

IRON COUNTY EMPLOYEE HANDBOOK



We are dedicated to the best interests of those who live, work, and visit Iron County.
We serve with excellence and integrity in all aspects of county government, while committed to the well-being and prosperity of Iron County.

Iron County is an equal opportunity employer.

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CHAPTER ONE – WELCOME, PURPOSE, SCOPE

1.1 WELCOME

The Iron County Board welcomes all employees and sincerely hopes that employment will be satisfactory and rewarding.

1.2 PURPOSE AND DISCLAIMER

This Employee Handbook has been prepared for all employees. The provisions set forth in the Employee Handbook are the terms and conditions governing employment at Iron County ("County"), and compliance with them is required.

This Employee Handbook is a collection of selected employment policies and procedures as referenced, as well as rules and regulations of the County. The Employee Handbook has been prepared to acquaint all employees with the policies and administrative guidelines, rules, and regulations that govern employment at the County, and to provide for the orderly and efficient operation of the County.

It is the employees' responsibility to read and familiarize themselves with this information and to follow the County's policies. Any employee who violates any of the terms and conditions of employment set forth in this Employee Handbook will be subject to disciplinary action, up to and including termination.

Employees who have questions about any of the County policies referenced and/or the rules or regulations set forth in this Employee Handbook, or about matters which are not covered, should contact their immediate supervisor or the County Clerk.

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies and procedures, rules, or regulations set forth constitute a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All County employees are employed "at will," and employment is not for any definite period, unless otherwise provided by individual contract. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the County or the employee, subject to the provisions of Chapter Ten (Discipline and Grievances) set forth hereafter and except as might otherwise be provided by individual contract. The County's employees employed under individual contracts with the County may be terminated or non-renewed, consistent with the terms of the contract and consistent with County policy.

In the event of any conflict between this Employee Handbook and provisions of any lawful collective bargaining agreement, the collective bargaining agreement shall control.

1.3 SCOPE

This policy shall cover Personnel Administration for all Employees and Departments of Iron County except:

1. Members of the Iron County Board of Supervisors and other elected officials.
2. Employees represented by unions with collective bargaining agreements but only to the extent the collective bargaining agreements contain specific provisions contrary to this policy.
3. Members of Boards, Commissions and Committees, except for regular county employees who are serving on such boards.

4. Persons employed to conduct temporary and special inquiry, investigation, or examination on behalf of the County Board and Committees thereof.
5. Temporary, seasonal, or project employees are exempt from the classification and compensation plan, and shall receive no benefits or paid leave, except as otherwise specified by the County.
6. Where State or Federal law has preempted local control.
7. Independent contractors.
8. Volunteer workers.
9. Persons providing services on a per diem basis.
10. Work relief participants.
11. Employees of a unit of government other than the County including those that might be providing services in County facilities.
12. Consultants.

1.4 MANAGEMENT RIGHTS

The County Board possesses the sole right to operate County government. 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. These rights include, but are not limited to, the following:

1. To direct all operations of County government;
2. To hire, promote, transfer, assign, and retain employees and positions within the County;
3. To suspend, demote, discharge and take other disciplinary action against employees, as deemed necessary;
4. To relieve employees from their duties, as deemed necessary;
5. To maintain the efficiency of County government operations entrusted to it;
6. To take whatever action is necessary to comply with state or federal law;
7. To introduce new or improved methods or facilities;
8. To change existing methods or facilities;
9. To contract out or subcontract for goods or services;
10. To determine the methods, means, and personnel by which operations are to be conducted;
11. To take whatever action is necessary to carry out the functions of the County in situations of emergency; and
12. To establish and enforce work rules and policies.

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.

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.

CHAPTER TWO – GENERAL POLICIES

2.1 EQUAL EMPLOYMENT OPPORTUNITY (EEO) GENERAL POLICY STATEMENT

The County shall not discriminate based on protected class in its personnel decisions, actions, or responsibilities. These decisions, actions, responsibilities, and benefits include, but are not limited to, recruitment, hiring, job assignments, discipline, and termination.

There shall be no discrimination against any employee, or applicant for employment, because of age, race, religion, color, creed, ancestry, disability, gender, sex, pregnancy, sexual orientation, national origin, citizenship status, marital status, arrest and conviction record, military service, veteran status, and use or non-use of lawful products off County premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or workers' compensation benefits, genetic information, or any other class protected by law.

All employees are responsible for promptly reporting violations of this policy. Any employee who believes they have been subject to unlawful discrimination or believes they have observed a violation of this policy is required to report it promptly to the EEO Officer. Any supervisor or Department Head who receives such a report must promptly report it to the EEO Officer.

