



# **Employee Handbook 2026**

# JACKSON COUNTY HUMAN RESOURCES EMPLOYEE HANDBOOK

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## **4.01 INTRODUCTION**

### **1. WELCOME - INTRODUCTION**

This Jackson County Human Resources Employee Handbook hereinafter referred to as "Handbook", was 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 should 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 Human Resources 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 will be posted on the Employee Portal. 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.

Should any provision of this Handbook conflict with any statute, law, ordinance, regulation, or lawful provisions of a valid collective bargaining agreement to which Jackson County is a party, the statute, law, ordinance, regulation or collective bargaining agreement shall control. Nothing in this Handbook shall restrict employees from engaging in any concerted or other activity protected by Wisconsin or federal law.

### **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. A copy of departmental work rules, and all subsequent changes, shall be forwarded to the Human Resources office.

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

## 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 based on 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 Human Resources 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 Human Resources Department. All applicants applying for a position with Jackson County must apply online. Applications will only be accepted for positions advertised as vacant.

#### A. Authorization to Hire

Department Heads wishing to fill existing budgeted positions shall initiate the internal or external recruitment.

#### B. 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.

#### C. Nepotism

##### 1. Policy

Except as provided in Section 3 of this policy, or unless the Human Resources Director first determines that such employment, promotion, or transfer would not be detrimental to the County, no person shall be employed, promoted, or transferred to any Department or agency within Jackson County, or to a division or section thereof when, as a result, he or she would be directly supervising or receiving direct supervision from a member of his or her immediate family or working directly above the relative's immediate superior. 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 this nepotism policy for the purposes of re-hire. Union employees are not eligible to post or bump into a situation that constitutes nepotism under this policy.

##### 2. Definitions

For purposes of this nepotism policy:

"Applicant" is defined as an individual who is an external applicant or an internal applicant for employment at Jackson County, Wisconsin.

“Department” is defined as an area of the Jackson County government that has its own budget (e.g., Sheriff’s Department, DHHS, HR, or the Treasurer’s Office).

“Domestic Partner” is as defined by Sec. 770.01(1) of the Wisconsin Statutes.

“Relative” or “Immediate Family Member” is defined as: husband, wife, mother, father, son, daughter, brother, sister, and the various combinations of step or in-law, or domestic partner.

### 3. Exceptions

If an applicant applies for a position with Jackson County and would otherwise be subject to this nepotism policy, the applicant may be considered for the position under the following procedure:

- a. The Human Resources Director, in conjunction with the relevant Department Head, must determine that such employment would not be detrimental to the County, and if not, the applicant may be considered for the position.
- b. If the Human Resources Director chooses to proceed with the hiring process, the Human Resources Director along with the Department Head shall work collaboratively on a written Plan of Action to remedy the potential conflict of interest. The Plan of Action shall identify the two individuals and their current and/or prospective roles, the rationale or justification for the proposed hire or other personnel action, the remedial measures by which any potential conflict of interest will be resolved (for example, recusal from decisions affecting a related person, alternate reporting line, etc.), and the impact of these measures on the operations of the organizational unit. The related persons shall sign the Plan of Action indicating their agreement to its terms.

### 4. Miscellaneous

Jackson County reserves the right to exercise appropriate managerial judgment to take such actions as may be necessary to achieve the intent of this policy, including, but not limited to, the right to prohibit hiring or other employment actions involving other relationships that would create a conflict of interest. The County reserves the right to vary from the guidelines outlined in this policy to address unusual circumstances on a case-by-case basis. It is the responsibility of every employee to identify to the Human Resources Director any potential or existing personal relationship which falls under the definitions provided in this policy. Employees who fail to disclose personal relationships covered by this policy may be subject to disciplinary action up to and including the termination of employment.

### D. Internal Selection

An existing regular full-time County employee may fill a vacancy subject to position qualifications and the County interview and selection process. The Human Resources Department will send a County-wide email to all County employees notifying them of the vacancy. Interested candidates will be required to follow the application instructions set forth by the Human Resources Department. 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. See the Compensation Guide for wage procedures.

Law Enforcement Agency: Limited-term employees who have completed the regular external hiring process and have been placed on an eligibility list for a regular full-time position may transfer to a regular full-time position within the agency. The Human Resources Department will also send a County-wide email to all County employees notifying them of the Law Enforcement vacancy. If regular full-time employees are applicants, then the County will follow the normal internal interview process. If only employees from the eligibility list are interested in the position, then the position will be filled from the current names on the eligibility list. See the Compensation Guide for wage procedures. Limited-term employees on the eligibility

list will not be required to fill out a new application.

a. 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 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 accrued benefits, consistent with personnel policies. If 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. Compensation will be determined per the Compensation Administrative Guide.

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

b. 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. The original hire date will be used for the purpose of determining benefit levels.

E. External Selection

External recruiting procedures will be used when positions are not filled through an internal selection process. Vacancies not filled through internal recruitment procedures shall be posted and advertise on multiple platforms to assure that the general public is aware of the employment opportunity.

a. Screening, Selection, Appointment

Screening, testing and interview procedures will be approved through the Human Resources 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 Human Resources 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 Human Resources Director, or designee may conduct pre-screen interviews.

Step 3: Regular interviews are to be conducted by the Department Head and the Human Resources Director and/or their designee(s). Up to three County Board members, the Human Resources 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 panel 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 or other Departments within the County. 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 Human Resources office. For Department Head interviews, these records should also include a summary of the applicants considered and the motions and recommendations of the oversight 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: See the Compensation Administrative Guide for wage procedures.

When positions change from temporary or limited term to regular, they will be filled through the internal or external recruiting procedures.

Regarding 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 Human Resources Department except for Law Enforcement Transport Officers
2. All interview processes shall be approved through the Human Resources Department
3. Interview records will be filed in the Human Resources office.
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 Human Resources Department.

#### F. Reference Checks

Jackson County Application for Employment includes an authorization form to be completed from each prospective employee 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 Human Resources Department.

#### G. Pre-Placement Exams

To ensure employees can 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: Sheriff's Office, Highway, Facilities Management, and Forestry and Parks. Applicants being hired for a sworn certified law enforcement position that will have the authority and powers to arrest will undergo a psychological exam. County employees that are qualified and eligible to be hired, transferred, or

reassigned to a sworn certified law enforcement position will need to complete or have a psychological exam on file. 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.

#### H. 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 Human Resources 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 Human Resources 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 person's 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.

#### I. CDL (Commercial Driver's License)

Certain positions in Jackson County Highway Department and Forestry and Parks Department require a Commercial Driver's License (CDL). For these positions, the CDL must be obtained upon hire. The following provision applies to a CDL.

1. If an employee loses their CDL due to disqualification for any reason the employee will be placed on non-paid administrative leave or may be terminated.

#### J. Pre-Employment Drug Test

To ensure employees can perform the essential functions of their duties safely, a pre-employment drug test may be required of all final candidates for regular full-time and part-time positions. A positive result will disqualify the candidate from further consideration for the vacancy or the eligibility list. The Human Resources Director may not require testing for seasonal, casual, contracted or limited-term Employees.

#### K. Recruitment Incentive

The County appreciates the efforts of our employees in helping to recruit quality employees for the County. Employees who refer a potential employee, and that individual is hired and remains employed for 90 days, shall receive \$50 in Chamber Bucks.

### 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: These hourly employees are entitled to overtime pay under specific provisions of Federal and State Wage and Hour laws.

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

B. Employment Status:

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

1. Regular full-time:

Regularly scheduled to work 40 hours per week or more; eligible for full County benefits package; wages are commensurate with approved non-union wage ranges as set by County Board.

2. Regular part-time:

Regularly scheduled to work 39 hours or fewer per week; may be eligible for County benefits as set forth in this Chapter 4; wages are commensurate with approved non-union wage ranges as set by County Board.

Changes In Status:

- Full-Time to Part-Time and Vice-Versa:

Employees who transition from regular full-time to regular part-time or vice versa retain all accrued 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 regular full-time employee becomes any status less than regular part-time, 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 regular part-time. 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 Human Resources office in advance.

- Full-Time or Part-Time benefited to Elected:

When regular full-time or regular part-time employees are elected to a Jackson County position, the employee will have the option to either be paid out for all accrued benefits, as provided within this Handbook, or have all leave balances frozen as of their last regular full-time or regular part-time pay. In the latter scenario, all leave balances will be paid out as per normal termination policy upon the conclusion of the elected position if the individual is not returning to any employment with Jackson County. If the individual is not returning to employment with Jackson County, leave balances will be paid at the rate of pay as of their last regular full-time or regular part-time pay (before they began the elected position). If the individual returns to regular full-time or regular part-time after their elected position, their frozen leave banks will be unfrozen, and be able to be used under the terms of the PTO and/or sick leave policies. In this instance, years of service as an elected position will count towards the individual's total years of experience with Jackson County.

If the employee has their leave balances paid out at the commencement of their elected position but then return back to regular full-time or part-time employment with Jackson County, they will begin accruing from zero, but will accrue based on the years of service with Jackson County, including all full-time, part-time, and elected employment.

### 3. Limited term:

A non-seasonal position filled for a fixed period of time typically designated to be of limited duration of zero to 599 hours. Limited-term positions must be approved by the oversight committee and filled pursuant to the Limited-Term Employee Recruitment Procedures outlined by this policy. Limited-term 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 or for the express purpose of program or transport services. These positions are reviewed by the Department Head and may be renewed each calendar year. The Department Head must obtain prior approval if a limited-term employee is expected to be employed by Jackson County for longer than 90 days.

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).

A limited-term 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. Limited-term employees are not eligible for fringe benefits except those mandated by law (social security, worker's compensation, unemployment) and health insurance under certain limited circumstances as set forth in this Handbook. Additionally, according to WRS, if a limited-term employee has been employed with Jackson County for over one year and has had 1200 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). Wages are set per the Compensation Administrative Guide.

- Limited term full-time:

A limited term position the County reasonably expects to require an average of 30 hours of work or more per week for the duration of the position. Limited-term full-time employees may be eligible for the same County health insurance benefits available for regular full-time employees after 90 days of employment with the County.

- Limited term variable-hour:

A limited term position the County reasonably expects to require an average of less than 30 hours per week of work for the duration of the position. Limited-term variable-hour employees are not eligible for County health insurance benefits, unless the employee works for a full calendar year and averages more than 30 hours per week of work over that time.

### 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 Handbook. 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 the oversight committee. In many instances, the need for a project employee will arise 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:

A position requiring a limited employment period of less than six months to meet seasonal program needs. The term of the position is one that begins each calendar year in approximately the same part of the year, such as summer or winter. 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. Seasonal employees are not eligible for County benefits.

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 and benefits, if any, shall be set by the oversight committee in accordance with appropriate funds/grant available. Funding for such a 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.

8. Floater:

These positions are in the Corrections and Communications Department and are utilized to fill vacancies in the regular monthly work schedule to accommodate the agency's staffing needs and benefited time for all employees. For provisions of Float Staff, see Law Enforcement Department Work Rules.

