

# IRON COUNTY PERSONNEL POLICY HANDBOOK



## IRON COUNTY, WISCONSIN

[Last Revised: 05/23/2019 ]



# TABLE OF CONTENTS

## Page

### INTRODUCTION

MANAGEMENT RIGHTS .....	1
AT-WILL EMPLOYMENT .....	1
EMPLOYEE STATUS .....	2
ORIENTATION.....	2

### STANDARDS

PROBATION.....	3
POSITION DESCRIPTIONS .....	3
WORK RULES .....	4
DISCIPLINE .....	5
WORKDAY.....	6
OVERTIME .....	6
CALL OUT.....	7
EVALUATIONS .....	8
ACT 10 GRIEVANCE POLICY .....	8
OPEN POSITIONS.....	11
RECLASSIFICATION.....	11
NEPOTISM .....	12
FITNESS FOR DUTY .....	12
PERSONAL ATTIRE .....	13
COMMERCIAL DRIVER'S LICENSE .....	13
EQUIPMENT USAGE .....	14
PERSONAL COMMUNICATION.....	14

COMPUTER USAGE .....	14
CONFLICT OF INTEREST/CODE OF ETHICS .....	15
SOLICITATION .....	16
CONFIDENTIALITY .....	16
OPEN RECORDS REQUEST .....	16

**BENEFITS**

HOLIDAYS .....	17
PERSONAL DAYS.....	18
VACATIONS .....	18
SICK LEAVE .....	19
LEAVE OF ABSENCE.....	22
HEALTH INSURANCE .....	23
DENTAL PLAN.....	24
WISCONSIN RETIREMENT PLAN.....	24
RESIGNATION .....	25
EXIT INTERVIEWS.....	25
MISCELLANEOUS PROVISIONS.....	25
American with Disabilities Act (ADA) .....	25
Bulletin Board .....	25
Clothing/Tool Allowance .....	25
Garnishment.....	26
Jury Duty .....	26
Legal Requirements .....	26
Meal Allowance .....	26
Mileage Allowance.....	26

Payday .....	26
Phones .....	26
Shift Differential .....	26
Training .....	26
Union Business.....	27
Worker’s Compensation .....	27

**WORKPLACE**

EQUAL OPPORTUNITY POLICY .....	27
DISCRIMINATION/HARASSMENT .....	27
General Harassment .....	27
Sexual Harassment .....	28
Discrimination/Sexual Harassment.....	28
SAFETY/SECURITY .....	28
SMOKING .....	29
FACILITY CLOSURES.....	30
WORKFORCE REDUCTION OR LAYOFF .....	30
Emergency Layoff/Furlough Days .....	30
Layoff Notification .....	30
Permanent Layoff-----	30
SUPPORT FOR BREASTFEEDING EMPLOYEES-----	31

## INTRODUCTION

Welcome to employment with Iron County! Iron County (hereinafter the “County”) is governed by the County Board of Supervisors (hereinafter the “County Board”). The County Board has prepared this handbook (hereinafter “this policy”) to set forth its employment policies. Please read thoroughly and retain it for future reference. Should you have any other questions, please ask your department head or the County Clerk for assistance.

**This policy is solely for information and it is in no way to be interrupted or construed as a contract of employment, express or implied, or a guarantee of continued employment for a specified period of time.** Although the County Board hopes that your employment with the County will be long-term, either you or the County Board may terminate your employment at-will at any time, with or without cause or notice. This policy applies to non-represented employees as well as general municipal employees previously covered under a collective bargaining agreement (CBA). For employees who remain covered under a CBA, the terms of the CBA supersede the terms of this policy, except where the CBA is silent. Please understand that no supervisor, department head or representative of the County has the authority to enter into any agreement with you for employment for any specified period or to make any promises or commitments contrary to this policy. In addition, this policy supersedes any and all prior oral and written communication to you concerning your employment with the County.

It is the purpose and intent of this policy to promote the general efficiency of the workforce of the County to provide courtesy, prompt and efficient services to the general public. To these ends, the County Board endeavors to maintain a friendly and cooperative association between the County Board and the employees.

The County Board reserves the full discretionary authority to modify, revoke, suspend, terminate, interrupt, or change any or all of its policies, in whole or in part, at any time, with or without notice. However, the County Board will make reasonable efforts to inform employees of such changes as they occur. The County Board further reserves exclusive authority to determine, in its sole judgment, how these policies and procedures apply to specific issues and circumstances. The County Board’s determination on all such matters is final and binding.

## **MANAGEMENT RIGHTS**

The County Board possesses the sole right to operate County government and all management rights repose in it. These rights include, but are not limited to, the following:

- A. To direct all operations of County government;
- B. To hire, promote, transfer, assign, and retain employees and positions within the County;
- C. To suspend, demote, discharge and take other disciplinary action against employees, as deemed necessary;
- D. To relieve employees from their duties, as deemed necessary;
- E. To maintain the efficiency of County government operations entrusted to it;
- F. To take whatever action is necessary to comply with state or federal law;
- G. To introduce new or improved methods or facilities;
- H. To change existing methods or facilities;
- I. To contract out or subcontract for goods or services;
- J. To determine the methods, means and personnel by which operations are to be conducted;
- K. To take whatever action is necessary to carry out the functions of the County in situations of emergency; and
- L. To establish and enforce work rules and policies.

## **AT-WILL EMPLOYMENT**

All employees of Iron County are considered at-will employees (unless otherwise provided in a collective bargaining agreement), and as such are governed by the common law doctrine of "at-will" employment. This means that the County has the right to end your employment at any time with or without cause or notice. No employee or

agent of the County has the authority to imply, negotiate, agree to, or sign a contract of employment regarding wages, hours or conditions of employment for a stated period of time, except the County Board.

### **EMPLOYEE STATUS**

*Full Time:* Employees normally working forty (40) hours per week are considered full-time and referred to occasionally as “regular employees”.

*Part-Time:* A part-time employee shall be defined as an employee whose regular work week is less than forty (40) hours. A part-time employee shall not be eligible for benefits unless said employee works more than twenty (20) hours per week. County benefits will be provided to eligible part-time employees on a prorated basis.

*Temporary/Seasonal:* An employee who fills a position that is of limited duration for a specified period of time, not to exceed six (6) months or 1040 hours worked, is designated temporary or seasonal. Temporary/seasonal employees are not eligible for benefits. The wage rate of a temporary/seasonal employee shall be determined by established practice and is subject to approval by the Finance/Personnel Committee. The above limitations may only be modified by approval of the Finance/Personnel Committee.

*Seniority:* Seniority shall consist of the total accumulated paid services of an employee within the particular department in which the employee works. An employee’s departmental seniority shall not be lost because of absence due to illness, authorized leaves of absence or temporary layoff. Any employee transferring from one department to another shall be placed on the bottom of the seniority list, for purposes of layoffs and vacation preference, for the department into which the employee transfers.

*Elected:* Elected officials will be paid according to the predetermined and properly noticed salary levels, irrespective of hours worked.

*Salaried Employees:* The County deems employees who receive a salary to be executive, administrative, and/or professional and also deems said employees to be exempt from certain provisions of the federal Fair Labor Standards Act and Wisconsin wage and hour laws. **Salaried employees may be eligible for overtime pay if there is a declared emergency and hours are deemed necessary.**

### **ORIENTATION**

When you become employed with the County, you will be scheduled for a new employee orientation meeting. You will meet with the Deputy County Clerk. During this meeting, you will receive important information about Iron County’s policies and



procedures. You will also be asked to complete paperwork and forms relating to your employment, such as tax withholding forms, emergency contact forms, federal form I-9 and benefits paperwork.