The County Board Chairperson shall serve as the County EEO Officer. If a complaint alleges a violation of this policy by the County Board Chairperson, it should be directed to the County Board Vice Chairperson, who shall serve as the County EEO Officer for that complaint.

Confidentiality. Absolute confidentiality and anonymity cannot be assured. However, the County will maintain the confidentiality of reports and complaints under this policy to the extent required by any applicable law, and the County will make an effort to maintain confidentiality where confidentiality does not interfere with the County's ability to investigate and take action regarding the report or complaint, and where the confidentiality does not interfere with any legal obligation of the County. Any employee interviewed as part of an investigation under this policy is expected not to disclose any information they learn through that interview to any third party, except when the employee has a legal right or obligation to disclose such information.

Retaliation Prohibited. No one shall attempt to restrain, interfere with, coerce, or take adverse action against a person who reports or files a complaint of discrimination under this policy in good faith, a person who participated as a witness in an investigation under this policy, a person that opposed in good faith any act or practice that was potentially in violation of this policy, or a person that exercised any of their rights under this policy.

2.2 UNLAWFUL HARASSMENT POLICY

Unlawful discrimination under this policy includes unlawful harassment based on any legally protected class, or any protected class established by this policy. The County is committed to maintaining a workplace free of unlawful harassment and will promptly respond to any report or complaint from an employee experiencing unlawful harassment from anyone during the complainant's employment. Unlawful harassment should be reported as potential discrimination under this policy.

This policy applies to the conduct of all employees, independent contractors, owners, and third parties who interact with employees, such as vendors, and members of the public.

This policy applies not only to the workplace during normal business hours, but also to all work-related social functions, whether on or off County premises, to business-related travel, and to “off-the-clock” behavior that impacts the workplace.

Unlawful harassment means unwelcome conduct based on a legally protected class (race, age, disability, veteran status, or any other classification protected by law) whereby enduring the unwelcome conduct becomes a condition of continued employment, or whereby the unwelcome conduct is so severe or pervasive as to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Examples of conduct based on a legally protected class that could constitute unlawful harassment under this policy include, but are not limited to:

1. Physical, verbal, or psychological abuse based on an individual’s protected characteristics, such as stereotyping, name-calling, assaulting, sabotaging, segregating, or threatening any individual in the workplace.
2. Mimicry, epithets, name-calling, slurs, bullying.
3. Offensive jokes, including via email, text, or any messaging service.
4. Vulgar, obscene, or derogatory language.
5. Offensive gestures or pranks.
6. Display of offensive or graphic pictures, cartoons, jokes, photos, posters, calendars, graffiti, or other offensive graphic displays.

Sexual harassment is one type of unlawful harassment. Unlawful sexual harassment includes unwelcome verbal or physical conduct of sexual nature. This includes conduct directed by a person at another person of the same or opposite gender. Sexual harassment includes conduct based on sex that has the purpose or effect of interfering with an employee’s work performance or of creating an intimidating, hostile or offensive work environment. It also includes making or permitting acquiescence in submission to or rejection of sexual harassment any part of the basis for any employment decision affecting an employee.

Examples of unwelcome verbal or physical conduct of a sexual nature include, but are not limited to:

1. Making of unsolicited gestures or comments of a sexual nature.
2. Display of offensive sexually graphic materials which is not necessary for business purposes.
3. Verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee’s work performance or to create an intimidating, hostile, or offensive work environment.
4. Unwelcome sexual advances, verbal, written, physical, or otherwise.
5. Unwelcome requests or demands for sexual favors. This includes subtle or blatant expectations to engage in sexual relations and pressure for dates.
6. Offering employment benefits in exchange for sexual favors.
7. Unwelcome physical conduct such as patting, pinching, brushing up against, hugging, cornering, kissing, fondling, touching, assaulting, impeding, or blocking movements, or any other similar conduct.
8. Threatening consequences after a negative response to sexual or romantic advances.
9. Making a submission to or rejection of harassment on the basis of any employment decision.

10. Leering, making sexual gestures.
11. Displaying of sexually suggestive objects or pictures, cartoons, or posters.
12. Verbal conduct or kidding that includes making derogatory or sexual comments, such as telling dirty jokes and comments about body parts, appearance, or clothing, where such comments go beyond mere courtesy.
13. Suggestive, sexual, or obscene letters, notes, emails, or invitations.

Harassment (both sexual and harassment based on other protected class status) can include social media transmissions that are composed, transmitted, or received. Such messages must not contain content that could be considered discriminatory, obscene, threatening, harassing, or intimidating to employees, community members, or other individuals with whom employees have contact through work. Abuse of social media in violation of law or County policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

Employee Reporting Responsibilities. All employees are responsible for promptly reporting violations of this policy. Any employee who believes they have been subject to unlawful harassment or believes they have observed a violation of this policy is required to report it promptly to the EEO Officer. Any supervisor or Department Head who receives such a report must promptly report it to the EEO Officer.