C. Employment of Minors:

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

D. Rehire:

If a rehired employee was previously employed with the County as a Limited-term, Project, Seasonal, or Intern, such employment shall not apply towards regular full-time or part-time employment status if the employee is rehired after a separation of employment from the County that is longer than the employee's previous period of employment with the County or 26 weeks, whichever period is shorter. 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. **EMPLOYEE ORIENTATION**

Upon hire County employees will receive an employee orientation by their respective department. The employee will receive a copy of the Handbook, Departmental Work Rules, and a Job Description. Employees will be asked to sign and date the signature pages from the Handbook, the Department Work Rules and a copy of the job description. These signed pages must be turned in to the Human Resources 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 Human Resources 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.

## 5. PERSONNEL RECORDS

The Human Resources 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 Human Resources 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 Human Resources 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 Human Resources 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 to perform their duties.

### C. Employee Inspection of Records:

General access to personnel files is limited to the Department Head and Human Resources Director. Specific access shall be granted to the oversight committee and Executive, Finance & 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 Human Resources 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.

## 6. 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 Human Resources Department and must accompany an authorization from the employee for release of information. The Human Resources 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. As 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.

## **7. 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 Deputy Union Contract, Supervisor/Department Head, Department Work Rules or County Policy. The exception to these working hours is the Law Enforcement Departments; these employees should see department work rules for specific hours. Schedules that deviate from the regular working hours as listed above must be in accordance with payroll policies; schedule deviations must also be approved by the Department Head and submitted to the Human Resources Department.

Jail positions in the Law Enforcement agency may follow FLSA 7(K) exemption. Employees in this classification should refer to the Law Enforcement work rules.

Non-exempt employees must account for their weekly work schedule. Non-exempt employees may flex the number of hours they work each day due to special projects; department needs and/or extenuating circumstances, with prior approval of their immediate supervisor, but must account for 40 hours each week.

Reporting on time and continuing to work to the end of the workday 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.

Employees are encouraged to take a 30-minute unpaid lunch break as near as practical to the center of the work period and away from their workstations. Shifts of more than 6 consecutive hours without a meal period should be avoided. Any meal period where the employee is not free to leave the premises of the employer will be considered an on-duty meal period. Employees are not allowed to work through the lunch period to make up lost work time or to leave work early without Department Head approval. Full-time employees may receive two (2) ten (10) minute breaks, one in each half of the shift.

Educational Day: The third Monday of January of each year will be a Countywide Employee Educational Day and the County offices will be closed to the public. Exceptions will be in Law Enforcement and possibly the Highway Department. If an educational day is not scheduled in any given year County offices will be open to the public.

## **8. PERSONAL APPEARANCE - DRESS CODE**

The Dress for your Day policy allows for employees' discretion to select appropriate dress for the business of each workday. Employees are allowed to wear casual dress on workdays when they do not have meetings with members, vendors or other outside third parties. When involved in such meetings, employees are expected to wear business attire. While dress for your day is intended to be relaxed, the expectation is that employees will nevertheless wear clothing appropriate for an office environment. Traditional business attire is always acceptable. On occasion, if visitors are expected, all staff may be required to forgo Dress for your Day and will be required to wear business casual or business attire. These days will be announced well in advance so employees can plan accordingly. Dress for your Day clothing and appearance must be neat, clean and professional, and not expose an excessive amount of skin. 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. Departments may have additional work rules regarding Personal Appearance and Dress code.

## Appropriate

### Pants/Skirts/Dresses

- Dress pants, khakis, or capris
- Suits, dresses, shorts, skirts and skorts of appropriate, professional length
- Jeans (clean and free of rips, tears, fraying; not excessively tight, revealing)

### Shirts/Tops/Jackets

- Polo collar knit or golf shirts
- Button down shirts
- Sweaters, long or short sleeve
- Short-sleeve or sleeveless blouses or shirts
- Turtlenecks
- Blazers or sport coats
- Jackets
- Attire with agency / division logo
- T-shirts

### Shoes

- Loafers or tie shoes
- Dress shoes, pumps (low to high heeled)
- Dress sandals with heel strap
- Dress boots
- Casual open back shoes (mules, slingbacks)
- Athletic or walking shoes if in good/clean condition

## Inappropriate

### Pants/Skirts/Dresses

- Sweatpants
- Athletic apparel or workout wear
- Beach wear
- Ripped pants of any kind
- Very short shorts/skirts/dresses
- Leggings unless paired with an appropriate length shirt, skirt or dress

### Shirts/Tops/Jackets

- Shirts with offensive writing or large logos such as gang wear, AODA logos or political views/satire
- Sweatshirts with offensive writing or large logos such as gang wear, AODA logos or political views/satire
- Beachwear, tank tops
- Exercise apparel or activewear
- Crop tops, clothing showing midriffs, halter tops

### Shoes

- Slippers

## 9. UNIFORMS

Uniforms are required in selected County Departments. 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.

## 10. 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
- Annually thereafter by January 31st of the year

A written performance evaluation on a format approved by the Executive, Finance & 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 must 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.

## 11. 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 may use corrective discipline to correct misconduct of staff. The oversight committee may use corrective discipline to correct misconduct of Department Heads. However, it is not necessary that corrective discipline be used for a serious instance of misconduct, which would be more properly handled by an immediate suspension and may include termination. Corrective 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

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 Labor Standards Act. Suspension may result in either full reinstatement or termination of the employee. All documented disciplinary action will be placed in the employee's file permanently.

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, its agencies, other affiliates to County government or other County employees, citizens or the 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 belonging 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 use during work time other than emergencies
18. Smoking or use of tobacco products in unauthorized areas or on County property. 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
22. Violation of the Jackson County Code of Ethics

B. Work Performance

1. Conviction of a felony as it relates to the requirements and/or essential functions of employed position
2. 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
3. Neglect, abuse, or endangerment of any employee or recipient of Jackson County
4. 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
5. Starting work before or continuing to work after specified hours; failure to obtain approval for work exceeding scheduled hours
6. 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
7. Failure to attend scheduled mandatory in-service, training sessions, or court
8. Sleeping during work hours; conducting personal business during work hours
9. Productivity issues, attitude problem(s) or malicious endeavors resulting in wasted time while on duty/paid County time
10. Excessive unscheduled or non-productive activities such as discussing union issues or other information not immediately relevant to the employee's job description
11. Any other instance of improper work performance not listed above

## 12. REPRIMANDS

Reprimands may take the form of a verbal warning or written warning. All reprimands shall be put in written form (including verbal warnings) on forms available from the Human Resources office. 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 employee's personnel file. A copy will be given to the employee, union official (if applicable), and the employee's Supervisor.

## 13. TERMINATIONS

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

C. Termination Notices/Acceptance:

Department Heads shall acknowledge all employee terminations, voluntary (resignation) and involuntary, in writing signed and dated to the Human Resources 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 Human Resources Department and submit it to the Human Resources office with the termination notice/acceptance letter.

D. Voluntary Termination (Resignation, Retirement):

The 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 two (2) weeks' notice. The purpose of the notice is to complete final paperwork, 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.

E. Last Day Worked:

Employees must 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 PTO from their last two weeks of employment. This creates additional liability to the County regarding benefits.

F. Department Head Termination:

The oversight committee and Executive, Finance & Personnel Committee shall approve the suspension and/or termination of a Department Head. Final pay will be issued on the next regularly scheduled payday.

G. 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 Human Resources 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.

H. 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.

## 12. GRIEVANCE PROCEDURE

Jackson County has established this policy to provide an employee with an opportunity to address concerns regarding discipline, termination, or workplace safety which are covered by this grievance procedure, pursuant to Wis. Stat. § 66.0509. This procedure provides an employee with the individual opportunity to discuss those concerns with their immediate Supervisor, to have those matters reviewed by an Impartial Hearing Officer, and to appeal to the Jackson County Board of Supervisors.

Jackson County expects an employee and management to exercise reasonable efforts to resolve any questions, problems, or misunderstandings prior to utilizing the grievance procedure. Jackson County reserves all rights, and this procedure does not create a contract of employment. Employees of Jackson County are employed at-will and may resign with or without reason. The employer may terminate the employment relationship at any time with or without reason and without violation of applicable law.

### A. Scope

An employee subject to a contractual grievance procedure shall solely follow the contractual grievance procedure to the extent those procedures cover the matters covered by the grievance procedure. This procedure does not replace or supersede any statutory provision which may be applicable to an employee's employment with the County. An employee subject to statutory removal or dispute resolution procedures shall be subject solely to those procedures to the extent those procedures are inconsistent with or cover the matters covered by the grievance procedure.

### B. Grievance Definitions

Costs - The employee shall pay a \$100 filing fee when requesting the service of an Impartial Hearing Officer who is selected by and paid for by the employer. In the event a WERC staff member or other professional affiliation is utilized as the Impartial Hearing Officer, employer and employee shall share equally in the cost of said Impartial Hearing Officer. Each party shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney's fees in investigating, preparing, presenting or defending a grievance.

Employee - a regular full-time or regular part-time employee of the County. The term "employee" excludes elected officials, limited-term employees, casual employees, temporary employees, seasonal employees, volunteers, interns, and independent contractors

Employee Discipline - An employment action that results in written reprimand, a disciplinary suspension, with or without pay, or a disciplinary demotion/reduction in rank. For purposes of this policy, examples of actions excluded are as follows:

1. Layoffs or workforce reduction activities
2. Plans of correction or performance improvement
3. Performance evaluations or reviews
4. Documentation of employee acts and/or omission in an employment file
5. Oral or written reprimands
6. Administrative leave with pay pending investigation of misconduct or nonperformance
7. Non-disciplinary wage, benefit, or salary adjustments
8. Change in assignment or assignment location

The preceding examples are not intended to be all-inclusive, but rather they are examples of excluded actions for purposes of access to this grievance procedure.

Termination - A separation from employment by the employer for disciplinary or quality performance reasons. For purposes of this policy, termination does not include the following:

1. Layoffs
2. Workforce reduction activities
3. Job transfers or reassignments
4. Voluntary termination including, without limitation, quitting, resigning, and retiring
5. Job abandonment, no call, no show, or other failure to report to work

The preceding examples are not intended to be all-inclusive, but rather they are examples of excluded actions for purposes of access to this grievance procedure.

Workplace Safety – Workplace safety means conditions of employment related to the physical health and safety of employees and includes safety or the physical work environment, the safe operations of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk. Workplace safety does not include conditions of employment unrelated to physical health and safety matters including but not limited to hours, overtime, assignments and work schedules.