Please feel free to ask any questions you might have about your employment with the County during the orientation meeting. If additional questions come up after the meeting, you can ask your department head or the Deputy County Clerk.

### **PROBATION**

All new employees will be required to serve a probationary period of one (1) year. During probation, the employee may be discharged at the option of the County. Upon completion of the probationary period, the employee will be entitled to all benefits allowed under this policy computed from their starting date of employment. However, a probationary employee may be entitled to certain benefits during the probationary period. See this policy's Benefit section.

During the first year of employment, employees shall be paid a base wage rate equal to ninety (90%) percent of the regular base rate for their position. During the second year of employment, employees shall be paid a base wage rate equal to ninety-five (95%) percent of the regular base rate for their position. After completion of 2 years, employees shall be paid a base wage rate equal to one hundred (100%) percent of the regular base rate for their position. The step increases specified above will occur on an employee's anniversary date, i.e. the date of hire.

During probation, your department head will work with you to help you learn how to do your job successfully and what the County expects of you. This period also provides both you and the County with an opportunity to decide whether you are suited for the position for which you were hired. Your department head will give you feedback on your performance and will be available to answer any questions you might have. Although we hope that you will be successful here, the County may terminate your employment at any time, including during your probationary period.

### **POSITION DESCRIPTIONS**

Most jobs for the County have a position description on file with the department head. The position description shows the title of the job, the duties and the requirements. You should be very familiar with your individual position description. The position description is a general document and in no way is intended to be a full or final list of your duties. Other duties may be added or deleted. If you have any questions regarding your position description or duties, you should discuss them with your department head.

## **WORK RULES**

The County is committed to providing an environment for all employees and members of the public that recognizes, as its priority, the safe and efficient operation and distribution of services to the citizens and visitors of Iron County. Inherent in this mission is the promulgation of rules of conduct (“work rules”) to provide employees with adequate notice of culpable acts and to see that the mission of the County is carried out in an orderly manner.

Employees shall comply with all work rules. Work rules include, but are not limited to, the provisions within this policy, directives from the Finance/Personnel Committee or County Board and instructions from your department head. Work rules apply to all employees of Iron County. Employees are responsible for knowing the work rules. The County retains the right to determine and enforce rules and regulations and the right to make changes in such rules and regulations and to enforce such changes.

All employees are prohibited from committing any of the following acts:

1. Abusive, discourteous, insulting or inflammatory communication or conduct toward a client, inmate, fellow employee (s) or the public.
2. Insubordination, disobedience, inattentiveness, willful misconduct or refusal to carry out written or verbal assignments, directions, or instructions.
3. Disorderly or illegal conduct including, but not limited to, the use of loud, profane, or abusive language; horseplay; gambling; or harassment.
4. Violation of health and safety rules, procedures, ordinances or laws.
5. Unauthorized possession of weapons.
6. Stealing or unauthorized use, neglect (including careless or negligent handling), or destruction of County equipment, supplies or property.
7. Failure to provide accurate and complete information when requested or improperly disclosing confidential information.
8. Reporting for work or while at work manifesting any evidence of having consumed alcoholic beverages or illegal drugs or having possession of such items while on duty and/or on County property.
9. Requesting, retaining or failing to report an offer or accepting a bribe or gratuity.
10. Failure to timely notify his/her department head when unable to report for or continue work as scheduled, tardiness, excessive absenteeism, or inappropriate use of sick leave.
11. Engage in political activity during working hours or use of County equipment or property to advance the political agenda of an individual or party.
12. Absence from work, unless for unavoidable circumstances beyond his/her control, without first obtaining permission from his/her department head.
13. Failure to meet performance expectations.

#### 14. Misconduct on the job.

Any violation of the work rules is considered sufficient grounds for disciplinary action ranging from reprimand to immediate discharge, depending on the seriousness of the offense, prior infractions and/or any other relevant factors. See this policy's Discipline section for further information.

### **DISCIPLINE**

#### **\*\*See this policy's Act 10 Grievance Procedure Policy section\*\***

The authority of the County to initiate disciplinary action against employees is absolute. Disciplinary penalties may take the form of **documented** oral reprimands, written warnings, suspensions or discharge from employment. The following guidelines shall be followed:

- A. Discipline will be warranted upon a showing of work rule violations, inefficiency, neglect of duty, misconduct or malfeasance.
- B. Every type of disciplinary action taken against an employee shall be based on facts and administered in a fair and impartial manner.
- C. In determining the penalty to be imposed, consideration will be given to the severity and gravity of the offense and the employee's work record, including length of service and disciplinary record. The County will not take into account any prior infractions which occurred more than three (3) years previously.
- D. Disciplinary action, except for termination, will be handled by the employee's department head after consultation with the department's committee. The department head shall promptly report any disciplinary action to the Finance/Personnel Committee and shall maintain a record of the disciplinary action. Discipline of department heads and employees without a department head will be handled by the Finance/Personnel Committee.
- E. Employees may only be terminated by action of the Finance/Personnel Committee. If warranted, an employee may be immediately terminated by his/her department head, provided, the department head promptly presents the matter to the Finance/Personnel Committee for confirmation.

The employment relationship shall be broken and an employee shall be terminated if he/she:

- A. Quits or retires;
- B. Is discharged;
- C. Is absent from work for three (3) consecutive working days without

- notification to his/her department head, unless the employee is physically unable to do so;
- D. Fails to advise his/her department head of intent to return to work within three (3) working days after receiving a notice of recall from layoff directed to his/her last known address;
  - E. Fails to return to work after a furlough day;
  - F. Works for another employer during a leave of absence;
  - G. Fails to report for work at the termination of a leave of absence; or
  - H. Falsifies a request for leave of absence. **(Leave of absence is defined as permission to be away from a job for a period of time.)**

An employee shall have the right to inspect the contents of his/her personnel file pursuant to the provisions of Section 103.13, Wis. Stats. The employee shall also have the right to attach any explanations to any materials contained in the employee's personnel file. An employee will be permitted to copy materials subject to disclosure under Section 103.13, Wis. Stats., at a cost consistent with the County's charges for public records generally.

### **WORKDAY**

It is understood that the County may alter the work schedule for any and all employees. The workday for employees is suggested to be from 8:00 a.m. to 4:00 p.m. with a one-half (1/2) hour lunch period. The normal work week is suggested to be Monday through Friday. Your department head shall set your specific working hours to fit the best needs of your department. In each workday, there shall be two (2) fifteen (15) minute breaks taken at times approved by the department head. Upon punching in, employees shall be paid for travel time both ways when traveling to work which requires them to transport from their normal location to the location of work.

Barring a bona fide emergency, no employee shall work more than sixteen (16) hours in a twenty-four (24) hour period. In the event employees are required to work more than twelve (12) consecutive hours in any one (1) day, they shall receive, in lieu of a paid meal, an additional one-half (1/2) hour's pay. In each twelve (12) hour shift, there shall be three (3) fifteen (15) minute breaks.

Employees will be paid on the basis of their base wage rate. An employee's wage will be computed by multiplying the number of actual hours worked by the employee's base wage rate. Employees in their first 2 years of employment shall be subject to the step increase schedule. See this policy's Probation section for further information.

### **OVERTIME**

Overtime will be worked by employees only as authorized by the department head. Overtime work with regard to emergencies upon state and federal highways shall be

allocated to the state patrol driver (if available) whose beat includes the roadway involved. If a patrol driver refuses overtime, the next available driver employee shall be called. Highway department employees in the mechanic classification performing work outside the mechanic classification will be compensated for overtime work at the patrol driver wage rate. Overtime and shift filling for the jailers and dispatchers positions in the Sheriff's Department will be assigned to part-time employees if possible. Except as modified above, overtime and shift filling will be handled by giving due deference to departmental seniority.

