference room(s) may be used **after normal working hours** by staff to conduct union business. Conducting union activities during work hours is prohibited unless pre-approved by the Agency Director.
- e. Warming of foods prepared at home for noon lunch is permissible. Actual preparation and cooking of food is not acceptable. All food left over will be properly refrigerated or removed, and all dishes and utensils cleaned and/or removed.
- f. All staff must make their own child care arrangements, away from the confines of the office. Babysitting for one's own children, or for the children of friends or relatives, in the office is not permitted. Family members are welcome to come to the office. However, lengthy stays and/or frequent visits that disrupt the agency or fellow workers are not acceptable.
- g. All employees are expected to return phone calls promptly, act on requests in a timely manner, attend scheduled appointments on time, and generally conduct themselves in a manner, which is responsive to community needs.
- h. Unit managers are to carefully document all violation of work rules or contractual language, which result in a verbal or written warning. Use county personnel forms developed for this purpose.
- i. All **DHHS** administrative directives reflecting **DHHS** policy/procedure either originate from the director's desk or are disseminated only after his/her approval.
- j. Staff scheduling after hour meetings in the building are to be present while the meeting is in progress. After meetings are concluded, conference areas are to be readied for use the next morning. Staff are to ensure that lights are off and doors locked before leaving the building.
- k. Burning of candles, incense or other similar items within the building is prohibited.
- l. Coffee pots are allowable within office areas per DHHS board and department head meeting of January 2000, with automatic shut-offs.

Jackson County
Dept of Health & Human Services
Work Rules

EMPLOYEE ACKNOWLEDGEMENT
Receipt Form

I have received my copy of the Jackson County Dept of Health and Human Services Work Rules. It is my responsibility to read and become familiar with the contents of these rules and keep up-to-date with any subsequent changes. I understand that the county may add to, delete, modify, correct, or update any or all of this material in order to respond to changing circumstances and conditions.

Further, I understand that these policies do not create any contractual obligations between the county and its employees. When an employee is a union member, issues in the respective labor contract will be addressed first. Where issues are not addressed in a labor contract then the personnel policy will supersede. When issues are not addressed in either the union contracts or personnel policy, then departmental work rules will supersede. No verbal representations may be deemed to alter or contravene the content or intent of this policy.

Signature of Employee

Date

Revised - 4-7-2000
Revised December 2003
Revised February 2004