C. Grievance Guidelines

A grievance under this policy is considered under the following three conditions only: discipline, termination or workplace safety. Guidelines include:

1. Grievances shall be pursued in accordance with the steps and time limits written in this policy. If these steps and time limits are not expressly adhered to, the grievance will be deemed waived. 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 unreasonable to comply with the time limits specified in the procedure, these time limits may be extended by mutual consent of both parties in writing.
2. Any grievance shall be considered settled at the completion of any step in the procedure if all parties concerned are mutually satisfied.
3. The Human Resources Department shall be notified upon the filing of a grievance and kept apprised of all phases throughout the process.
4. Grievance meetings and hearings will typically be held during the off-duty hours of the grievant. Time spent in grievance meetings and hearings during off-duty hours will not be considered as compensable work time.
5. Each party shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees, in investigating, preparing, or presenting a grievance. The fees of the Impartial Hearing Officer shall be paid by the County.
6. The Grievant shall have the right to representation during the Grievance Procedure and at the Grievant's expense
7. The term "days" as used in this policy means calendar days.

Grievance Form

The grievant must fill out a County grievance form which may be obtained from the Human Resources Department or online at [www.co.jackson.wi.us](http://www.co.jackson.wi.us). A grievance form must be completed in a timely fashion and filled out as completely as possible.

1. The written grievance shall contain a clear and concise statement of the pertinent facts, the dates the

incidents occurred, the identities of the persons involved, documentation related to the grievance in possession of the grievant, and the remedy that should be issued.

2. A grievance alleging a workplace safety issue shall identify the workplace rules allegedly violated, if applicable.
3. The grievant must file the grievance with the Supervisor or Department Head pursuant to the process identified below.

Incomplete forms or failure to comply with follow-up requests for information or documentation may result in a delay of the grievance process.

D. Grievance Process for Employee Discipline or Employee Termination

1. Grievance Meeting – Step 1

- a. The grievant shall have a face-to-face meeting with his/her Supervisor or Department Head to discuss and attempt to resolve the matter within 10 calendar days after the employee knew or should have known the cause of the grievance. The Supervisor or Department Head shall notify the Human Resources Department of this meeting in advance.
- b. The Supervisor or Department Head will issue a written decision of Step 1 to the grievant(s) within 10 calendar days from the meeting with the grievant(s).
- c. If the written decision of Step 1 does not satisfactorily resolve the grievance, the grievant may submit the written grievance, along with the Supervisor/Department Head response, within 10 calendar days to the Human Resources Director.

2. Grievance Hearing – Step 2

- a. Upon receipt of the unsatisfactory Step 1 grievance, An Impartial Hearing Officer will be selected by the Executive, Finance & Personnel Committee at the next regularly scheduled Executive, Finance & Personnel Committee Meeting.
- b. The Impartial Hearing Officer will hold a hearing to discuss and attempt to settle the grievance with the grievant within 30 calendar days.
- c. The impartial Hearing Officer may set procedural rules for the hearing, including but not limited to, requiring the parties to submit documents and witness lists in advance of the hearing.
- d. The Impartial Hearing Officer shall issue a written decision to the grievant(s) within 30 calendar days from the date of the hearing.

3. Grievance Appeal – Step 3

- a. If the grievance has not been resolved satisfactorily at Step 2, the grievant(s) may appeal to the Jackson County Board of Supervisors in writing within 10 calendar days after the written decision from the Impartial Hearing Officer.
- b. The written appeal must be addressed to the County Board Chair with a copy filed with the County Clerk.
- c. The written notice of appeal to the Board of Supervisors shall contain a statement explaining the

reasons for the appeal and a copy of the grievance, administration's response to the grievance, and the Impartial Hearing Officer's decision.

- d. The non-appealing party shall be given an opportunity to submit a response within 10 calendar days explaining the reasons the Impartial Hearing Officer's decision should be upheld.
- e. Neither the written notice of appeal nor the response may include information that was not presented at the hearing with the Impartial Hearing Officer.
- f. The Board of Supervisors will hear the grievance at their first regularly scheduled meeting.
- g. If not timely submitted by the grievant, the grievance can no longer be addressed in the grievance procedure.

Level of Review:

- h. The County Board shall review the written decision of the Impartial Hearing Officer, the reasons for the appeal and the reply. The role of the County Board, in reviewing the decision of the Impartial Hearing Officer, is to solely address the following questions:
  - I. Did the Impartial Hearing Officer follow a fair and impartial process?
  - II. Is there evidence of corruption, fraud, or misconduct by the Impartial Hearing Officer?
  - III. Did the Impartial Hearing Officer make an error of law which makes his/her award invalid?
  - IV. Did the Impartial Hearing Officer make an error of fact which made his/her award invalid?
- i. After answering the above questions, the County Board will decide to uphold, modify, or reverse the decision of the Impartial Hearing Officer.
- j. The County Board will issue its written decision within sixty calendar days from receipt of the appeal.
- k. The County Board of Supervisors decision is final and binding upon all parties.

E. Grievance Process for Workplace Safety Issues

1. Grievance Meeting – Step 1

- a. Any employee who personally identifies, or is given information about, a workplace safety issue or incident must notify his/her Supervisor or Department Head. All safety issues, no matter how insignificant the situation may appear to be, must be reported within 24 hours. In the event of an issue over a job assignment, the employee should perform the task(s) unless there is a question of safety where immediate injury is a concern.
- b. A written report of the incident or issue, outlining the events that transpired and the proposed resolution, if any, shall be submitted by the reporting employee's immediate Supervisor to Human Resources for review and consideration within 7 calendar days of the incident or issue being reported.
- c. Human Resources may implement the proposed resolution or contact an individual, committee, including establishing an ad-hoc committee, to further investigate the incident or issue and the proposed resolution and to draft a written report.
- d. After receipt of the written report, Human Resources will conduct additional investigation if needed and/or as required and issue a final report on its findings and conclusions within 30 calendar days of

receipt of the written report. Copies of the report will be given to the grievant(s) as well as the investigating body.

#### 1. Grievance Hearing – Step 2

- a. Upon receipt of an unsatisfactory Step 1 grievance, the grievant may appeal the findings and conclusions of the Human Resources report and request the appointment of an Impartial Hearing Officer within seven (7) calendar days after receipt of the Human Resources report.
- b. An Impartial Hearing Officer will be selected by the Executive, Finance & Personnel Committee at the next regularly scheduled Executive, Finance & Personnel Committee Meeting.
- c. The Impartial Hearing Officer will hold a hearing to discuss and attempt to settle the grievance with the grievant within 30 calendar days.
- d. The Impartial hearing Officer may set procedural rules for the hearing, including but not limited to requiring the parties to submit documents and witness lists in advance of the hearing.
- e. The Impartial Hearing Officer shall issue a written decision to the grievant(s) within 10 calendar days from the date of the hearing indicating one of four outcomes:
  1. Sustaining the conclusions of the report
  2. Denying the conclusions of the report and ordering additional or alternative remedial measures
  3. Modifying the conclusions of the report and ordering different remedial measures
  4. Recommending additional investigation prior to final determination. In cases where the Impartial Hearing Officer recommends additional investigation, a second follow-up hearing shall be scheduled.

#### 2. Grievance Appeal – Step 3

- a. If the grievance has not been resolved satisfactorily at Step 2, the grievant(s) may appeal to the Jackson County Board of Supervisors in writing within 10 calendar days after the written decision from the Impartial Hearing Officer.
- b. The written appeal must be addressed to the County Board Chair with a copy filed with the County Clerk.
- c. The written notice of appeal to the Board of Supervisors shall contain a statement explaining the reasons for the appeal and a copy of the grievance, administration's response to the grievance, and the Impartial Hearing Officer's decision.
- d. The non-appealing party shall be given an opportunity to submit a response within 10 calendar days explaining the reasons the Impartial Hearing Officer's decision should be upheld.
- e. Neither the written notice of appeal nor the response may include information that was not presented at the hearing with the Impartial Hearing Officer.
- f. The Board of Supervisors will hear the grievance at their first regularly scheduled meeting.
- g. If not timely submitted by the grievant, the grievance can no longer be addressed in the grievance procedure.

Level of Review:

- h. The County Board shall review the written decision of the Impartial Hearing Officer, the reasons for the appeal and the reply. The role of the County Board, in reviewing the decision of the Impartial Hearing Officer, is to solely address the following questions:
  - I. Did the Impartial Hearing Officer follow a fair and impartial process?
  - II. Is there evidence of corruption, fraud, or misconduct by the Impartial Hearing Officer?
  - III. Did the Impartial Hearing Officer make an error of law which makes his/her award invalid?
  - IV. Did the Impartial Hearing Officer make an error of fact which made his/her award invalid?
- i. After answering the above questions, the County Board will decide to uphold, modify, or reverse the decision of the Impartial Hearing Officer.
- j. The County Board will issue its written decision within sixty calendar days from receipt of the appeal.
- k. The County Board of Supervisors decision is final and binding upon all parties.

### **13. 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.

### **14. 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.

### **15. COUNTY PARK ADMISSION**

All County employees will be provided with free admission to County parks. You must have your employee badge or annual park pass provided by the Parks Department with you and placed on your dash of your vehicle in the parks. This is an entrance pass and is not for camping or facility rentals. You must follow all the park rules.

### **16. PRIVACY POD**

Jackson County is committed to supporting a family-friendly and health-conscious workplace. This policy establishes guidelines for the use of the County's Privacy Pod to provide employees with a private, clean, and comfortable space for lactation and other approved health-related purposes.

This policy applies to all Jackson County employees who may require the use of the Privacy Pod during their workday for lactation, virtual health appointments, or other approved private needs.

- A. The County provides an on-site Privacy Pod to accommodate employees' needs for privacy in accordance with applicable state and federal laws, including the Fair Labor Standards Act (FLSA) and Wisconsin state statutes concerning lactation accommodations. The Privacy Pod is located at the Jackson County Courthouse on the 2nd floor, adjacent to the County Board Room.

Employees with private offices may use those spaces for lactation or virtual appointments if preferred.

B. Authorized Uses

1. The Privacy Pod may be used for the following purposes:

- a. Lactation: Breastfeeding or expressing milk during work hours
- b. Health Appointments: Attending virtual medical, counseling, or wellness appointments that require privacy
- c. Other Approved Private Uses: Activities that require a quiet, private environment, as approved by the employee's supervisor or the Human Resources Department

C. Amenities and Features

1. The Privacy Pod includes:

- a. Electrical outlet(s) for equipment or devices
- b. Comfortable, ergonomic seating
- c. Adequate lighting and ventilation
- d. Convenient access to running water and soap for hand washing and equipment cleaning

D. Employees should coordinate with their supervisor or Human Resources to reserve the Privacy Pod to ensure equitable access and minimal disruption to work operations. Supervisors are expected to accommodate reasonable requests consistent with operational needs and applicable laws. There is an Outlook calendar that can be accessed to reserve a time slot. All scheduled appointments are set to "Private" to allow for confidentiality.

E. Employees are provided reasonable break time to express milk for their child for up to one year following the child's birth, in compliance with FLSA requirements. Whenever possible, breaks should coincide with the employee's normal rest or meal periods. If additional time is required beyond standard breaks, the employee may make up the time within the same workday (with supervisor approval) or apply accrued leave balances.