Department heads shall determine eligibility for overtime compensation consistent with the federal Fair Labor Standards Act and Wisconsin wage and hour laws, which will include working in excess of a certain number of hours in a day and working on holidays. In all events, any employee (including a part-time employee) required to work beyond forty(40) hours in a work week shall be entitled to overtime. Overtime shall be compensated at the rate of one and one-half (1 ½) times an employee's base rate of pay. An employee may not intentionally use time off with pay, such as vacation, holidays and sick leave, to put an employee into overtime status. Employees may elect to receive compensation as pay or time off ("compensatory time").

Earned compensatory time may only be exercised by the employee upon the approval of his/her department head. The employee should attempt to schedule compensatory time off so it does not unduly disrupt the operations of the department. If agreement cannot be reached between the employee and his/her department head, the employee's compensatory time shall be paid as wages. Compensatory time shall not exceed a forty (40) hour accumulation. Any amount of compensatory time in excess of forty (40) hours shall be paid as wages. Subject to the forty (40) hour maximum, employees may carry over compensatory time earned from calendar year to calendar year, at the department head's sole discretion.

Any employee who is required to attend a meeting or activity authorized by the County Board shall put it on his/her time sheet and be paid for same. Salaried employees are not entitled to overtime or compensatory time.

Flex time may be permitted within the departments provided that the department head and employee agree to the terms of said flex time. Flex time is straight time, as opposed to time and a half or compensatory time. Department heads may use flex time.

### **CALL OUT**

In the event employees are called out for work, they shall be paid two (2) hours (as straight time) call time and the number of hours worked (as overtime). Your department

head will determine the call-out procedure and which employee to call, giving due deference to departmental seniority. The County retains the exclusive right to call out or not call out employees.

**For Highway Department one call out per day per employee.**

For child social workers in the Human Services department, a schedule for on call status in the evenings, on weekends, and on holidays will be maintained. While on call, the on call worker will carry a pager and cell phone provided by the County. An on call worker shall receive \$1.43 per hour for all hours spent on call. If called out, the above shall apply.

For jailer/dispatcher in Sheriff Department call out pay will be granted in the event they are called out for an emergency by the Sheriff or his designee.

Health Department personnel called into the jail by Sheriff Department personnel will be eligible for call out time if said call in is after regular work hours are completed.

**EVALUATIONS**

Employees should know what performance is expected from them and how their department head views their performance. This usually is done on an informal basis in normal conversations. However, there is a benefit to having a formal performance review completed annually on or around your anniversary date.

Each year, your department head should meet with you and discuss how they view your performance compared to the expectations of the job. The department head may complete a "Performance Review" form. You should review the written comments, and if you wish, you may attach your own comments to the form. After the original has been signed, a copy can be made for you and the original shall be placed in your personnel file.

These reviews are important to your career because they give you the opportunity to discuss learning additional skills or duties, or to learn where you can improve your current skills. Reviews may be done "mid-year" if you or your department head feels there is a significant reason to do one. Performance reviews should also be done at the end of any probationary period or if you transfer to other County employment.

**ACT 10 GRIEVANCE PROCEDURE POLICY**  
**Date Implemented: September 29, 2011**

**A. PURPOSE & SCOPE**

The purpose of this policy is to provide guidance for employees and department heads concerning discipline of employees and to implement the grievance procedure mandated by Section 66.0509(1m), of the Wisconsin Statutes. Nothing in this policy is intended to create a legally binding contract or to change the at-will nature of employment with Iron County, as the County reserves its management rights to exclusively manage its operations in the best interest of the taxpayers of the County.

Employment with Iron County is voluntarily entered into and employees are free to resign at any time, with or without cause. Similarly, the County may terminate the employment relationship at-will, at any time for any reason or no reason, provided there is no violation of applicable federal, state or local law.

## **B. DISCIPLINE**

Wherever possible, it is in the best interests of the employees and the County to ensure fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of four steps—verbal warning, written warning, suspension (with or without pay) or termination of employment—depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or, in extreme situations, termination of employment. The County reserves the management right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

## **C. GRIEVANCE PROCEDURE**

1. This procedure addresses issues concerning workplace safety, discipline and termination. For purposes of this policy, workplace safety means the conditions of employment related to physical health and safety of employees, as long as such conditions are not unenforceable under federal or state law, related only to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.
2. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen. Accordingly, employees should first discuss complaints or questions with their immediate supervisor.

3. If the problem cannot be resolved with the employee's immediate supervisor, a written grievance may be filed with the department head, or designee in the absence of the department head, no later than five (5) working days from the date that the employee first became aware, or should reasonably have been aware, of the condition or circumstance giving rise to the grievance. The department head, or designee, may schedule a meeting to review the matter within ten (10) working days of receiving the grievance. The department head, or designee, will provide a written response within ten (10) working days of receiving the grievance or within ten (10) working days of the meeting, whichever is later. In the event that the department head is also the immediate supervisor, the written grievance shall be filed with the County Board Chairperson and the same time periods for response will apply.
4. The written decision provided in paragraph C.3 above shall be final unless the employee files a written request with the County Board Chairperson no later than five (5) working days of the date of the response required by paragraph C.3 above. The County Board Chairperson, or designee in the absence of the Chairperson, may schedule a meeting to review the matter within ten (10) working days. The Chairperson, or designee, will provide a written response within ten (10) working days of receiving the grievance or within ten (10) working days of the meeting, whichever is later. In the event that the Chairperson has already reviewed the matter as required by paragraph C.3 above, the provisions of this paragraph do not apply and the next step is before an impartial hearing officer (IHO).
5. The written decision shall be final unless the employee files a written request with the County Board Chairperson no later than five (5) working days of the date of the response under paragraph C.4 above for a hearing before an IHO. The County will provide an IHO who shall not be an Iron County employee. The hearing shall be conducted as soon as practicable and may or may not be transcribed, subject to the IHO's discretion. Witnesses may also present information, but only in person and written documents may also be submitted, subject to the IHO's discretion. The appealing party carries the burden of production of evidence and the burden of proof which shall be a preponderance of the evidence. The IHO may request oral or written closing arguments and replies. The IHO shall provide a written decision.
6. The decision of the IHO shall be final unless the employee files with the County Clerk a request for the decision to be reviewed by the County Board no later than five (5) working days of the date of the decision issued under paragraph C.5 above. The County Board shall review the matter as soon as practicable and in accordance with its procedures for public participation. The County Board shall examine any records produced at the hearing before the IHO and determine whether a rational basis exists for the written decision. The County Board shall not conduct a de novo hearing, nor substitute its judgment for that of the IHO. A



simple majority vote of the County Board shall decide the appeal and shall be final.

7. Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute termination of the grievance. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. Time limits may be extended by agreement in writing of the parties at any step of the procedure.

### **OPEN POSITIONS**

In the event a new or vacant position that is a position subject to appointment by an elected official pursuant to statute, this policy recognizes the statutory authority of the elected official to fill such position by appointment.

Before a new position or position vacancy, as determined to exist by the department head and the corresponding County committee, is filled, it shall be posted in the subject department for a period of ten (10) working days **to run concurrently**. Said notice shall include the qualifications necessary for the performance of job functions, and a description of the duties and responsibilities of the position. Interested persons, who are current County employees shall submit a written application to the department head within said period. Each interested employee who applies for the posted position will be considered according to his or her qualifications. In the event the position remains vacant, the County may then fill the position with a new employee.

**Entire paragraph deleted.**

The County shall endeavor to maintain an on-the-job training program whereby employees may receive instructions in the performance of other jobs and in the operation of various types of equipment. This training program, however, shall not interfere with the progress of work in any department.