The County Board Chairperson shall serve as the County EEO Officer. If a complaint alleges a violation of this policy by the County Board Chairperson, it should be directed to the County Board Vice Chairperson, who shall serve as the County EEO Officer for that complaint.

Confidentiality. Absolute confidentiality and anonymity cannot be assured. However, the County will maintain the confidentiality of reports and complaints under this policy to the extent required by any applicable law, and the County will make an effort to maintain confidentiality where confidentiality does not interfere with the County's ability to investigate and take action regarding the report or complaint, and where confidentiality does not interfere with any legal obligation of the County. Any employee interviewed as part of an investigation under this policy is expected not to disclose any information they learn through that interview to any third party, except when the employee has a legal right or obligation to disclose such information.

Retaliation Prohibited. No one shall attempt to restrain, interfere with, coerce, or take adverse action against a person who reports or files a complaint of discrimination under this policy in good faith, a person who participated as a witness in an investigation under this policy, a person that opposed in good faith any act or practice that was potentially in violation of this policy, or a person that exercised any of their rights under this policy.

2.3 GIFTS AND GRATUITIES

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

An official or employee shall not accept from any person or organization, directly or indirectly, anything of value without full payment, if it would reasonably be expected to influence their vote, governmental actions, or judgments, or if it could reasonably be considered a reward for any governmental action or inaction.

EXCEPTION. It is generally not a violation of this policy for an official or employee to receive a gift or gratuity that is an unsolicited item of insignificant value or anything that is given to them independent of their position as an official or employee.

2.4 CONFLICT OF INTEREST

Employees will not accept any other employment, volunteer, or engage in any business or transaction that will conflict with their job responsibilities. No County employee shall use their office or position for personal financial gain or the financial gain of their family or an organization with which the employee is associated. No employee shall engage in their own business activity, accept private employment, volunteer, or render services for private interests when such employment or business activity or service is incompatible with the proper discharge of their official duties or would impair their independence of judgment or action in the performance of their official duties.

2.5 USE OF PUBLIC PROPERTY

An official or employee shall not use or knowingly permit the use of county services or county-owned vehicles, equipment, or materials for unauthorized non-governmental purposes or for unauthorized personal convenience or for an official or employee's self-employment, business, or other profit-making enterprise, unless such services or use are available to the public generally and consistent with practices and policies of the County.

2.6 OBLIGATIONS TO CITIZENS

An official or employee shall not grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen. No employee may, directly or by means of an agent give, or offer to promise to give, or withhold, or offer or promise to withhold, their vote or influence, or promise to take or refrain from taking official action with respect to any proposed or pending matter in consideration of, or upon condition that, any other person make or refrain from making a political contribution, or provide or refrain from providing any service or other thing of value, to the benefit of a candidate, a political party, or any person who is subject to a registration requirement.

2.7 CONTRACTING

An official or employee or a business in which an official or employee holds more than 50% interest, may not enter into a contract with the County involving a payment or payments of more than \$2,000 amount within a twelve-month period unless the official or employee has made a written disclosure of the nature of the extent of such relationship or interest to the County Clerk and reported such interest to the County Board.

With respect to public contracts that involve receipts and disbursements by the County aggregating more than \$15,000 in any year:

1. No employee, in the employee's private capacity, may negotiate or bid for or enter into a contract in which the employee has a private pecuniary interest, direct or indirect, if at the same time the employee is authorized or required by law to participate in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on the employee's part.
2. No employee, in the employee's capacity as an employee, may participate in the making of a contract in which the employee has a private pecuniary interest, direct or indirect, or performs regarding that contract some function requiring the exercise of discretion on the employee's part.

2.8 FINANCIAL INTEREST IN BOARD ACTIONS

Any employee who has a financial interest in any proposed action before the County Board and who participates in discussion with or has given an official comment or recommendation to the County Board shall first disclose the nature and the extent of such interest to the County Board.

2.9 DISCLOSURE OF PRIVILEGED INFORMATION

No employee shall knowingly disclose or permit the disclosure of privileged information to any person not lawfully authorized to receive such privileged information. No employee shall use privileged information to advance their personal financial interest or that of their immediate family or any organization with which they are associated. This prohibition shall include, but is not limited to, any information discussed or presented at closed sessions of the County Board, including committees and commissions, until such time as the chairperson of the committee or Board determines that there is no continuing need for confidentiality.

2.10 CONFIDENTIALITY

No employee shall use or disclose privileged or confidential information gained in the course of work or by reason of their official position or activities. No confidential information concerning any citizen may be released to an unauthorized person or agency without the signed consent of the citizen. Any violation of this policy may be sufficient cause for immediate termination.