F. Use of the Privacy Pod shall be treated with confidentiality and respect. Employees and supervisors must ensure that the space remains private, sanitary, and secure at all times. Interruptions or misuse of the space are not permitted.

G. Facilities staff will ensure the Privacy Pod remains clean, functional, and accessible. Any maintenance concerns or supply needs should be reported promptly to Human Resources or Facilities.

H. Questions regarding this policy, scheduling, or appropriate use of the Privacy Pod should be directed to the Human Resources Department.

#### **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 paystub 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, if 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 Human Resources 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 paystub 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 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 Pay 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 if it is efficient and economical. Compensatory time may be used in one-hundredth hour increments. In all hourly employment classifications (this includes Jailer/Dispatcher employees, Courthouse employees, DHHS Employees, and Forestry and Parks employees) 40 hours must be worked in a week (not to include benefitted time) before overtime compensation is accrued at time and one half.

Highway Department non-exempt employees are not under the compensatory time agreement. Highway Department non-exempt employees must account for 40 hours in a week, including benefitted time. Employees that are called in to work outside of the regular workweek, weekends, or on scheduled County-wide holidays, shall receive a minimum of one and one-half (1-1/2) hours of compensation and at one and one-half (1-1/2) times their normal pay rate.

Highway Department Differential Pay

Differential pay shall be paid to non-exempt Highway Department employees when an employee is assigned by management to temporarily perform the duties when operating specific heavy equipment. Employees shall be paid differential pay of \$3.00 per hour for actual hours performing tasks in the higher classified/graded position. Said rate shall be reviewed for potential adjustment every 3-5 years.

Differential pay shall be paid to non-exempt Highway Department employees when an employee is assigned by management to perform duties on I-94. Employees shall be paid hazard pay of \$3.00 per hour for actual hours worked on I-94. Said rate shall be reviewed for potential adjustment every 3-5 years.

Seasonal Park Employee Differential Pay

Differential pay of \$2.00 per hour shall be offered to seasonal park employees that work between the hours of 12:00 PM on Friday to Sunday at 11:59 PM on the same weekend, or on any Holiday between May 1 and October 31. Differential pay shall be added to the employee's current wage.

Overtime Pay Under Mutual Aid, Assist Another Agency or Grant Reimbursement

Under mutual aid, assist another agency and/or grant reimbursement, sworn law enforcement personnel

who are classified as exempt or salaried employees of the County, may receive overtime compensation pay at a rate of one and one-half times the normal pay for each overtime hour worked, in lieu of compensatory time. Overtime worked must be approved by the Sheriff or his designee before it is performed. The cost of the overtime pay shall be reimbursed by the grant, or requesting agency/jurisdiction

Jail positions in the Law Enforcement agency may follow FLSA 7(K) exemption. Employees in this classification should refer to the Law Enforcement work rules.

1. FLSA Exempt Employees (Salaried Staff):

In accordance with the Fair Labor Standards Act and Wisconsin state law, exempt employees are not eligible for compensatory time off for hours worked beyond their standard schedule. Exempt level staff working excessively or extraordinarily to meet the demands of their position as deemed by the Department Head may be allowed to flex their schedule by working a reduced schedule in a workweek with the prior approval of the Department Head. Exempt employees are encouraged to take their reduced schedule within the same pay period in which the excessive hours were worked. This reduced workweek is not on an hour-for-hour basis but to recognize work performed above-and-beyond the demands of the position.

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

Employees under this classification shall be eligible for overtime pay or compensatory time when they work more than 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 24 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 the week is not used to calculate overtime.

All employees are encouraged to schedule time off to use their accrued compensatory time. No compensatory time shall be carried over from one year to the next. Any compensatory time remaining on the last payroll period of the calendar year shall be paid out as cash at the employee's current rate of pay.

D. State of Emergency Overtime

In a Jackson County state of emergency declared by the Governor of Wisconsin, and/or President of the United States and/or County Board Chair, exempt employees may receive payment at their regular hourly rate for hours worked more than 40 hours in a week, or for employees whose normal schedule is rotational in nature, hours worked in excess of their normal weekly schedule. Only work performed in direct relation to the state of emergency may be included for payment, and benefited time off shall not be included in the calculation of "hours worked".

E. Wages and Pay Ranges

Pay Ranges for all staff are published in a separate document. These ranges may change annually. Please see Human Resources for a copy.

F. 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 type of leave as specified in this handbook, are designated as being "Out of Pay Status" (time off without pay). Employees must be in active pay status for fourteen (14) days or more of the month in order to be eligible to participate in health insurance coverage. Failure to be in active status for fourteen days or more, will require the employee to pay the full health insurance premium for the entire month. Due to health insurance being paid on the first of the month, and not knowing if the employee

meeting the requisite fourteen days in an active pay status, if the employee does not meet the threshold, the County will recoup the portion they paid in the following month, either through payroll or demanding repayment by the employee. For information regarding when payment would be due, please contact Payroll. Time off resulting in “out of pay status” may be subject to disciplinary action. Employee shall not accrue any benefits, including PTO, during their period of unpaid leave. Vacation accruals are based on the number of hours an employee is in active pay status.

#### **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 Insurance**

Jackson County’s health insurance plan provides regular full-time employees and their dependents access to medical and dental insurance benefits. For purposes of health insurance plan eligibility and premium contributions only, a “full-time” employee is defined in this subsection as a regular full-time employee or regular part-time employee working an average of 30 hours or more per week as measured pursuant to applicable Internal Revenue Service rules.

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 Human Resources Department.

Jackson County contributes a portion of the health insurance premiums for eligible full-time employees as determined by the County Board of Supervisors. Jackson County contributes a portion of the dental insurance premiums for eligible full-time employees as determined by the County Board of Supervisors.

Health insurance coverage begins the first of the month after 30 days of employment. If an employee separates from employment, then returns as an employee within 13 weeks and meets all other eligibility requirements, health insurance coverage would be effective the first day of hire per ACA requirements.

##### **B. Life Insurance**

Employees that are eligible to participate in the Wisconsin Retirement System are eligible to participate in the life insurance plan. 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 Human Resources 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 Human Resources 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 immediately. 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 Human Resources 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 medical 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 may be forfeited. The election for payroll deduction is irrevocable for that year. 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 Human Resources Department. Employees who choose to consistently neglect or refuse to follow the 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 because 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. Return to Work

No employee is permitted to return to work without a physician's excuse if he/she is being treated for a work-related illness or injury. Please contact the Human Resources Department or refer to the Worker's Compensation Information Brochure if you have further questions regarding your return to work.

F. COBRA

Jackson County shall comply with the Consolidated Omnibus Budget Reconciliation Act (COBRA) which requires the offer to eligible employees and their families the opportunity to apply for an extension of health or dental insurance coverage when coverage under the employer's plan would otherwise terminate. Eligible employees or family members have the responsibility to inform Jackson County, in writing, within 60 days of the qualifying event for extension of coverage, which includes divorce, legal separation, or a child losing dependent status under the provisions of the health or dental insurance plans. Additional information regarding COBRA may be obtained by contacting the Human Resources office or the Department of Labor.

**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 Human Resources 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. It is recommended that employees contact the Wisconsin Retirement System at least six (6) months in advance of an anticipated retirement date.

### 4. PAID TIME OFF (PTO)

PTO provides employees with a flexible means of utilizing paid leave time for planned and unplanned absences. PTO can be utilized for any purpose, subject only to necessary request and approval procedures consistent with County and Department policies.

In cases where there is existing contract language that differs from this policy, the contract language shall prevail in the specified bargaining area.

PTO is allotted on the calendar year of January 1 – December 31. Benefited full-time employees, working at least 40 hours per week receive PTO as outlined below. Benefited part-time employees shall accrue pro-rated PTO benefits based upon hours worked. Employees earn PTO on their first day of employment.

Definitions:

- Paid Time Off (PTO). A benefit plan which consolidates vacation and sick leave benefits into a single “account” of paid leave, for which the employee is responsible for managing.
- Planned PTO. Requested and approved prior to the date for which the employee is requesting leave.
- Unplanned PTO. Requested or reported on the date the employee will not be reporting to work.

Accrual: All benefited full-time managerial staff hired into regular status positions will receive PTO according to the following table:

Years of Service	Days Per Year	Hours Per Year
1 to 6 years	27 days	216 hours
7 to 19 years	32 days	256 hours
20 years and up	37 days	296 hours

PTO is as follows for Courthouse, Highway, Health & Human Services Clerical/Paraprofessional, and Health & Human Services Professional and all other employees not designated above.

Years of Service	Days Per Year	Hours Per Year
1-2 years	22 days	176 hours
3-5 years	24 days	192 hours
6-9 years	27 days	216 hours
10-14 years	30 days	240 hours
15-19 years	32 days	256 hours

20+ years	37 days	296 hours
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PTO for Corrections & Communications employees is as follows:

Years of Service	Days Per Year	Hours Per Year
1-5 years	24 days	192 hours
6-15 years	30 days	240 hours
16-20 years	32 days	256 hours
21+ years	37 days	296 hours

a. Use of PTO Benefits

PTO may be used in ¼ (quarter) hour increments. To take Planned PTO, employees must request PTO as far in advance as practicable and must be approved in advance by their Supervisor, but not less than 24 hours in advance. Individual Departments may require more advance notice for scheduled absences. Employees will follow Department procedures for requesting PTO. Requests will be reviewed based upon several factors including business needs and staffing requirements. PTO requests may be denied based on the needs of the Department and the scheduled time off of other Department employees. Department Heads or designees may approve Planned PTO requests of less than 24 hours' notice on a case-by-case basis. PTO is paid at the employee's base rate at the time the paid leave is taken. It does not include overtime, shift differentials, or any special forms of compensation. PTO is not to be used to calculate overtime or compensatory time accrual daily. If available PTO is not used by the end of the benefit year, employees may carry up to 480 hours of unused time forward to the next benefit year. Any amount above the maximum will be lost at the end of the calendar year. Department Heads must notify the chair or member of the oversight committee of more than 10 (ten) consecutive working days of PTO.

To take Unplanned PTO, Employees must report the use of Unplanned PTO at least one (1) hour prior to the start of the employee's scheduled shift, or as soon as practicable in cases of emergency or illness during the employee's work shift. Individual Departments may require more advance notice of unscheduled absences. Employees will follow Department procedures for requesting PTO.

b. Absence due to Illness or Medical Necessity

Employees who are ill should not report to work. Department Heads or Supervisors will assess the health of an employee and, if the employee is deemed to be "too sick to work", the Department Head or Supervisor can send the employee home and will notify HR. If this occurs, the employee will be required to supplement the missed time with PTO.

After a medical absence, a physician's statement may be required to be submitted to Human Resources on the employee's first day back to work, attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restriction must be stated clearly upon the employee's return to work. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. PTO may be denied for any employee required to provide a doctor's statement until such a statement is provided.