### **RECLASSIFICATION**

An employee who believes he/she is being regularly assigned additional duties or being asked to perform work outside his/her normal job and/or has gained significant knowledge and experience through years of employment, may file a written request with his/her department head. The department head shall submit a recommendation to the Finance/Personnel Committee. The Finance/Personnel Committee shall conduct its review of these recommendations in January or July and shall inform the employee and the department head of its decision in writing as soon as reasonably possible following its review of the reclassification request. Should the Committee decide in favor of the

employee, the employee shall be reclassified and paid an appropriate amount from the Committee's date of approval. If the Committee does not find in favor of the employee, there shall be no recourse or appeal.

### **NEPOTISM**

*General Policy/Purpose Statement.* The County must insure that all decisions made in the course of County business are free of bias and that appropriate steps are taken to insure the decisions made are perceived as free of bias. The County does not have a policy of total restriction of employment of relatives. Therefore, employment of relatives is permitted provided the relationship does not interfere, nor appear to interfere with appropriate management of the County or its activities.

Nothing in this policy is intended to supercede the County Board Rules or the Iron County Code of Ethics. For more information, employees should refer to those documents.

*Guidelines.* To avoid conflict of interests, whether real or perceived, no person may hold a position where there is a direct or indirect reporting relationship with a spouse, parent, child, sibling, grandchild or other similar family relationship. "Similar family relationship" includes but is not restricted to "in-law", "step", "partner" or "significant other" relationships. An "indirect reporting relationship" means a decision made by a person may affect the wages, hours of work, work assignments or other conditions of employment.

No employee may hold a position where there is a direct or indirect approval relationship for financial transactions of a spouse, parent, child, sibling, grandchild or other similar family relationships.

This policy may affect a person's eligibility to be hired into, transfer into, or be employed in a specific department. The Finance/Personnel Committee has final review authority regarding this policy.

### **FITNESS FOR DUTY**

For your safety and the safety of those you work with, all employees are expected to be mentally and physically ready for work when they report to work. If for any reason you feel you are not able to report for work, you must notify your department head prior to the start of your workday.

If you are at work and your department head feels that you are not able to mentally or physically perform your duties in a safe manner, you may be required to submit to an examination by a qualified person to determine your fitness for duty. This includes, but

is not restricted to, a qualified medical practitioner or drug and/or alcohol testing. If the provider or test determines you are able to perform your duties, you will be paid for all missed work hours. If the provider or test determines that you are not fit for duty, you will not be paid for any time missed and may receive disciplinary action. Failure to submit to mandatory fitness for duty testing or examination will be considered voluntary termination.

An employee's off-duty physical or mental condition is a private issue unless it affects or impairs their ability to perform their duties in a satisfactory manner. In that case, the County may take corrective action.

### **PERSONAL ATTIRE**

In almost every County job, you interact with the public. The appearance of all employees is important to project a positive public image to the citizens we serve. Without unduly restricting individual tastes, it is the policy of the County to require personnel cleanliness, good grooming and appropriate attire while employees are on duty.

It is your responsibility to dress appropriately for each job. Appropriate attire is determined by the type of work you are doing, and the people you will most likely interact with. Appropriate attire may change from day to day based on a number of factors. Each department head is responsible to establish what attire, jewelry, or manner of dress is appropriate for each situation. However, all clothing or accessories should be free of signs, slogans, insignias or the like that present a negative public image or may be offensive to other groups or individuals.

### **DRIVER'S LICENSE**

If required for your position, you shall maintain the appropriate Commercial Driver's License (CDL) necessary for the lawful performance of your job duties. The County shall pay the requisite renewal fee for each employee's CDL, except that the County shall not pay the cost of renewal or reactivation necessitated by a suspension of said CDL.

In the event an employee must retake a driving skills test to maintain his or her CDL, the County shall make available to the employee a vehicle which is in good operating condition and representative of the class of commercial motor vehicle the employee is required to operate. An employee retaking a driving skills test shall be in pay status and the County will pay the testing fee unless the retest is necessary because the employee unlawfully held more than one driver's license, or his or her CDL or driving privileges were suspended revoked or canceled, or he or she was convicted of a disqualifying offense, committed a moving traffic violation in connection with a traffic accident or was

at fault in an accident, in which case the employee shall be required to pay the cost of the driving skills test and he or she will not be in pay status until such time as his or her driving privileges and CDL are in full force and effect.

An employee who suffers a suspension or other disqualification of his/her CDL or driver's license, or who is cited or arrested for operating a motor vehicle while under the influence of an intoxicant or controlled substance, shall notify his/her department head as soon as possible of said event. Further, an employee who suffers a suspension, revocation or other disqualification of his or her CDL or driver's license shall not operate an Iron County motor vehicle or any other vehicle during working hours, while his or her CDL or driver's license is suspended, revoked or disqualified. An employee who fails to comply with any of the provisions of this subsection shall be subject to immediate discharge at the County's discretion.

A suspension, revocation or disqualification of an employee's CDL or driver's license may result in suspension or termination of the employee, at the County's discretion.

### **EQUIPMENT USAGE**

Iron County does not allow personal use of County equipment. Employees assigned County equipment for business purposes may keep the equipment overnight. Employees failing to return County property may be charged for the items not returned in a timely manner.

### **PERSONAL COMMUNICATION**

Employees are not allowed to use County phone lines, mail systems or any form of electronic communications for personal use, without prior approval of their department head. Any personal use of personal communication devices during work time, or in a manner that is not in the best interests of Iron County, or using your work place to send or receive personal deliveries or mail will be addressed by rules established by your department head.

### **COMPUTER USAGE**

Iron County provides its employees with computer equipment including hardware, software, files and manuals. This policy covers usage of the aforementioned computer equipment for work-related purposes. Personal use of County computers or similar equipment may interfere with a person's ability to perform their duties, and is not authorized.

All computer software and hardware is to be installed by or authorized by the department head. All computer docket, including email, may be subject to inspection.

Most employee-deleted files can be recovered, including email, even if not sent. Delete does not mean destroy. No computer equipment shall be removed from County premises without express permission from the employee's department head. Permission can only be granted for the purpose of County business.

Employees must not allow another person to work under their login. Employees must always logoff when away from their terminal or computer, unless in a secured area.

Employees are prohibited from:

1. Using County owned computer hardware, software and internet access accounts for personal use.
2. Copying software, data files, etc., owned by or licensed to Iron County, for personal use.
3. Installing or copying personally owned or licensed files or programs to County owned computer equipment.
4. Violating any standards or procedures implemented by the IT Committee or their department head.

### **CONFLICT OF INTEREST/CODE OF ETHICS**

*Conflict of Interest.* All County business should be conducted with the best interests of Iron County in mind and free of personal interests. However, occasionally situations arise where an employee may have a personal interest in the outcome of a decision or action. In such cases, a "conflict of interest" may exist and the employee should get advice from his/her department head before proceeding any further with the issue. If that personal interest causes the employee to take or influence an action, or make or influence a decision to benefit themselves, a family member, or a friend, a conflict of interest and possibly a violation of the Iron County Code of Ethics may exist. The following should serve as general guidelines regarding a conflict of interest.

No employee shall use his/her office or position for personal financial gain or the financial gain of his/her family. No employee shall engage in his/her own business activity, accept private employment, or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of his/her official duties or would impair his/her independence of judgment or action in the performance of his/her official duties. No employee shall use or disclose privileged information gained in the course of, or by reason of, his/her official position or activities.