2.11 NEPOTISM/DATING AND FRATERNIZATION

Iron County encourages employees to develop friendships and share a spirit of teamwork and camaraderie both in the workplace and outside of work. In instituting this dating or fraternization policy, it is not Iron County's goal to interfere with the development of good coworker friendships and relationships. The policy identifies when these relationships are appropriate and when they are not.

Nepotism – Members of immediate families shall not be employed in a direct superior-subordinate relationship. No person shall be employed, promoted, or transferred to any department within Iron County Government or to a division or section thereof when, as a result, they would be directly supervising or receiving direct supervision from a member of their immediate family. For the purposes of this section, immediate family includes spouse, children, parents, and siblings.

The Department Heads, nor any other person who makes or influences applicant selections, are allowed to engage their own relatives for County employment. When applicants who are relatives of the Department Head or any other selecting official are available for appointment in the conventional manner, the selection should be deferred to the next higher supervisor level.

Dating and Fraternization – Iron County employees may date and develop friendships and relationships both inside and outside of the workplace, as long as the relationships do not negatively impact work. Any relationship that interferes with the County's culture of teamwork, harmonious work environment, or employee productivity, will be addressed by applying the discipline policy.

Behavior that negatively affects the workplace that arises because of personal relationships will not be tolerated.

Anyone employed in a managerial or supervisory role must be mindful of the fact that a personal relationship with an employee who reports directly to them may be perceived as favoritism, misuse of authority, or, potentially, even sexual harassment.

Generally, a conflict of interest develops any time there is a personal relationship between a manager and an employee who reports to the manager, or whose terms and conditions of employment are potentially affected by the manager. Therefore, personal relationships between a manager and an employee who reports to the manager are prohibited.

2.12 DRUG-FREE WORKPLACE POLICY

Iron County is a drug-free workplace. Employees must report to the workplace free of drugs, intoxicants, alcohol, narcotics or any other controlled substance. Employees may be disciplined, up to and including termination, for possession, consumption, not being free of or use of, any illegal drugs, drug paraphernalia, intoxicants, alcohol, narcotics or any other controlled substance, on or about County premises at any time.

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful, safe, and secure work environment.

The unlawful manufacture, distribution, dispensation, possession, use, or being under the influence of an unlawful controlled substance on County premises, including while operating employer-provided vehicles, while conducting County business in a personal vehicle, or while conducting County business off County premises, is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences. For purposes of this policy, an unlawful controlled substance includes the use of prescription medication in a manner inconsistent with that prescription.

The County encourages employees who have alcohol/drug use disorders to seek counseling or treatment before it affects their job performance, jeopardizes the health and safety of anyone, including themselves, or results in a violation of this policy. The County maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from controlled substance and alcohol use disorders, and those who have a medical history which reflects treatment for substance use. However, employees may not request an accommodation to avoid discipline for a policy violation.

Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off County premises while conducting County business. A report of conviction must be made to the County Board Chairperson or Finance and Personnel Committee, within five (5) days after the conviction. (This requirement is mandated by the Drug-Free Workplace Act of 1988).

2.13 DRUG TESTING POLICY

Employees may be asked to submit to a drug and/or alcohol test if an employee's supervisor or other person in authority has a reasonable suspicion, based on objective factors such as the employee's appearance, speech, behavior, or other conduct and facts, that the employee possesses or is under the influence of unlawful drugs, including marijuana and both Delta-8 and Delta-9 THC in any form, or alcohol, or both. Employees will be asked to submit for drug and/or alcohol test if the employee is involved in a workplace accident resulting in injury or property damage.

Employees who take over-the-counter medication or other lawful medications that can be legally prescribed under both federal and state law to treat a disability should inform the Department Head if they believe the medication will impair their job performance, safety, or the safety of others, or if they believe they need a reasonable accommodation before reporting to work while under the influence of that medication.

Depending on the seriousness and circumstances of the offense, employees may be subject to disciplinary action and at the County's sole discretion, an employee who tests positive for drugs and/or alcohol may be referred to counseling, rehabilitation, or an employee assistance program (EAP). Refusal to cooperate in this program may result in discipline, up to and including termination.

Due to the number of employees holding commercial driver's licenses, the County has been mandated to comply with the Department of Transportation regulations for testing employees.

Any employee who refuses to be tested, alters or attempts to alter test specimens or results, or in any way attempts to avoid or bypass testing will be subject to discipline up to and including termination. A "suspect," "invalid," or "inconclusive" test result may be evidence of alteration in violation of this policy. All records relating to an employee's or applicant's drug and alcohol test results will be kept confidential and maintained separately from the individual's personnel file.