The County has the right to arrange a second medical opinion to determine the validity of an employee's workers' compensation or illness claim, or to obtain information related to restrictions or an employee's ability to work at its own expense.

c. Unpaid Leave

Generally, unpaid leave may not be taken until such time that the PTO account has been exhausted.

In the event of a temporary reduction in hours as scheduled by the County, an employee may take unpaid time if that employee's total balance of PTO is 40 hours or less.

If an employee's PTO balance is exhausted, the employee will revert to unpaid time. If this occurs without the prior authorizations of the Department Head, the employee may be subject to corrective or disciplinary action.

d. Conversion

Due to the transition of changing the existing accrual system from sick and vacation to PTO, all existing accrued vacation will be reclassified as PTO, hour for hour up to 240 hours and the rules of PTO shall apply.

e. Benefits at Separation of Employment

Upon termination of employment, employees will be paid for unused PTO that has been accrued through the last day of work, up to the amount as indicated in the chart below, provided the employee has given appropriate notice of voluntary termination.

**Non-Exempt**

1 - 2 years consecutive employment: 80 hours  
3 - 5 years consecutive employment: 96 hours  
6 - 9 years consecutive employment: 120 hours  
10 - 14 years consecutive employment: 244 hours  
15 - 19 years consecutive employment: 310 hours  
20+ years consecutive employment: 400 hours

**Exempt**

1 - 6 years consecutive employment: 120 hours  
7 - 19 years consecutive employment: 260 hours  
20+ years consecutive employment: 400 hours

**Corrections & Communications**

1 - 5 years consecutive employment: 96 hours  
6 - 15 years consecutive employment: 244 hours  
16 - 20 years consecutive employment: 310 hours  
21+ years consecutive employment: 400 hours

**5. HOLIDAY COMPENSATION**

Regular full-time and part-time employees will be granted time off on all authorized holidays. NOTE: Corrections & Communications employee please refer to Section C below. 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:

New Years Day - January 1st  
Spring Holiday - (Friday Before Easter)  
Memorial Day - Last Monday in May  
Independence Day - July 4th  
Labor Day - First Monday in September

Thanksgiving Fourth Thursday in November  
Day After Thanksgiving  
Christmas Eve - December 24  
Christmas Day - December 25  
(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 or called in

- on a County scheduled holiday shall receive time and (1/2) one half pay.
2. County holidays which occur during an employee's paid absence (PTO, 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. Department Heads may be eligible at the discretion of the 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 daily.
  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), eight (8) hour Personal Holiday each year. Regardless of work schedule, the personal holiday is for eight (8) hours only. 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. New Employees hired during the year will earn the Personal Holiday as follows:

January 1 – June 30 will receive one (1), eight (8) hour Personal Holiday  
July 1 – September 30 will receive one-half (1/2), four (4) hour Personal Holiday  
Hired after October 1 will receive no Personal Holiday

c. Corrections

Personal Hours are recognized in exchange for Holidays. Regular full-time employees are entitled to 84 hours of personal time commencing January 1 and ending December 31 of each year. Personal Hours may be requested at the discretion of the employee with prior approval of the immediate supervisor. No employee may use Personal Hours for the purpose of achieving any overtime pay. Personal Hours can be used in one-hour increments.

1. 84 Personal Hours will be given to each employee the first day of each year to use throughout the year with prior approval by the employee's supervisor.
2. For purposes of terminations, retirements, and hiring's, Personal Hours will be pro-rated at 7 hours each month. This calculation is as follows: 84 Personal Hours divided by 12 months per year equals 7 hours per month. If an employee leaves before the 15<sup>th</sup> of the month they receive ½ of that amount – if they leave after the 15<sup>th</sup> of the month they receive the full monthly accrual. For new hires – If the employee is hired before the 15<sup>th</sup> of the month, they receive the full month's accrual and if hired after the 15<sup>th</sup> they receive ½. For example, an employee starts April 1<sup>st</sup>, they are eligible for accruals from April through December based on this formula.
3. Personal Hours that are not used during the calendar year are forfeited.

d. Communications

Communications staff will follow the same provisions as outlined for the Corrections staff, with the exception that Communications receives 80 Personal Hours per year.

## 6. COMMUNITY SERVICE INCENTIVE DAY

Jackson County has implemented a paid day of Community Service to build team relationships and provide a service to our County communities and residents. Each employee is allowed up to 8 hours per year with approval from their Supervisor for the date, time and the service to be provided. A request form must be provided to the Supervisor, signed by the requestor, Supervisor, and signed by the recipient of your community service. The completed form must be submitted to payroll with your time sheet. If your community service is provided on a weekend or normal day off, you will be given compensatory time off. This incentive cannot be used to induce overtime pay in any pay period.

## 4.05 LEAVE POLICIES

### 1. SICK LEAVE

With the transition to PTO, sick time will no longer accrue. Accrued sick leave as of December 31, 2025 will be frozen. Employees will be able to utilize banked sick leave in the following manner:

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, parent or person the employee provides day-to-day responsibilities and/or financial support to.

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

Misuse of sick leave or the filing of false reports is subject to disciplinary action up to and including termination.

If sick leave banks are found to be used for time off outside of this policy, further restrictions may be put in place that would affect the usage of banked time.

Other policies regarding sick leave are as follows:

- a. Employees shall not be eligible for sick leave more than the sick time earned.
- b. To qualify for authorized sick leave when there is an illness, the employee must call his/her Supervisor at least two (2) hours prior to the start of the work shift; sooner if possible. If an employee is going to be late due to medical circumstances, he/she must call the Supervisor immediately.
- c. It is the employee's responsibility for obtaining the Supervisor/Department Head authorization.
- d. If requested, the employee must provide to his/her Supervisor a physician statement for proof of illness.
- e. After absence more than three (3) consecutive workdays for medical reasons, a written return-to-work permit by the physician may be required before returning to work.
- f. Absence beyond three consecutive workdays 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. For leave related to illness or injury, including Federal and Wisconsin FMLA, the sick leave bank must be exhausted before any PTO benefits can be used; 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 the employee is eligible, 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 2025 will be compensated for at the rate of 50% during the second pay period in 2026. After the payout, the employee will begin 2026 with an accumulation of 720 hours. A record of sick leave earned and used shall be kept and will be available to employees on request.
- k. If an employee shall terminate employment, such employee will be eligible to receive his/her regular rate of pay at the time of December 31, 2025 for any unused sick leave that remains in the bank 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 involuntarily 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 vacation or sick leave to fellow employees who have exhausted all of their own accumulated benefits due to FMLA related leave. 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. Employees may donate up to 40 hours of vacation and/or sick leave per year. All donations are confidential and will be evaluated by the Human Resources Department prior to being granted.

## **3. LEAVE OF ABSENCE**

Accumulation of benefited time does not entitle an employee to 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.

- d. 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 Human Resources Department. In the event 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, 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.

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.

PTO will be earned only for hours the employee is in paid status. No PTO will accrue while an employee is in 'out-of-pay' status. Holiday pay will be paid if the employee is in pay status immediately before and immediately after the holiday.

6. 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.
7. Insurance premiums owed will be computed on a daily or hourly basis. Jackson County will pay its share of health/dental insurance premiums if the employee works or is in pay status for fourteen (14) days or more of the month in which the leave begins. An employee not in pay status or does not work or be in pay status for the requisite fourteen (14) days or more 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 Payroll.

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 arrange 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 the 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. 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, the 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, the employee will be paid for the portion of the p.m. shift missed. Night Shift: If an 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 days/shifts of paid leave in the event of the death of the employee's spouse, child, stepchild, parent, stepparent, mother-in-law, or father-in-law, brother, sister, stepbrother or stepsister and one (1) day paid leave in the event of the death of an employee's grandparent, grandchild. Regular part-time employees receiving fractional benefits will be granted pro-rated funeral leave in accordance to the number of hours worked. Funeral leave must be utilized within fourteen calendar days following the passing of an employee's relative. In cases of exceptional circumstances where leave cannot be utilized within fourteen 14 days, approval by the Department Head and Human Resources Director is required.

#### 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 training 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)

This policy outlines the federal and Wisconsin Family and Medical Leave Acts (FMLA) and applicable rights and obligations. Should this policy conflict with the federal or Wisconsin law, the provisions of the law shall control. The Department of Labor's summary of the federal law follows our FMLA policy.

- We administer this FMLA policy on a calendar year basis. Military leave entitlements are a rolling 26 work week period.
  - Definitions of terms such as "serious health condition," "child," "parent," "spouse," and "domestic partner" are applied as defined in Wisconsin and federal law.
  - Both Wisconsin and federal family and medical leave will run concurrently with each other and concurrently with any other leave available to you under our policies or collective bargaining agreements, and under federal or Wisconsin law, including workers' compensation, to the extent such leave qualifies for FMLA.
  - Leave taken under this Policy will not result in any disciplinary action.
  - Eligibility for Leave
- A. Wisconsin: You are eligible for Wisconsin FMLA if you have worked at least 52 consecutive weeks and have worked at least 1,000 hours (paid leave counts) in the 52-week period before leave begins.
- B. Federal: You are eligible if you have worked for at least 12 months (not necessarily consecutive) and have worked 1,250 hours (only actual hours worked counts) in the 12 months period immediately before leave begins.

### Type and Amount of Leave Available

#### **Wisconsin FMLA**

- Up to 6 weeks for the birth or adoption of a child, to begin within 16 weeks of the birth or placement.
- Up to 2 weeks to care for a child, spouse, domestic partner, or parent (including parents of your spouse or domestic partner) with a serious health condition.
- Up to 2 weeks for your own serious health condition.
- Up to 6 weeks as a bone marrow and/or organ donor upon written verification.

#### **Federal FMLA**

- Up to 12 weeks of leave for:
  - A. The birth of a child and to care for the newborn within one year of birth;
  - B. The placement of a child for adoption or foster care and to care for the newly placed child within one year of placement;
  - C. To care for your spouse, child, or parent who has a serious health condition;
  - D. A serious health condition that makes you unable to perform the essential functions of your job.

### **Military Family Leave Entitlements**

#### Military Caregiver Leave:

You may take unpaid leave of up to 26 weeks of care for your parent, spouse, child or next of kin who is a covered service member and who sustains a serious illness or injury while on active military duty. This injury or illness must render the service member medically unfit to perform his or her military duties and for which the service member is undergoing medical treatment, recuperation or therapy, whether inpatient or outpatient, or is

assigned to the temporary disability retired list. The maximum 26 weeks of leave to care for a service member includes, and is not in addition to, all other FMLA leave.

#### Qualifying Exigency Leave:

Unpaid leave of up to 12 weeks may be taken by you for any “qualifying exigency” that arises because of your spouse, child or parent serving on active duty, or being notified of an impending call to active-duty status to support a contingency operation. Federal FMLA regulations define a “qualifying exigency” to include such activities as attending certain military events, arranging for alternative childcare or school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, time for the military member’s rest and recuperation, and attending post deployment briefings. You may be required to provide documentation to verify eligibility for leave, including providing a copy of active-duty orders.