*Code of Ethics.* The entire Iron County Code of Ethics, and any updates, is incorporated herein, by reference. Copies of the Code of Ethics are available through the County Clerk's office. The Finance/Personnel Committee has the authority to investigate and determine if a violation of the Code of Ethics has occurred. If you have

any questions regarding the Code of Ethics or a situation, you should discuss it with your department head.

### **SOLICITATION**

During work time, employees are expected to concentrate on performing their assigned duties. Any interruptions or distractions cause a waste of time and may result in less than satisfactory performance. Solicitation and/or distribution of any material, by an employee, to another employee, is prohibited while either employee is on their working time. Solicitation or distribution of any material by non-employees is not allowed to an employee, if the employee is on work time or in working areas. In the interest of employee safety, the third-party distribution of material of any kind shall not be permitted at any time in working areas of the courthouse or other County facilities, without the express permission of the department head.

### **CONFIDENTIALITY**

You may, because of your responsibilities, have access to confidential Iron County or personal information. All employees have a strict and legal responsibility to protect the confidentiality of this information. This may include information concerning Iron County's practices, employee records, client information, court records, and so forth. Failure to properly protect confidential information may result in legal action against the employee and/or County. Any violation of this policy will subject the employee to discipline, including possible immediate termination of employment. If you have any questions regarding the confidentiality of information or responsibilities, be sure to discuss them with your department head at the earliest possible time.

### **OPEN RECORDS REQUEST**

As a government agency, the County is subject to "Open Records" laws. This means that anyone may request specific information in writing. In most cases, the County is required to provide them with the information in a timely manner. However, in some cases the information requested should not be released or there may be several things that must be done before the information can be released. If you receive a request for information, whether the person calls it an "Open Records" request or not, you must discuss it with your department head and follow departmental procedure.

### **HOLIDAYS**

All courthouse employees shall be paid for the following holidays:

New Year's Eve Day	Labor Day
New Year's Day	Thanksgiving Day
Good Friday	Day After Thanksgiving Day
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Presidents' Day	

All highway department and forestry department employees shall be paid for the following holidays:

New Year's Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day

All sheriff's department employees shall have the following holidays:

New Year's Day	Labor Day
Presidents' Day	Thanksgiving Day
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Good Friday	

Except for sheriff's department employees, eight (8) hours shall be paid for each holiday. Sheriff's department employees shall receive no extra pay for holidays because payment for the holidays has been rolled into base pay. In order to be eligible to receive holiday pay, employees must be in pay status the day preceding and the day following the paid holiday.

In the event that employees are required to work on any of their above-listed holidays, they shall be paid, in addition to their holiday pay, at the rate of one and one-half (1½) times their regular rate of pay. For sheriff's department employees only, employees shall receive pay at the rate of one and one-half (1 ½) times their regular base rate of pay for all hours worked on Easter Sunday.

In the event a holiday falls on a Saturday, the preceding Friday shall be considered the holiday. If the holiday falls on a Sunday, the following Monday shall be considered the holiday.

**PERSONAL DAYS**

All courthouse employees shall receive 24 hours of personal leave per year. All highway department and forestry department employees shall receive 48 hours of

personal leave per year. All sheriff's department employees shall receive 40 hours of personal leave per year.

Personal leave may be taken by an employee at a time mutually agreed upon between the employee and his/her department head. Probationary employees shall be allowed personal leave upon their date of hire. Personal leave shall be allocated to an employee on January 1<sup>st</sup> of each year. Personal leave must be used in the year of its allocation. Personal leave may not be accumulated from year to year.

### **VACATIONS**

All regular employees shall earn vacation as follows:

<u>Years of Service</u>	<u>Vacation</u>
1 year	40 hours
2 years or more	80 hours
6 years or more	120 hours
10 years	160 hours

Beginning with the 12<sup>th</sup> year of employment through the 21<sup>st</sup> year of employment, an employee shall receive eight (8) additional vacation hours per year. No employee shall get more than 240 hours vacation, except employees above that limit as of 1/1/14.

Reasonable advance notice must be given of all vacation time to be taken and all such vacation time must be approved by the department head. Vacations will be granted, insofar as practical, at the time requested by the employees subject to departmental needs and seniority among employees. However, the County reserves the right to allot vacation periods so that they will least interfere with the efficient operations of its departments. At the department head's sole discretion, vacation may be taken in no less than one (1) hour increments.

Vacation time shall be allotted to each employee effective January 1<sup>st</sup> of each year, but shall be subject to the provisions of subsections A-C. An employee's years of service shall be determined based upon his/her anniversary date of hire which occurs after the January 1 allocation. By way of example, if on July 1<sup>st</sup> of 2008 an employee will have completed six years of service, that employee shall be allocated 120 hours of vacation on January 1, 2008.

- A. If an employee leaves his/her employment prior to achieving his/her anniversary date of hire, the employee shall reimburse to the County the wages for any used vacation time, which represents vacation time allocated but not accrued due to the employee's failure to attain his/her



anniversary date. By way of example, an employee's anniversary date of hire is July 1<sup>st</sup>, as of July 1, 2008 that employee will have completed six years of service, and on January 1, 2008 the employee is allocated 120 hours of vacation. If that employee exhausts all 120 hours of vacation and leaves employment prior to July 1, 2008, the employee shall reimburse 40 hours of vacation pay to the County, which represents the unearned 40 hours of vacation that would have accrued to the employee on July 1, 2008.

- B. Upon a probationary employee's completion of one year of service, that employee shall be given 40 hours of vacation to be used in the calendar year of his/her anniversary date of hire. Thereafter, the employee shall be allocated vacation time per subsection A.
- C. Vacation time must be taken within the calendar year. However, at the department head's sole discretion, an employee may carry no more than forty (40) hours of vacation into a succeeding calendar year and in that event, the employee must use the "carried over" vacation time by March 31. Vacation time not taken as specified shall be forfeited, unless special arrangements have been made for good reason by the department head and approved by the Finance/Personnel Committee. In the event that illness or injury prohibits an employee from taking his/her earned vacation prior to December 31<sup>st</sup> of each year in question, the employee shall be paid in cash for his/her earned vacation time at the close of the calendar year. Requests for extensions of vacation usage will not be unreasonably denied. If an employee's first (1<sup>st</sup>) anniversary date falls in the month of November or December, that employee is permitted to carry over his/her first vacation allotment/accrual for a period of six (6) months.

Employees who have had at least one (1) year of eligible service and subsequently voluntarily leave the employ of the County in good standing shall be paid for accrued vacation time at the appropriate pro rata sum per month based upon his/her length of eligible service.

**Accrued Comp time: Cap comp time at 40 hrs. per year.**

### **SICK LEAVE**

All regular employees shall receive sick leave as follows. Sick leave as used herein shall be defined as absence from duty because of illness or bodily injury, otherwise than in the line of duty. A department head may request that an employee furnish a doctor's certificate as proof of illness. All employees must report sick leave and absenteeism to their department head in advance of their absence unless emergency circumstances arise. Sick leave shall be accrued as follows:

- A. Employees serving a probationary period shall not be entitled to any sick leave. After completing probation, an employee shall be given forty-eight (48) hours of sick leave and shall thereafter accrue same based on the following.
- B. Employees will accumulate sick leave at the rate of four (4) hours for every month of employment. Unused sick leave at the end of each year shall be credited to the next year's accumulation until a maximum of nine hundred sixty (960) hours of sick leave have been accumulated. For employees hired after 1/1/14, the maximum accumulation shall be four hundred eighty (480) hours.

Upon termination of employment, employees shall receive pay on sixty (60%) percent of their unused sick leave (not to exceed 576 hours) as a separation benefit. In order to be eligible for this separation pay, the employee must have been employed by the County for a minimum of five (5) years. Employees hired after 1/1/14 shall not be eligible for this benefit.