A positive test or other violation of this policy may result in discipline up to and including termination of employment.

Employees who are covered by the federal Omnibus Transportation Employee Testing Act, as amended, are subject to the requirements of that federal law and its implementing regulations. In the event of any inconsistency between this policy and federal law and its implementing regulations, the law and its implementing regulations shall control.

2.14 ALCOHOL POLICY

No alcohol use will be allowed by Iron County employees while working for the County regardless of where the work is performed. This does not prevent County employees from consuming alcohol in County Parks outside of work hours. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. The use of alcoholic beverages that affect job performance can be a cause for disciplinary action.

The County encourages employees who have alcohol/drug use disorders to seek counseling or treatment before it affects their job performance, jeopardizes the health and safety of anyone, including themselves, or results in a violation of this policy. The County maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from controlled substance use. However, employees may not request an accommodation to avoid discipline for a policy violation.

Employees must report any convictions for violations of the laws because of the use of alcohol occurring on or off County premises while conducting County business. Such convictions will not necessarily result in discipline or termination but shall be evaluated under state arrest and conviction record discrimination laws. Any discipline or termination shall be consistent with that law.

2.15 WORKPLACE SAFETY

The County recognizes its responsibility to provide 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 intends to comply with all applicable safety regulations. The safety of employees and the public is 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 should 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 an action under the County's Grievance Procedure. The nature of some jobs requires workers to go into situations that may be deemed unsafe. Please refer to individual Department policies that address worker safety and protocols for those situations.

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.

2.16 WORKPLACE VIOLENCE POLICY

Policy Statement. The County does not tolerate acts of workplace violence committed by or against employees and strictly prohibits employees from making threats, possession, use, or threat of use of any weapon in the workplace or engaging in violent acts. This is a zero-tolerance policy, meaning that the County will discipline or terminate any employee found to have violated this policy. Workplace violence does not include the use of reasonable force in the defense of oneself or others.

Restraining Orders. Employees who are seeking or have obtained restraining orders or injunctions against abusive persons should notify their supervisor. When an injunction or restraining order lists County facilities as being protected areas, employees must provide their supervisor with a copy of any injunction or restraining order which is granted, and a copy of any injunction or restraining order which is made permanent.

Prohibited Conduct. Prohibited conduct includes, but is not limited to:

1. Injuring another person physically.
2. Engaging in behavior that creates a reasonable fear of injury in another person.
3. Engaging in behavior that subjects another individual to extreme emotional distress.
4. Using a weapon while on County premises or engaged in County business.
5. Possessing a weapon while on County premises or engaged in County business except when such possession is expressly permitted by law or policy.
6. Damaging property intentionally.
7. Threatening to injure an individual or damage property.
8. Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

Weapon Defined. Weapon means any device which is designed, used, or intended to be used in a manner that is calculated or likely to produce property damage, personal injury, or death. The term includes, but is not limited to, any firearm, whether loaded or unloaded; any facsimile firearm; any bb,

air soft, or paint-ball, or pellet-firing gun; any electric weapon which is designed, redesigned, used, or intended to be used offensively or defensively to immobilize or incapacitate person by the use of electric current; any aerosol or non-pressurized spray device which achieves its effectiveness by causing sufficient bodily discomfort to render a person harmless; any explosive compound or explosive device; any incendiary compound or incendiary device; any bullet, projectile or ammunition; any switchblade knife; any knife, other than an eating utensil, with a cutting blade longer than two and one-half inches; metallic knuckles or knuckles of any substance which could be put to the same use with the same similar effect as metallic knuckles.

Exceptions to Weapons Prohibition. The weapons prohibition policy does not apply to individuals who, within the normal scope of the individual's employment, is required to use a device that is, or would be considered, a weapon and who is authorized to use such a device by the employee's Department Head or by the Department Head in which the device is used.

Reporting

- A. All employees shall notify their supervisor whenever they have witnessed, experienced, or become aware of any act or threat of workplace violence. As an alternative means of reporting acts or threats of violence, an employee may report such incidents of workplace violence to their Department Head, a supervisory employee in any other County department (including the Sheriff's Office), or to the County Board Chairperson.
- B. Supervisors receiving employee reports of workplace violence, or who have knowledge of a situation which may affect the security of Iron County, and its assets shall report such information to their Department Head. The Department Head shall verbally inform the County Board Chairperson, or in certain situations, due to confidentiality, shall report to the Sheriff and complete a confidential memorandum, and submit the memorandum to the County Board Chairperson. The memorandum should include:
 - 1. Identity of persons engaging in workplace violence.
 - 2. Detailed description of what happened, where it happened, and when it happened.
 - 3. Identity of persons reporting or witnessing the incident.
 - 4. How the matter was resolved.
 - 5. Suggestions for minimizing the reoccurrence of this type of incident.
 - 6. Reports and records made pursuant to this policy are generally kept confidential by the County, such reports and records may be subject to public disclosure under the Open Records Law.
- C. Retaliation and/or reprisal against an employee who genuinely reports threats of workplace violence in good faith are in violation of this policy. Anyone who engages in or assists in such retaliatory actions will be subject to disciplinary action up to and including termination of employment.