#### Intermittent Leave:

You may be allowed to take FMLA leave on an intermittent or reduced schedule basis within the parameters set by law. Only the amount of leave taken will be count against leave entitlements. Please contact the HR Department to discuss the parameters, eligibility, and scheduling of intermittent or a reduced schedule leave.

#### Pay during FMLA Leave:

In general, both Wisconsin and federal FMLA leaves are unpaid. We require you to substitute paid leave (such as PTO, banked sick leave, or compensatory time) for unpaid leave available under the federal FMLA. If you have banked sick leave, you will be required to exhaust that before you are able to use PTO. You may substitute any available accrued leave for unpaid Wisconsin FMLA. You will continue to earn accrued benefits while paid leave is substituted for unpaid FMLA time off.

#### A. 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. Failure to pay your portion of the premium may result in termination of your health insurance. 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.

#### B. Return to Employment

When you return from FMLA for your own serious health condition, you must provide a return-to-work release signed by your physician showing that you can return to duty with or without work restrictions. We will delay your return to work until it is received.

At the end of your FMLA leave, you will be returned to the position you held at the commencement of leave or, if the position is filled, to an equivalent position. The return-to-work entitlement will be no greater than if you had continued in employment without taking leave.

Under federal FMLA, the return-to-work entitlement does not apply to “key” employees. We will notify you regarding key employee status and its possible implication on job restoration at the time leave is requested.

You must notify your immediate Supervisor if your return-to-work date changes. If you want to return to work before leave is scheduled to end, and work is available, you must notify us at least 2 work days prior to the desired return date.

If you do not return to work from an FMLA leave at the designated time, we will consider you to have voluntarily ended your employment, unless you were unable, because of an emergency, to notify us.

If your FMLA leave expires, and you remain unable to perform the essential functions of your position, your right under the FMLA to your job will end with the expiration of the FMLA leave period. You should

contact the HR Department to discuss options, which will take into consideration the circumstances of your particular situation and any obligation to reasonably accommodate a disability if one exists as defined by applicable state and federal laws.

C. 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. If that is not possible, or the leave is not foreseeable, you must provide notice as soon as possible. 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. You must submit the certification form within 15 calendar days of the request. If you make a diligent good faith effort but cannot meet the 15-calendar day deadline, we will give you additional time to provide the certification.
- Second or third medical opinions (at the employer's expense) and periodic recertification
- Periodic reports and updated medical certifications during FMLA leave regarding the employee's status and intent to return to work
- Certification of domestic partner form
- Appropriate certification forms for military leave (forms WH-384 or WH-385) prepared by the US Department of Labor

D. 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.

E. 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.
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## 4.07 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 workday begins, the time after the employee's scheduled workday 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 regarding 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 Executive, Finance & 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 a license are responsible for notifying the Department Head of any driving violations which occur that prohibit maintaining a current/valid driver's license. Department Heads who are required to have and maintain a valid Wisconsin driver's license as a condition of employment are required to notify the oversight committee of the same. 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 Human Resources 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 workplace 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 more than eight (8) hours is provided. Exempt personnel shall receive no compensation for hours more than eight.

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 people 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 the federal standard mileage rate per mile. Rates will automatically adjust with the federal standard mileage rate change effective the 1<sup>st</sup> of every year. Any travel costs associated with 100% funded grants shall be reimbursed at the grant reimbursement rate.

D. Meal Allowance

Employees may only receive reimbursement for meals when attending an official business meeting, seminar, and/or conference outside of the County. Daily meal allowances must be reported on time sheets, as meals are taxable. Itemized receipts are required for all meals. 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. Any meal costs associated with 100% funded grants shall be reimbursed at the grant reimbursement rate.

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 - \$ 8.00  
Lunch - \$12.00  
Dinner - \$20.00  
Daily Maximum - \$40.00

If authorized travel encompasses the departure times and meal allowance listed in the policy, the employee can spend the aforementioned meal monies in aggregate.

E. Out of Area Travel

For travel outside a 300-mile radius of Black River Falls, employees requesting to attend conventions and activities at the County's expense must be given prior approval by the Department Head. In applicable agencies, each out of area travel, per court order, must be reported to the oversight committee Chair.

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 Department Head. 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. People shall observe posted hotel hours 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 while 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. Department Heads shall ensure that sufficient staff is available in each department to always continue County operations during the workday. 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 these guidelines must be properly approved by the Department Head, depending on the parameters of the training and education. Training and education out of a 300-mile radius requires approval as previously stated in this Handbook.
3. **JOB REQUIRED** – Training or education that is required as outlined in the job description. Training or education must be a requirement of the position, as indicated in the job description. The 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 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. LAYOFF & RECALL

Jackson County retains the right to lay off employees, in whole or in part, and to retain those employees who are most qualified to perform the available work, regardless of their previous length of employment. The needs of Jackson County shall be the prime consideration used in the determination of which employee(s) shall be laid off. The rehiring of employee(s) that have been laid off shall be determined by the external recruitment process.

## 7. INFORMATION TECHNOLOGY POLICY

### Policy Objective

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 objective of this policy and the responsibility of each employee to ensure that information technology is used for proper business purposes

and in a manner, consistent with everyone's position and work responsibilities, 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 (for full explanation of IT Resources see definition below) and the information that is created, transmitted, received or stored on these resources.

#### Responsibility of Jackson County Government and IT Department

This policy is intended to protect Jackson County and mitigate any liability claims, which may be the result of unauthorized or inappropriate use. The security of information generated and/or accessed by Information Technology resources is the responsibility of all employees of Jackson County. Due to the decentralized nature of this technology, each employee must make a commitment to adhere to the provisions of this policy. In addition, each Manager and Supervisor must make a commitment to adhere to and enforce this policy in his or her workplace.

To protect the integrity of information technology use, Jackson County retains the authority to limit or restrict any usage of the computing facilities; the authority to inspect, copy, remove, or otherwise alter any data, file, or system resources that may undermine the proper use of that system. Jackson County may take further steps deemed necessary to manage and protect the County's information technology resources. This authority may be exercised with or without notice to the employee; however, whenever possible the IT Department Personnel will consult with the Department Head or designee prior to acting.

The County disclaims responsibility for any loss or damage to data that results from its efforts to enforce these rules or from any changes, upgrades, or maintenance of the County information technology resources. Jackson County is not at fault or responsible for personal data transmitted, stored, or operated via County IT resources; this includes personal, medical, or financial information of any kind on external websites.

#### Open Records, Subpoenas, Expectation to Privacy

All IT resources, as listed below, that are related to or result in any business activity of Jackson County, or are the property of Jackson County, may be subject to state and federal public open records laws and/or subpoenas. This includes records from cell phones, text messages, emails, internet communications, telephone records, and other miscellaneous forms of electronic transmissions.

Employees should not have an expectation of privacy regarding the use of information technology resources regardless of the assignment or creation of passwords, ID numbers or access codes

#### Definitions

For purposes of this policy, Jackson County defines the following:

*Information Technology Resources:* Includes but is not limited to: Desktop, laptop, notebook and tablet computers, networks, software, email, internet, printers (copy machines), fax machines, voice mail, cellular phones, land line phones, telecommunication devices (two-way radios, voice recorders, etc.), digital cameras, PDA's, plotters, scanners, squad computers, mobile data devices; any and all other telecommunications or transmittable devices owned by Jackson County.

*Employee:* All regular full-time, part-time, limited term, seasonal, temporary employees, volunteers; State of Wisconsin employees working with County government offices; appointed and/or elected officials who have been granted access and use of the County's Information Technology resources

Note: Throughout this policy, the use of the term "employee" includes employees as described here and any affiliated or tenant agencies, business partners, or contract service individuals as described below.

*Affiliated or Tenant Agency/Business Partner/Contract Service Agency:* Departments of agencies that are members of

or occupy space within Jackson County facilities; contract service agencies hired or conducting business within agencies of Jackson County; contractors or vendors of or for Jackson County.

*Remote Access:* Connection to Jackson County networks and/or systems from outside of a County building or campus locations. This includes but is not limited to: dial up from home or other locations, client-based VPN, router-based VPN, or access to an application through the internet or intranet.

A. IT Usage

Information Technology resources are the property of Jackson County and should only be used for valid County business 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 employee's 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 any resource listed under IT Resources definition section of this policy.

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
- Convey accepted standards of business conversation and utilize good judgment in the type of messages created as well as the tone and content of those messages
- Conduct research and analysis for work related projects

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, 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. Requests 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 the 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
- Store, access and locate computers in a safe location away from direct sunlight, moisture and food or drinks
- Game playing is prohibited even though some of the software packages provide them with their software

Personal information technology resources, as previously defined, are not allowed within the Jackson County IT infrastructure; this includes, but is not limited to, USB thumb/flash drives, PDA's, etc.

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. Employees are provided with secured storage space on servers that are routinely backed up, along with synchronization resources and training.

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.

F. Cellular Phones

County authorized Cellular Phones Devices:

Jackson County may provide cell phones to employees whose job functions require mobility and

accessibility. Personal use of County 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.
- Excess charges occurred on non-County business shall be reimbursed to Jackson County

Personal Cellular Phone Devices:

Use of personal cellular phone devices during County paid time should be considered a privilege so long as there is not overuse or abuse of such. If deemed an interference with work time, a Department Head or Supervisor may restrict the carrying or use of cellular phone devices during working hours.

#### G. 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 without 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.

#### H. Separation from County Employment or Loss of Access to Information Technology Resources

Upon separation from employment with Jackson County, access to information technology will cease immediately.

Loss of Access to IT Resources: A Supervisor or Department Head, with proper authority, may deem it necessary to disallow an employee to utilize access to certain IT Resources.

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.

### 8. **SEXUAL HARRASSMENT POLICY**

**THIS EMPLOYEE HANDBOOK INCLUDES APPENDICES THAT PROVIDE FLOW CHARTS FOR GUIDANCE ON REPORTING CONCERNS AND COMPLAINTS. SEE TABLE OF CONTENTS**

Federal and State law prohibits employment discrimination on the basis of race, color, religion, or political beliefs, creed, sex, age, disability, national origin or any other legally protected characteristic.

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; or
- 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 orientation 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 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 sex.

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 Human Resources Director to investigate harassment and discrimination complaints.

C. Complaints

In the event the complainant believes the Human Resources Director has a conflict of interest or lacks impartiality; the complainant may direct such concerns to the Administrative Coordinator and/or Corporation Counsel. If [the Administrative Coordinator and/or Corporation Counsel believes such a conflict of interest exists or that the Human Resources Director lacks impartiality, Corporation Counsel will appoint a "designee" to handle the specific harassment complaint. 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 a supervisor, the Human Resources Director or the Administrative Coordinator and/or Corporation Counsel 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 have 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 termination.