Sick Leave Banks. Sick leave banks created prior to 1/1/14 shall remain, but no additional time shall be placed therein. Sick leave banks are to be used as directed by the sick leave board bank in the event of a serious illness of any employee who has exhausted his/her own accumulated sick leave account. The sick leave accumulated in the bank shall not be used for termination pay purposes.

- A. Any employee shall be allowed to draw from the bank if the employee is a regular employee of Iron County having at least twelve (12) months or more of service for the County.

Sick leave banks shall be administered by a Sick Leave Bank Board. This Board shall be selected as follows:

1. Employees select one (1) person for said board;
  2. County Board selects one (1) person for said board; and
  3. The above two (2) select one (1) person from the County and he or she shall act as Chairperson of said board.
- B. All days drawn from the bank must be approved by the Sick Leave Bank Board. A doctor's certification may be required prior to the granting of sick leave from the bank to an employee. Days shall be drawn from the bank only after all sick leave benefits accrued by any employee have been exhausted and only for an extended illness that would impose a hardship

on the employee and/or his/her family. Those wishing to draw from the bank should apply to the Sick Leave Bank Board.

- C. Employees who have not become participating members of the sick leave bank may apply to the Sick Leave Bank Board for a grant of time from the sick leave bank. If approved by the board, days may be drawn from the bank in the amount of eighty percent (80%) of the number of accumulated sick leave days in the applicant's regular sick leave account at the onset of his/her extended illness, up to a maximum of four hundred eighty (480) hours. Any fractional days will be rounded to the nearest whole day.
- D. Participants in the sick leave bank shall be eligible to draw an unlimited amount of sick leave as determined by the Sick Leave Bank Board. Once an employee has become a member of the sick leave bank, he/she will remain a member.

FMLA, Family Illness, Injury and Medical Appointments. Eligible employees may qualify for unpaid leave under Wisconsin's Family and Medical Leave Act (§103.10, Wis. Stats.) and/or the federal Family and Medical Leave Act. Commonly referred to as FMLA leave. To be eligible, an employee must have worked for the County for a minimum period of time and/or minimum number of hours. FMLA is available for an employee for the birth of a child or a serious health condition of the employee that makes the employee unable to perform his/her job duties. An employee may, but is not required to, substitute paid leave for unpaid leave under FMLA.

When absence from duty is necessary due to a serious health condition in an employee's immediate family, leave shall be permitted in accordance with federal and Wisconsin FMLA provisions, and shall not exceed the maximum leave permitted under those provisions. An employee may elect to substitute any accrued leave, including sick leave (but not to include leave under the sick leave bank), for leave necessitated by a serious health condition in an employee's immediate family.

When absence from duty is necessary because of illness (which does not constitute a serious health condition) or dental, medical, or physician appointments (including chiropractic) in an employee's immediate family, the employee shall be permitted to use up to twenty-four (24) hours of accrued paid sick leave per incident. The maximum number of leave hours useable by an employee under this provision shall be limited to forty-eight (48) hours in a calendar year.

For purposes of this section, the term "serious health condition" shall be defined as provided for under federal and Wisconsin FMLA provisions. For purposes of this section, the term "immediate family" shall mean an employee's spouse, children

(including step-children), and parents (including in-laws). For any leave taken under this section, an employee may be required, at the discretion of the County, to submit a certificate from a licensed physician verifying the illness, appointment, or serious health condition.

An employee injured on the job will continue to be compensated for the remaining portion of said day, i.e. will receive a full day's pay for the day in which he or she sustained injury.

Grandfathered Healthcare Reimbursement Accounts. This benefit is only available to employees hired before 1/1/14. For employees hired prior to 1/1/14, the County established the security benefits healthcare reimbursement account (VEBA) plan in accordance with the terms and conditions of the Plan's participation agreement. For purposes of this provision, the term "sick leave cap" shall mean 960 hours of accumulated unused sick leave, except in the case of highway and forestry department employees in which case "sick leave cap" shall mean an employee's accumulated unused sick leave as of 1/1/14 that is at or above 960 hours. At the end of each calendar year, for each hour above an employee's sick leave cap, the County shall pay fifty (50%) percent of each hour above the sick leave cap, at the current value, into the employee's VEBA plan. The employee shall forfeit the remaining fifty (50%) of each hour.

### **LEAVE OF ABSENCE WITH PAY**

Death in Family. All employees shall receive bereavement leaves of absence with pay as follows:

- A. In the event of a death in an employee's immediate family, the employee shall be allowed twenty-four (24) hours leave of absence with pay. Immediate family shall be defined as parent, spouse, child, stepchild, grandchild, sibling, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, son-in-law, daughter-in-law, step-parent, niece/nephew, domestic partner and fiancé.
- B. In order to be eligible for leave with pay, the employee must be in attendance at the funeral of the deceased relative.
- C. In the event the death occurs on a Saturday or Sunday, pay will not be allowed for either of these two days. The employee will be allowed the necessary time off from the job to take care of the personal affairs of the estate involved, and in the event attendance at the funeral requires travel out of town, the employee will be allowed the time off for travel not to exceed the above twenty-four (24) hours with pay.

Public Office. Any employee holding an elected public office shall be permitted to take up to forty (40) hours off each year without pay to participate in the required functions of that office, provided his or her absence from work does not unduly disrupt or impair the functions of his or her department.

Military. All employees who are called for military duty for the United States government shall be considered on leave of absence and shall retain all seniority rights cumulatively and without interruption. Each such employee shall on request be reinstated to a comparable position to that which he/she held upon entering the service provided such request is made within fifteen (15) days after such employee is lawfully available to return to work. Employees, who are members of active military reserve or national guard units and are required to attend yearly training sessions, may elect to take vacation leave; otherwise, said leave will be freely granted without pay.

### **HEALTH INSURANCE**

All regular full-time employees shall have the option to participate under the group health insurance plan of the County after completion of thirty (30) days of employment, to begin the first day of the next month. Employees will pay a percentage of the premiums for their plan. The employees' percentage shall be set by the County Board from time to time. As of 1/1/14, the employees' percentage shall be ten (10%) percent of the premiums.

Employees who elect to retire anytime after age fifty-five (55) may, at their option, remain in the group health insurance plan up until such time they are eligible for Medicare insurance. The retired employee will be required to pay the premium each month to the office of the County Clerk in the amount of the current insurance premium.

It shall be the employee's responsibility to notify the County of any change in family or dependent status relating to health insurance coverage. Changes requiring such notification shall include, but shall not be limited to, changing from family to single coverage, a change in eligibility of a dependent or a change in marital status. The employee shall make such notification within thirty (30) calendar days of the event. Failure to notify the County shall result in the employee assuming responsibility for the additional costs of insurance and claims incurred by the County or any other entity.

In Lieu of Payment. An employee who is eligible for health insurance coverage may receive a cash payment in lieu of coverage if he/she does both of the following:

1. Provide proof of other health insurance coverage for himself/herself and his/her dependents; and

2. He/she waives coverage under Iron County's health insurance plan in a written letter to the County Clerk.

For each full month that coverage is waived, an Employee, who effectively waives coverage as provided above, shall be entitled to payment from the County of an amount equal to thirty (30%) of the monthly premium for the health insurance plan the employee would have otherwise been eligible to receive i.e. single, 2-person or family plan. The payment shall be made with the first paycheck in the month following the Employee's waiver. A waiver of coverage for a portion of a month shall be non-compensable. Any payments under this provision shall be subject to any applicable federal and state taxes and withholdings. If both spouses are employed by the County, the County shall pay 100% of the premium for one family plan and neither spouse shall be eligible to receive the payment specified above.