Investigation of Reports: The County Board Chair will receive, evaluate, and respond to reports of workplace violence with the assistance of the appropriate parties.

Identifying and Responding to Risks: The County generally identifies and responds to workplace violence hazards as follows:

- 1. *Threat Assessment:* Department Heads shall periodically review the workplace to identify existing or potential violence hazards. The review should include, but not be limited to, inspecting security measures, analyzing records of violent incidents and monitoring trends, and

conducting screening surveys to learn about employees' security concerns.

2. *Pre-hire screening:* Department Heads will generally review job candidate's backgrounds to determine if they have a history of committing violent acts or making threats. Pre-hire screening generally consists of reference checks and criminal background checks which may vary by department

Support for Victims of Violence. Victims of violent incidents in the workplace might have to contend with a variety of medical, psychological, and legal consequences. The County may assist victims of workplace violence by, but not limited to:

1. Referring victims to appropriate community resources, such as an Employee Assistance Program (if available), medical centers, counseling services, victim advocacy groups, legal aid, and domestic violence shelters.
2. Review work hours or short-term or extended leave.
3. Cooperating with law enforcement personnel in the investigation of the crime and the prosecution of the offender.
4. Providing a debriefing for employees after a serious violent occurrence of the crime and prosecution of the offender.

Enforcement. All acts of violence, harassment, or threats committed on County premises must immediately be reported to the County Board Chairperson and/or the Finance and Personnel Committee. All employees who commit violent acts or who otherwise violate this Policy are subject to corrective action or discipline, up to and including discharge. The County may also seek the prosecution of all who engage in violence on its premises or against its employees while they are engaged in County business.

False Reports. Allegations and/or reports of workplace threats will be taken seriously. Employees intentionally making false reports will be subject to discipline up to and including termination.

2.17 LACTATION/BREASTFEEDING POLICY

Objective: As part of our family-friendly policies and benefits, Iron County supports breastfeeding employees by accommodating an employee who needs to express breast milk during the workday.

Accommodation for Lactating Employees: Under the Fair Labor Standards Act (FLSA)

<https://www.dol.gov/agencies/whd/fact-sheets/73-flsa-break-time-nursing-mothers#:~:text=Under%20the%20Fair%20Labor%20Standards,year%20after%20the%20child's%20birth.> For up to one year after the child's birth, any employee who is breastfeeding will be provided reasonable break times to express breast milk. There will be a prior agreed-upon plan between the employee and their supervisor. Iron County will designate a private area, other than a bathroom, which is shielded from view and free from intrusion from coworkers and the public for employees to express breast milk.

Any breast milk stored in a county refrigerator must be labeled with the employee's name and the date the breast milk was expressed. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.

2.18 DISABILITY ACCOMMODATIONS

The County is committed to complying with the Americans with Disabilities Act and other applicable federal, state, and local laws designed to ensure equal employment opportunities to persons with

disabilities. The County prohibits discrimination based on disability in regard to all employment practices or terms, conditions, and privileges of employment. Consistent with this policy and applicable law, the County will make a reasonable accommodation to the known physical or mental limitations of qualified applicants or employees, unless doing so would cause an undue hardship on the operation of its business. Employees who have a need to initiate a reasonable accommodation request should bring this to the attention of the Department Head. Medical verification of a disability and accommodation requirements may be required. Medical information will be retained as confidential as required by law.

2.19 RELIGIOUS ACCOMMODATIONS

Employees may request an accommodation when their sincerely held religious beliefs conflict with the County's dress code, schedule, job duties, or other aspects of employment. If an employee believes that they need religious accommodation, they should contact the County Chairperson. The County will consider the request but reserves the right to deny such a request or offer its own accommodation to the extent permitted by law.

2.20 PREGNANCY ACCOMMODATIONS

Consistent with federal law, qualified employees will be provided with reasonable accommodation due to an employee's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the County undue hardship. Employees who wish to request such accommodation should contact the Department Head.

CHAPTER THREE – RECRUITMENT AND HIRING

3.1 RECRUITMENT AND HIRING PRACTICE

Position vacancies shall be filled by promotion, transfer, reinstatement, demotion, or new hire. It shall be policy to promote career advancement opportunities while filling positions with the best qualified employees. Vacancies will be posted in the manner deemed appropriate by the proper Committee/County. The County reserves the right to fill any vacancy without posting in its sole discretion.