##### 2. Other Acts of Harassment by Co-Workers

A written warning, suspension, or termination will be imposed for the first and second proven offense, depending upon the nature or severity of the misconduct.

##### 3. Retaliation

Any form of proven retaliation will result in suspension or termination upon the first proven offense, depending upon the nature and severity of the retaliatory acts, and termination 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 suspension or termination for the first proven offense, depending upon the nature and severity of the misconduct, and termination 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 termination. 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 terminated. Please direct any questions or concern regarding the Sexual Harassment Policy of Jackson County to the Human Resources Department.

## 9. **OUTSIDE EMPLOYMENT**

Employees may hold jobs outside their employment with Jackson County if 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 employee's 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. CONFLICT OF INTEREST

### A. Purpose

The proper operation of a democratic and representative government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the government structure; that public office not be used for improper personal gain, and that conflicts between private interests and public responsibilities be avoided. In recognition of these goals, there is established a code of ethics to establish guidelines for ethical standards of conduct for such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the County and by directing disclosure by such officials and employees of private interests in matter affecting the County. The provisions and purpose of this code and such rules and regulations as may be established are declared to be in the best interests of the County.

### B. Definitions

1. "Anything of value" means any money or property, favor, service, payment, advance forbearance, loan or promise of future employment, but DOES NOT INCLUDE such things as compensation and expenses paid by the state or County, fees, honorariums and expenses, unsolicited advertising or promotional material such as pens, pencils, notepads, calendars, informational or educational materials of unexceptional value, plaques, other advertising giveaways or any other thing which is not likely to influence the judgment of individuals covered by this code.
2. "Applicant" is defined as an individual who is an external applicant or an internal applicant for employment at Jackson County, Wisconsin.
3. "Department" is defined as an area of the Jackson County government that has its own budget (e.g., Sheriff's Department, DHHS, HR, or the Treasurer's Office).
4. "Domestic Partner" is as defined by Sec. 770.01(1) of the Wisconsin Statutes.
5. "Employee" means all persons filling an allocated position of County employment and all members of boards, committees, and commissions except those individuals included in G.
6. "Financial Interest" means any interest which yields directly or indirectly, a monetary or other material benefit to the County officer or employee or to any person employing or retaining services of the County officer or employee.
7. "Official" means all County Department Heads or Directors, County Supervisors, and all other County elected officers, except judges and district attorneys.
8. "Person" means any individual, corporation, partnership, joint venture, association or organization.
9. "Privileged information" means any written or oral material related to County government which has not become part of the body of public information, and which is designated by statute, court decision, lawful order, ordinance, resolution or custom as privileged.
10. "Relative" or "Immediate Family Member" is defined as: husband, wife, mother, father, son, daughter, brother, sister, and the various combinations of step or in-law, or domestic partner.

C. Specific Conflicts: The following conflicts of interest shall be expressly prohibited:

1. Incompatible Employment:

No public official or employee shall engage in or accept private employment or render services to any other governmental body or to anyone in the private sector which would tend to be incompatible with the proper discharge of his or her duties, unless otherwise permitted by law or unless disclosure is made as hereinafter provided.

2. Representing Private Interests before Agencies or Courts:

No elected public official or employee who is admitted to practice law shall represent, as an advocate any private interests, other than his or her own or that of his or her family, in any proceeding adverse to the County before any federal or state court or agency.

3. Disclosure of Confidential Information:

No public official or employee shall, without proper authorization, disclose confidential information, nor use such information to advance the actual or anticipated financial or personal interest of him or herself or others.

Nothing in this policy is intended to interfere with the rights of any employees to engage in or refrain from protected concerted activity (including lawful communications about wages, hours, and other terms and conditions of employment), either with co-workers or others, or any other rights provided under the National Labor Relations Act. To the extent that conduct is protected under the National Labor Relations Act, this policy does not prohibit or dissuade it.

4. Gratuities or Kickbacks:

a. An official or employee shall not accept anything of value whether in the form of a gift, service, loan or promise from any person, which may impair his or her independence of judgment or action in the performance of his or her official duties.

b. No payment of a gratuity or kickback shall be made by or on behalf of any person and be accepted by any public official or employee as an inducement or reward for the latter's action in procuring the award of any contract or order.

c. It is not a conflict of interest for an official or employee to receive a gift or gratuity that is an unsolicited item of insignificant value or anything which is given to them independent of their position as an official or employee.

5. Failure to Disclose Interest in Legislation:

a. The following persons on behalf of themselves or their families shall disclose the nature and extent of any personal or financial interest in proposed legislation before the County Board.

i. County Board members; and

ii. Public officials or employees who have been asked to render official opinions or recommendations to the County Board on the legislation.

b. The disclosure shall be made before any debate commences upon the legislation and shall consist of an announcement to be recorded in the journal of proceedings and a request to abstain from voting. Notwithstanding abstention proceedings and a request to abstain from voting as may be allowed by the board or committee. It shall be the responsibility of each employee or public official to personally ascertain that such actions do not conflict with Wis. Stat. § 946.13.

c. Solicitation and Sales:

No employee or group of employees shall on behalf of the County solicit funds or other things of value from any person, nor solicit funds or sell things of value to persons on County property without first obtaining permission from the Director and governing committee. This shall not apply to internal departmental solicitations such as farewell gifts, shower gifts, length of service gifts or donations for employee social gatherings.

#### **11. 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 workday 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.

#### **12. 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.

#### **13. TOBACCO FREE WORK ENVIRONMENT**

Please refer to Jackson County's Clean Indoor Air Act Ordinance, Chapter 9.11, for reference to tobacco use.

#### **14. POLICY PROHIBITING WEAPONS IN THE WORKPLACE**

- A. To help ensure a safe workplace for all employees and subject to the exemptions identified in (2), employees may not, at any time while on any property owned, leased or controlled by Jackson County (County), including anywhere that County business is conducted, possess, carry, or use a "weapon" in the course of the employee's employment.

Regardless of whether an employee possesses a concealed weapon permit or is allowed by law to possess a "weapon," weapons are prohibited in the workplace and during the course of employment.

Definitions and guidance:

1. A "weapon" is defined to include firearms, electric weapons (a.k.a. tasers), billy clubs, or any other object created or intended for causing injury.
2. "County property" is defined as all County-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the County's ownership or control. This policy also applies to all County-owned or leased vehicles.
3. The County reserves the right to post signs on County-owned or leased building entrances banning weapons on its premises.
4. The County reserves the right to conduct unannounced searches of County property, vehicles and facilities at any time. The County reserves the right to inspect employee workstations, purses, backpacks, briefcases and other personal items where a weapon may be stored on County premises at

any time.

5. Any employee who knows or suspects that a co-worker or other person is carrying a weapon in violation of this policy or posted notice is to immediately notify their Supervisor or the Human Resources Director.
6. Any employee who is uncertain whether an instrument or device is prohibited under this policy is obligated to request clarification to ensure he or she is not in violation of this policy.
7. A violation of this policy is a serious infraction of the County's work rules and may result in discipline up to and including termination of employment.

B. County employees are permitted to possess, carry, or use a "weapon" in the course of the employee's employment in the following limited contexts:

1. This policy does not prohibit employees from storing a weapon in the employee's own motor vehicle driven or parked on property owned by the County.
2. The following employees are exempt from this policy: law enforcement officers to whom Wis. Stat. §§ 941.23 (1)(g)(2)-(5). and (2)(b)(1)-(3) apply; a qualified out-of-state law enforcement officer, as defined in Wis. Stat. § 941.23(1)(g), to whom Wis. Stat. §§ 941.23 (2)(b)(1)-(3) applies; or to a former officer, as defined in Wis. Stat. § 941.23(1)(c), to whom Wis. Stat. §§ 941.23(2)(c)(1)-(7) applies.
3. Employees of the Forestry and Parks Department who are approved by the Department Head and hold a valid license to carry a concealed weapon ("CCW") issued by the Wisconsin Department of Justice, are exempt from this policy when working on County Forest Land or land that is managed by the Forestry and Parks.
4. Other employees may seek an exemption from the Human Resources Director based on unique circumstances. Such requests shall be made in writing and indicate the basis for the requested exemption and any approval for an exemption must be made by both the employee's Department Head and the Human Resources Director and subject to their sole discretion except that no exemption shall be granted unless the employee holds a valid license to carry a concealed weapon ("CCW") issued by the Wisconsin Department of Justice.

## 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 Human Resources Department.

- A. Application Form – Form to be completed for employment with Jackson County.
- B. Background Information Disclosure – Form is required of certain employees 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. Evaluation Form – Form which is to be completed per the County Ordinance, Work Rule or Union Contract throughout employment.
- E. 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.
- F. Grievance Forms – To be completed by grievant for discipline, termination or workplace safety.
- G. Report of Occupational Injury-Illness Form – Worker's Compensation forms to be completed as outlined on the packet and returned to the Human Resources Department when an accident or injury results while employed by Jackson County.
- H. Return to Work Form – Form used by an employee who is absent from work due to medical reasons.
- I. Separation from Service Notification – Form used by Human Resources regarding termination of employment with Jackson County for any reason.
- J. Volunteer Application – Form to be completed by volunteer prior to performing volunteer work

## APPENDIX B – DEFINITIONS

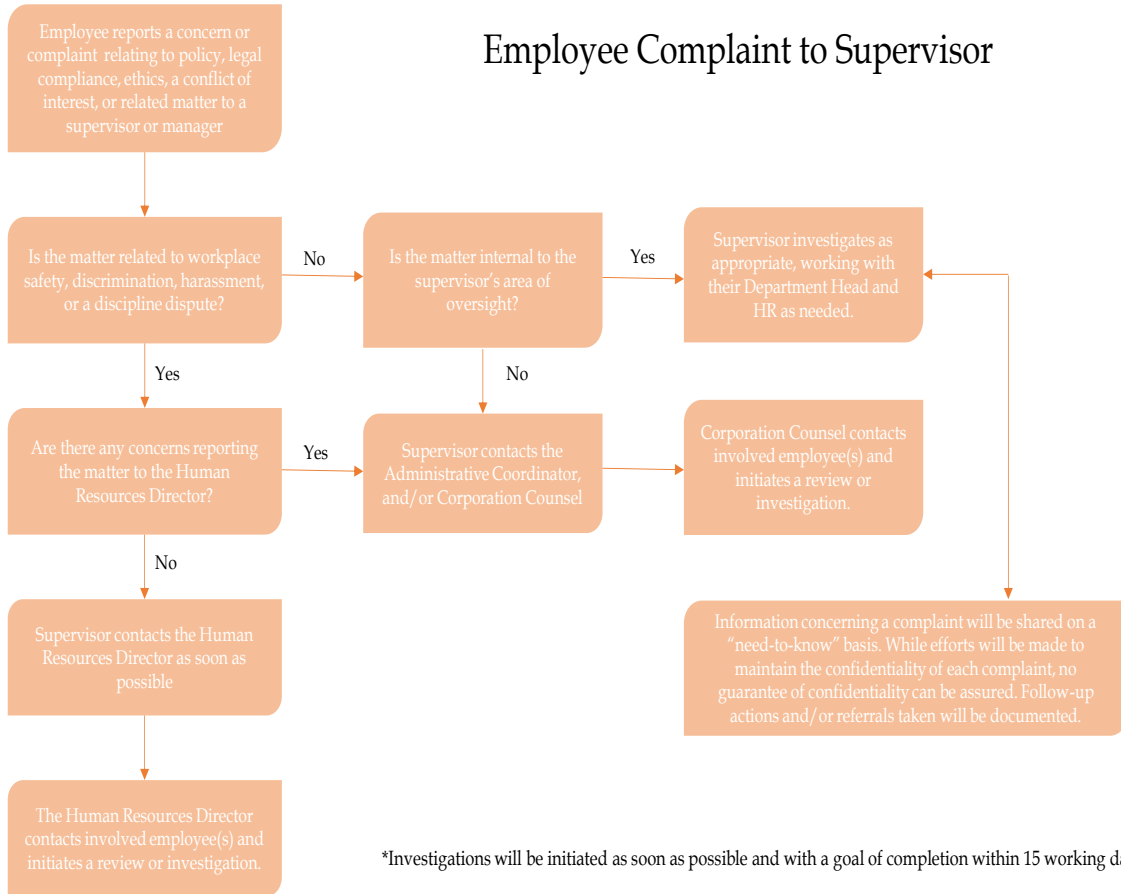
Unless otherwise specified for a particular section of this Handbook, the following terms shall be defined as follows:

- 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, discipline or termination.
- 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 virtue of supervisory, managerial or confidential responsibilities or through voluntary non-representation.

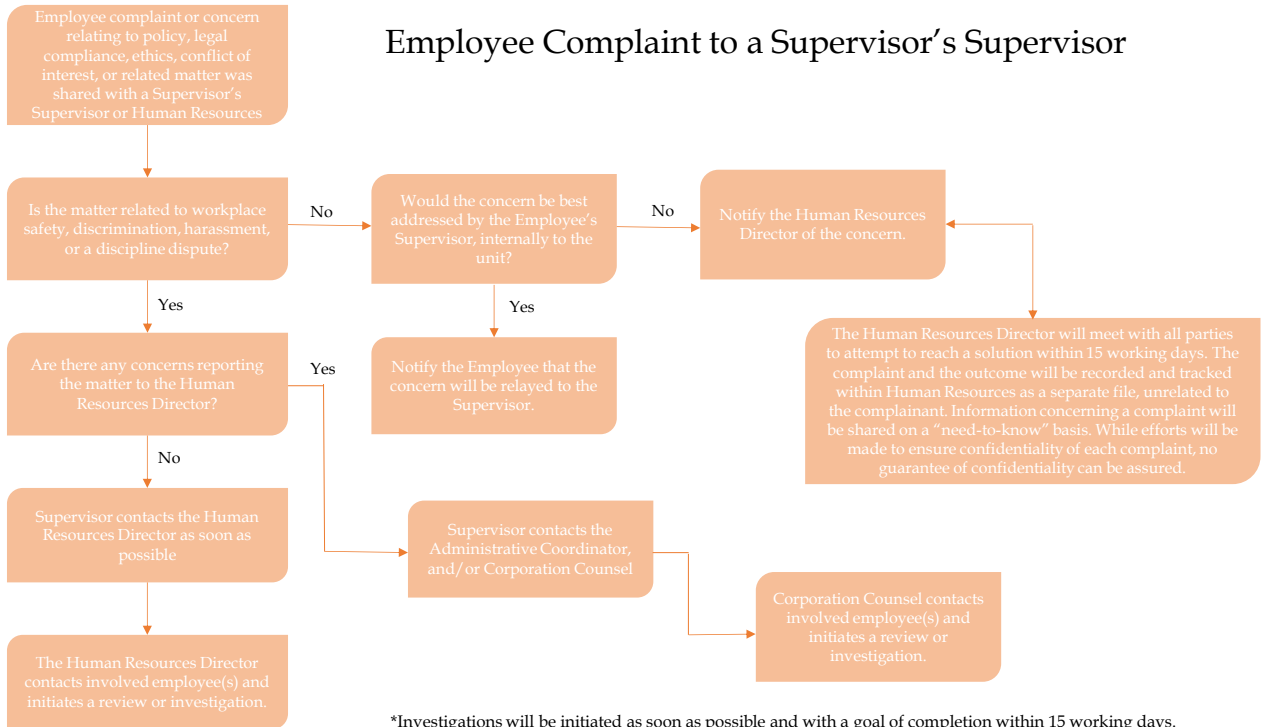
- R. Part-Time Employee – An employee who works fewer hours than the Department’s regular full-time work on a regular basis.
- S. Project Employee – An employee employed on a temporary basis in instances where the position has some sort of condition such as a time limitation or funding contingency.
- T. Promotion – The assignment of an employee from one classification to another classification with a higher pay range.
- U. Reassignment – The assignment of a position from one pay range to another to recognize a change in the duties and responsibilities of a position or to correct an error in the original assignment.
- V. Regular Employee – An employee who is expected to remain employed by Jackson County on a regular, ongoing basis if work is required or necessary.
- W. 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.
- X. Salaried Employee – An employee employed on a regular basis receiving a fixed dollar amount to compensate for all hours worked.
- Y. 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.
- Z. 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.
- AA. Termination – The removal of an employee from the payroll for voluntary or involuntary reasons, including resignation, retirement or dismissal.
- BB. Transfer – The assignment of an employee from one position to another in the same classification or to a classification with the same pay range.
- CC. 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.

# Employee Complaint to Supervisor

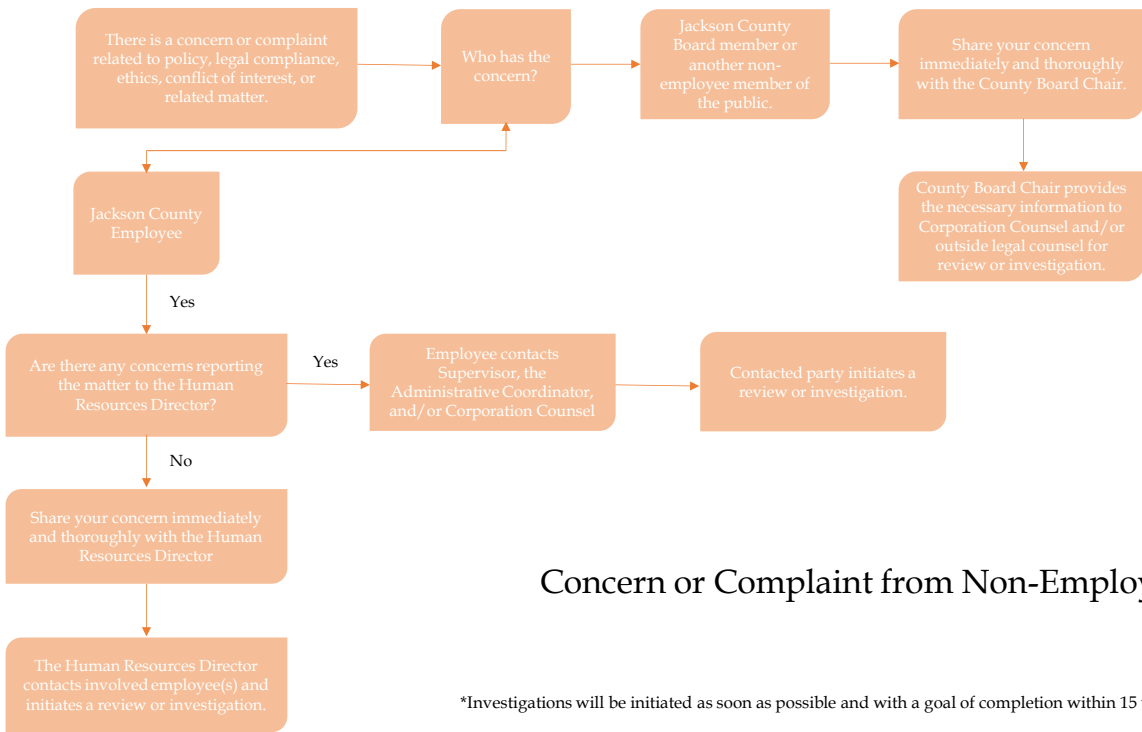


\*Investigations will be initiated as soon as possible and with a goal of completion within 15 working days.

# Employee Complaint to a Supervisor's Supervisor



\*Investigations will be initiated as soon as possible and with a goal of completion within 15 working days.



## Concern or Complaint from Non-Employee

\*Investigations will be initiated as soon as possible and with a goal of completion within 15 working days.

## EMPLOYEE ACKNOWLEDGEMENT

### JACKSON COUNTY EMPLOYEE HANDBOOK

I have received my copy of the Jackson County Employee Handbook. It is my responsibility to read and to comply with the policies contained in the Handbook and any revisions made to it. I acknowledge that nothing in this Handbook constitutes a guarantee of employment or an employment contract of any kind.

I understand that my employment is “at-will” unless otherwise provided by Civil Service, applicable law or ordinance, or a collective bargaining agreement. Where employment is “at-will”, I understand that it can be terminated at any time for any lawful reason, with or without cause or notice.

I understand that the County may add, delete, modify, correct or update any or all the material in this policy in order to respond to changing circumstances and conditions. I understand that it is my responsibility to ask the County Human Resources Department for clarification if I do not understand a particular section of this Handbook.

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 Handbook will supersede. When issues are not addressed in either the Union Contracts or Handbook, then Departmental Work Rules will supersede. No verbal representations may be deemed to alter or contravene the content or intent of this policy. Only the County Board of Supervisors may, in writing by resolution format, waive or alter the provisions of this policy.

Further, I understand that nothing in this Handbook is intended to interfere with the rights of any employees to engage in or refrain from protected concerted activity (including lawful communications about wages, hours, and other terms and conditions or employment), either with co-workers or others, or any other rights provided under the National Labor Relations Act. To the extent that conduct is protected under the National Labor Relations Act, this Handbook does not prohibit or dissuade it.

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

\_\_\_\_\_  
Date

Revisions					
Jan - 2003	Jan - 2014	Jan - 2016	Oct - 2018	Mar - 2020	Jan - 2024
Mar - 2008	Mar - 2014	Jun - 2016	Nov - 2018	Aug - 2020	Aug - 2024
Dec - 2011	Aug - 2014	Oct - 2016	Dec - 2018	Oct - 2022	Sep - 2024
Mar - 2012	Dec - 2014	May - 2017	Mar - 2019	Jan - 2023	May - 2025
Aug - 2013	Jan - 2015	Aug - 2017	Apr - 2019	Apr - 2023	Jan - 2026
Oct - 2013	Apr - 2015	Jan - 2018	Sep - 2019	Aug - 2023	