Any Employee who waives coverage and receives "in lieu of" compensation shall have the option to reenroll in the County's health insurance plan due to a qualifying event or during the County's open enrollment. In that event, "in lieu of" payments shall cease when the Employee receives health insurance plan coverage.

This provision shall not apply in the event the County determines that allowing a waiver of health insurance coverage jeopardizes the County's ability to continue to be eligible under its health insurance plan or violates applicable law.

### **DENTAL PLAN**

The County will provide all regular full-time employees the opportunity to participate in a group dental insurance plan of the County after completion of three (3) months of employment, eligibility for said participation to begin the first day of the next month following completion of three (3) months of employment, or subject to the underwriting conditions of the plan. The employees will be responsible for paying the entire premium cost and the administration cost, if any.

The County will provide all regular full-time employees the opportunity to participate in the cafeteria plan for health insurance and dental insurance premium contributions.

### **WISCONSIN RETIREMENT PLAN**

Iron County participates in the Wisconsin Retirement System (WRS). An employee eligible for participation in the retirement program will be required to contribute to the plan. In addition, the County contributes a percentage of each employee's gross wages to the plan. As of 1/1/14, the employees' contribution rate shall be equal to fifty (50%) percent of the required contribution, but that can be changed from time to time by the County Board or as may be required by law.

## RESIGNATION

All employees voluntarily separating from County employment shall submit a written resignation to his/her department head stating the last day he/she will be available for work and the reason for separation. In most cases, the last day of work will be considered the last day of employment. However, the County reserves the right to determine the last day of employment. **Entire sentence deleted. Notes say to include Separation of benefits, where?** It is expected that employees will give as much notice as possible in order to facilitate the orientation and implementation of a new employee. Employees shall return all County property to his/her department head on his/her last day of work.

## EXIT INTERVIEWS

An exit interview may be conducted for anyone who leaves Iron County employment. This exit interview is held for your advantage because we want to have your honest opinion on Iron County's policies. Your comments may lead to improvements. We also give you complete information on how you can continue your benefits, as applicable.

## MISCELLANEOUS PROVISIONS

American with Disabilities Act (ADA). The County recognizes that the mandates of the Americans with Disabilities Act, which are designed to end the general isolation and further the employment of individuals with disabilities, apply to all of society. The County will cooperate in accommodating employees with disabilities. The County shall also comply with the rules relating to the Americans with Disabilities Act that are issued from time to time by the federal government.

Bulletin Board. Announcements and employee notices shall be posted in conspicuous places where employees enter or leave work.

Clothing/Tool Allowance. For an employee required to wear prescription safety glasses as a part of his/her duties, the County shall reimburse the employee for the actual cost of same, upon presentation of a receipt to his/her department head. In January of each year, the County shall pay to an employee any applicable clothing or tool allowance that is specified below and that is approved by the employee's department head. The permitted clothing and tool allowances are as follows:

1. \$350 per year for OSHA required safety clothing;
2. \$335 per year for sheriff's department employees required to wear a uniform.
3. \$500 per year for the forestry department mechanic, but only if he/she supplies his/her own tools.

Garnishment. Employees who are subject to a legal garnishment and/or income assignment may have a fee deducted from their paycheck to cover administrative charges for every garnishment transaction.

Jury Duty. In the event any employee is called upon to serve on jury duty, the employee shall receive their full salary for that period of time. An affected employee must submit their jury duty pay to his/her department head to receive their normal compensation.

Legal Requirements. The County Board recognizes its obligation to comply with all applicable laws and regulations. To that end, the County shall comply with the following, including all related regulations, the federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), the federal Uniformed Services Employment and Reemployment Rights Act (USERRA), and Wisconsin Acts 10 and 32 of 2011.

Meal Allowance. All employees shall receive meal allowance in accordance with the policy established for the County Board. A receipt must be provided with any request for meal allowance. **Breakfast \$10, Lunch \$15 and Dinner \$25.**

Mileage Allowance. All employees who are required to operate their vehicles in the line of duty shall receive an allowance at the same rate as established by the Internal Revenue Service.

Payday. Employees shall be paid every other Friday, for a total of 26 pay periods per year. Payment will be made by direct deposit into an account designated by each employee. Each employee shall receive a detailed check stub including the hours worked at straight-time and overtime, along with amounts earned and all deductions made.

Phones. All regular employees will be required to have a telephone number listed with his/her department head so that they may be reached at all hours in the event of an emergency situation.

Shift Differential. Sheriff's department employees shall receive a shift differential in the amount of fifty cents (\$.50) per hour for the hours 7:00 p.m. to 7:00 a.m.

Training. All training must be pre-approved by an employee's department head. Educational leave shall be provided for all approved formal and informal off-the-job and on-the-job training. Employees shall be reimbursed for all expenses of attending such training, including transportation, meals and lodging, tuition, fees, costs of books and materials as currently practiced. Approved training time, including travel, shall be compensated pursuant to the federal Fair Labor Standards Act. However, for training that occurs within the corporate limits of Iron County, travel time shall not be calculated as hours worked.

Union Business. Union business, where possible, shall be transacted outside the normal working hours.



Worker's Compensation. Employees off work because of a work-related injury and receiving worker's compensation will be entitled to their normal fringe benefits. Any employee injured on the job will receive a full day's pay for the remaining portion of said day. An employee drawing worker's compensation shall be permitted, at his or her option, to utilize sick leave accrued by him/her, so as to augment his/her worker's compensation checks to achieve his/her normal pay.

### **EQUAL OPPORTUNITY POLICY**

Iron County is in compliance with the equal opportunity policy and standards of all applicable state and federal statutes and regulations relating to nondiscrimination in employment and service delivery. No otherwise qualified person shall be excluded from employment, be denied the benefits of employment or otherwise be subject to discrimination in employment in any manner on the basis of age, race, religion, color, sex, national origin or ancestry, disability, or association with a person with a disability, misdemeanor arrest or conviction record, sexual orientation, marital status or pregnancy, political belief or affiliation, or military participation. All employees are expected to support goals and programmatic activities relating to nondiscrimination in employment.

To assist us in complying with all applicable equal opportunity rules, regulations and guidelines, the County Board Chairperson will act as the equal opportunity coordinator. You are encouraged to discuss any perceived discrimination problems in employment or service with this person.

### **DISCRIMINATION/HARRASSMENT**

Iron County is committed to maintaining a workplace free of discrimination against any protected class. The County will support both the spirit and intent of all state and federal laws relating to protected classes and specifically, sexual harassment. In keeping with this commitment, the County will not tolerate discrimination, sexual harassment or other inappropriate actions by, or of, any of its employees. All employees are required to abide by this policy.

General Harassment. If an employee feels they, another employee, or a member of the public have been the victim of harassment they should immediately notify one of the following: department head or County Clerk. If a complaint is received, or if a situation is thought to exist which could be construed as harassment, the department head or County Clerk will take the necessary steps to investigate the situation in a sincere and timely manner. If harassment, inappropriate actions, or any other violation of County policy, state or federal laws by any person is determined to exist, appropriate steps to

correct the situation will be taken. Employees found to have violated this policy will be subject to discipline up to and including termination of their employment.

Sexual Harassment. Sexual harassment is unwelcome verbal or physical conduct of a sexual nature. Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a condition of employment; or
2. Submission to, or rejection of, such conduct is the basis for employment.

Examples of sexual harassment may include sexual propositions, sexual innuendos, suggestive comments, sexually orientated “jokes” or teasing, displays of sexually explicit pictures or cartoons, leering, whistling, making obscene gestures and physical conduct such as touching, pinching, brushing against another’s body, coercing, sexual intercourse, continued requests for dates after the recipient states he/she is not interested, or name calling, or communications containing any of the above.