When a vacancy occurs in a department, the Department Head shall notify the Finance and Personnel Committee as soon as possible of the position title, salary grade, job description, and the date the position is to be filled. The job description shall reflect the “essential functions” of the position according to the definitions in the Americans with Disabilities Act. Department Heads should realize hiring qualified candidates will take time and should plan accordingly.

Applications shall only be accepted for positions currently posted as vacant. Applications for employment may be rejected at the discretion of the County. When an application is rejected, a notice of rejection shall be sent promptly to the applicant.

Screening criteria shall be developed by the Department Head, in consultation with the proper Committee and/or Finance and Personnel Committee. Screening criteria shall be as directly related as possible to the requirements of the position. The Finance and Personnel Committee shall interview applicants for Department Head positions. For all other interviews, the Department Head and proper Committee representative(s) or Finance and Personnel Committee representative(s) shall interview potential applicants and recommend the best-qualified applicant.

An examination or test of skills and competencies may be required to determine qualified applicants. The Department Head, in consultation with the Finance and Personnel Committee, is responsible for demonstrating that any test is valid as a measure of job requirements and reflects the essential functions of the position.

All recruitment and selection activities will be conducted in full compliance with applicable State and Federal regulations.

3.2 ORIENTATION/REQUIRED FORMS

New employees shall report to the County Clerk’s office to review the orientation checklist within the first day of employment or as directed by their Department Head. During this orientation period, the following required forms will generally be completed:

1. Iron County New Employee Form - (Clerk’s Office)
2. I-9 Form (requires documentation to be checked by personnel or supervisor and must be completed within 3 days of employment)
3. Federal W-4
4. Wisconsin WT-4
5. Life Insurance Application (for eligible employees)
6. Health Insurance Forms (for eligible regular employees) or Waiver
7. Flexible Benefit Forms or Waiver
8. Confidentiality Agreement (per department)
9. Acknowledgement of receipt of employee handbook
10. Emergency Plan
11. Others as required

This orientation is in addition to any job-specified orientation which will be conducted by the Department Head, immediate supervisor, or qualified co-worker.

Health Insurance and Flexible Benefit Reclassification forms must be filed within 30 days of a change of family status, such as marriage, divorce, or addition or deletion of a dependent. It is especially important to file these forms when a dependent ceases to be eligible. These forms are available in the County Clerk's Office.

3.3 FOBS, BUILDING/OFFICE KEYS

Fobs and office and/or building keys remain the property of Iron County. The fob and office and/or building keys must be returned to the Department Head, or County Clerk for Department Heads or those who don't report to a Department Head, at the time of termination or prior to the employee's last day of work. Failure to return fobs or keys may result in a former employee owing the County for the cost of replacement, which might include action in small claims court.

3.4 PROBATION

All new employees are required to serve a probationary period of six (6) months. During the probationary period, the Department Head will train the employee about position requirements and expectations. The probationary period also provides both the employee and the County with an opportunity to decide whether the employee is suited for the position. The Department Head will give feedback on employee performance and will be available to answer any questions.

During the probationary period, 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 computed from their starting date of employment. However, a probationary employee may be entitled to certain benefits during the probationary period. (See Benefits section)

CHAPTER FOUR – CONDITIONS OF EMPLOYMENT

4.1 EMPLOYEE STATUS

Regular Full Time: Regular full-time employees generally work a regular established work week of at least 40 hours per week. Overtime pay or compensatory time shall be available to all employees who are not exempt from overtime under the Federal Labor Standards Act (FLSA).

Regular Part-Time: An employee who fills a part-time position of 20-39.5 hours per week shall be designated as regular part-time and shall only be eligible to receive pro-rated County leave benefits based on their regularly scheduled hours of work as compared to the amount of time full-time employees work in the part-time employee's position (other than legally required law under state or federal FMLA or disability laws). Prorated benefits shall be based on the employee's anticipated average weekly hours worked as determined by the County. Changes in the weekly hours worked shall be approved by the Department Head, and an add/change form shall be completed at the time of the change. Part-time employees who are regularly scheduled to work at least twenty (20) hours a week are eligible for health, dental, and life insurance with the County's contribution to insurance premiums being prorated based on their regularly average scheduled hours of work as compared to the amount of time full-time employees work in the part-time employee's position. (See Attachment B) Except as otherwise provided by law or applicable plan documents, part-time employees are not eligible for other benefits.

Temporary (Limited Term Employee): An employee who fills a position that is of variable or limited duration or who works on an on-call basis is designated as temporary. Temporary positions are not eligible for benefits, except as required by law. An LTE may be used to fill an immediate vacancy or need in a department; therefore, the County Board Chairperson and/or Finance and Personnel Committee may choose to temporarily bypass the recruitment process in this situation. Should a temporary employee be successful in gaining a regular position, no credit shall be given for time worked or for any benefits from the time worked as a temporary employee, except when required by union contract.