Discrimination/Sexual Harassment. Any employee who believes they have been subject to discrimination, including sexual harassment, should immediately report the matter to the County Board Chairperson. If for any reason the complainant is uncomfortable reporting to the Chairperson, he/she should report it to the Iron County Corporation Counsel. It is the policy of the County to investigate all complaints of discrimination promptly. The complainant must file a written version of the events giving rise to the alleged discrimination. Reports will be kept confidential. A written statement will be obtained from the subject(s) of the complaint. If the investigation confirms that discrimination has occurred, the County will take appropriate corrective action including, but not limited to, formal disciplinary action. The employee filing the complaint will be notified of the final determination prior to closure of the complaint. Iron County forbids intimidation of or retaliation against anyone for reporting discrimination or otherwise assists in the investigation of the complaint.

### **SAFETY/SECURITY**

Iron County is committed to provide a safe work environment for employees and customers. The County will not tolerate any form of threats, threatening behavior, verbal abuse, or violence by anyone at any Iron County owned or leased facility or any Iron County sponsored activity. Violence/threats include, but are not limited to: striking another, pushing, kicking, throwing things, abusing/destroying property, physical threats of violence, stalking or harassment.

The County recognizes its responsibility in providing the safest working conditions possible for its employees. To do this, the County must be aware of conditions in all

work areas that can produce injuries. Thus, employee cooperation in detecting and reporting hazards is necessary. Employees should inform department heads immediately of any situation beyond the employee's ability or authority to correct. Iron County establishes the following overall policy statement.

Iron County intends to comply with all applicable safety regulations. The safety of employees and the public are of greatest importance. Safety will take precedence over shortcuts. Every attempt will be made to reduce the possibility of accident recurrence. All employees must follow established rules of safety and use safety equipment and personal protective equipment (PPE) that has been provided.

Any employee who feels they are working in an unsafe area, or assigned a dangerous task or should conditions arise where the employee feels their safety is jeopardized, shall be allowed to submit a safety report to the employee's department head. The safety report shall describe the safety complaint/concern of the employee. The County Board, department head or the County's designee shall make a response to the issue raised by either denying the complaint or describing what corrective actions shall be taken to remedy the problem within a period of not more than thirty (30) days. If an employee does not get an acceptable resolution of a workplace safety issue, the employee should proceed with action under the Act 10 Grievance Procedure Policy section.

Persons violating this policy or violating established or accepted safety procedures or practices, will be subject to legal and/or disciplinary action, including but not limited to termination of their employment.

### **SMOKING**

Medical evidence has shown that smoking is harmful to your health. Therefore, in order to consider the needs and concerns of both our smoking and non-smoking employees, the County abides by elements of the Wisconsin Clean Indoor Air Act. If you must smoke, we ask that you be respectful of the rights of those who do not smoke.

Smoking on the premises is permitted only in designated outside areas and only when an employee is on break or lunch period. Smoking in the Courthouse and other Iron County premises is strictly prohibited. Smoking in County vehicles or equipment is prohibited. Employees found violating this policy will be subject to disciplinary action.

## **FACILITY CLOSURES**

Although it does not happen frequently, there may be circumstances under which the Iron County Courthouse, Iron County offices or an Iron County department will be ordered to close. In those cases, employees will be notified by an announcement on local radio stations and/or phone calls from the department head. The ultimate decision to close Iron County offices or departments rests with the County Board Chairperson. Any emergency closure will be considered a paid day off.

## **WORKFORCE REDUCTION OR LAYOFF**

A workforce reduction, commonly called a “layoff”, is a method of reducing the number of employees either on a permanent, temporary, or emergency basis. If the County needs to layoff, County officials will meet with employees to insure that they understand their rights and responsibilities. Employees laid off will be given as much notice as practical prior to the effective date of the layoff. When it becomes necessary to reduce the force, layoffs shall be in inverse order to the length of service, provided that the remaining employees are qualified to do the available work. Employees shall be rehired in order of their seniority and job classification provided they are qualified to perform the available work.

Emergency Layoff/Furlough Days. The County Board has the authority to direct an emergency layoff/furlough days for all County employees. A department head shall implement furlough days as directed by the County Board, but may schedule same to best fit the department’s needs. Emergency layoffs/furlough days are unpaid, but employees will continue to maintain their benefits.

Layoff Notification. Employees being placed on permanent or temporary layoff status will receive written notification of the effective date of the layoff, their benefit rights, their recall rights and how to file for unemployment compensation. Employees being placed on layoff status (except for an emergency layoff/furlough day) should receive notification at least ten (10) working days prior to the first day of the layoff. The Finance/Personnel Committee and the department head will try to answer all questions employees may have at the time of the layoff.

Permanent Layoff. If a permanent reduction in the number of employees is necessary, the decision of who will be laid off will be based primarily on department needs, position title, skill needs and past performance reviews. Permanent layoff within a department shall be based on seniority.

## **SUPPORT FOR BREASTFEEDING EMPLOYEES**

Employees shall be provided a place to breastfeed or express their milk. Iron County will designate an appropriate, private and sanitary place for breastfeeding employees to express their milk during work hours. This room provides an electrical outlet, comfortable chair and nearby access to running water. Employees may, of course, use their private office area for breastfeeding or milk expression, if they prefer. When more than one breastfeeding employee needs to use the same room for milk expression, scheduling of the room is the responsibility of the mothers using the room.

A clean refrigerator will be made available for safe storage of expressed breastmilk. Employees may use their own cooler packs to store expressed breastmilk or may store milk in a designated employee refrigerator/freezer. Employees should provide their own containers, clearly labeled with name and date. All employees using the refrigerator are responsible for keeping it clean. Employees take responsibility for taking their breastmilk home at the end of each work period.

Employees shall be provided flexible breaks to accommodate breastfeeding or milk expression. A breastfeeding employee shall be provided a flexible schedule for breastfeeding or pumping to provide breastmilk for her child. The time would not exceed normal time allowed for lunch and breaks. For time above and beyond normal lunch and breaks, the employee can come in a little early or leave a little later to make up the time. Employees shall keep supervisors informed of their lactation needs, preferably prior to their return to work, so that appropriate accommodations (location and scheduling) can be made to satisfy the needs of both the employee and Iron County.

Staff are expected to provide support for breastfeeding employees. Realizing the importance of breastfeeding to the infant, the mother and the company, staff should provide an atmosphere of support for breastfeeding employees. Any act found to be intentional that invades a nursing mother's privacy shall be treated as disciplinary offense and reported to the appropriate manager.

Breastfeeding promotion information will be displayed. Iron County Health Department will provide information on breastfeeding to all pregnant and breastfeeding employees, including local resources and access to a lactation specialist. Positive promotion of breastfeeding will be on display and in-house communications with staff.

Employee orientation will include information about the company's breastfeeding policy. The Iron County breastfeeding policy will be communicated to current staff. New employees will be informed about the company policy in the new employee orientation training.

**EVALUATION:**

Supervisors are asked to evaluate an employee's satisfaction with the breastfeeding policy and procedure using the Lactation Support Program Feedback Form.

**IRON COUNTY RESERVES THE RIGHT TO AMEND, CHANGE OR DELETE ANY OR ALL OF THE POLICIES WITHIN THIS HANDBOOK WITH OR WITHOUT PRIOR NOTICE. ANY QUESTIONS THAT MAY ARISE FROM THE CONTENTS OF THIS HANDBOOK CAN BE CLARIFIED BY CONTACTING THE COUNTY CLERK, HIS DEPUTY CLERK, AND/OR THE COUNTY BOARD CHAIRPERSON.**