Seasonal: An employee whose service is intended to be of limited duration, such as during the summer months only, is designated as seasonal. These employees are not eligible for benefits, except if required by law.

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

FURLOUGHS: Furloughs do not impact employee status.

NON-EXEMPT AND EXEMPT EMPLOYEES

Non-Exempt (Hourly) Employees: A person paid by the County for their work on an hourly basis and who does not qualify as exempt under the Fair Labor Standards Act (FLSA).

Iron County will comply with the provisions of State and Federal Law relating to overtime pay and compensatory time off. Employees must get approval from the appropriate supervisor before working more than 40 hours in a workweek.

Overtime: Non-exempt (hourly) employees who work more than forty (40) hours in each week will receive overtime compensation at the rate of one and one-half (1 ½) times the employee's regular hourly rate of pay for all hours worked in excess of forty (40) in the work week. Paid (or unpaid) time off

leave will not qualify as hours worked for overtime. Only a Department Head or Supervisor may authorize an employee to work more than 40 hours in a workweek.

Compensatory Time Off: 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 or applicable Committee Chair. 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 or Committee Chair, 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.

The work week is defined by each Department Head.

Exempt (Salaried) Employees: A person paid by the County for their work on a salaried basis and who qualified as exempt under the Fair Labor Standards Act.

Exempt employees are individuals who are exempt from the State and Federal overtime provisions. Generally, individuals employed as executive, administrative, or professional and certain computer employees are considered exempt. To qualify for the exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis. Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly basis.

Exempt employees and their supervisors are expected to ensure that the average weekly work effort is consistent with the position's FTE status unless using leave benefits. (For example, a 100% FTE position is expected to work an average of at least 40 hours a week.)

The County will only deduct from exempt employees' pay consistent with applicable law. A reduction in salary can be made for the following reasons in the work week in which work was performed:

1. Full-day or half-day absences for personal reasons.
2. Full-day or half-day absences for sickness or disability, and the reduction is made in accordance with the County's plan, policy, or practice of providing compensation for the loss of salary occasioned by such sickness and disability.
3. Full-day disciplinary suspensions for significant infractions or major safety violations (including those that could cause serious harm to others).
4. Full-day disciplinary suspensions for significant infractions of major workplace conduct violations.
5. Family and Medical Leave absences (either full or partial day absences) where no paid time source is used.
6. The first week and last week of employment when only part of the workweek was worked.
7. To offset amounts received as payment for jury fees or for military pay.
8. If an employee is absent or performs no work during an entire workweek.

A reduction in salary can also be made for certain deductions such as insurance premiums, federal, state, and local taxes, social security, Medicare, voluntary contributions to retirement, and any other deductions authorized by the employee.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and the County will make a good faith commitment to avoid any recurrence of the error.

4.2 PERFORMANCE EVALUATIONS

Each employee will be evaluated at least annually. The County reserves the right to evaluate an employee at any time outside of the employee's anniversary date. Department Heads will retain completed staff performance appraisals in the employee's secure personnel file. The Board Chair will retain all other completed performance appraisals (Department Heads and those who don't report to a Dept Head) in a secure personnel file.

4.3 RESIGNATIONS/RETIREMENT

Employees wishing to leave Iron County employment must submit a resignation/retirement notice in writing to their Department Head or applicable Committee Chair, with a copy to the County Clerk at least two (2) weeks in advance of their planned departure. It is expected that employees will give as much notice as possible to facilitate the orientation of new staff members. Department Heads must give at least 30 days' advance notice. Employees who do not provide two weeks' notice are not eligible for paid leave benefits or benefit payout. Exceptions for emergency circumstances will be taken into consideration. Employees resigning or retiring from employment will consider their last day to be their last working day, and accumulated leave time will be paid out as a lump sum after the last paycheck. Employees shall return tools and any equipment on or before their last day of work to their immediate supervisor.

4.4 RETURN OF COUNTY EQUIPMENT

Employees, Elected Officials, State Employees, and Agency/Contracted Employees who lease space from Iron County leaving employment must return tools and any equipment on or before their last day of work to their immediate supervisor. This includes all records, files, and materials produced by the employee, in the course of their employment with County-owned materials, on County time and with the use of County equipment. Failure to return identification cards, fobs, or keys may result in a former employee owing the County for the cost of replacement, which might include action in small claims court.

4.5 LAYOFFS

When it is necessary for the County to reduce its workforce, consideration will be given within each department to the services determined to be most critical and/or the availability of funding for positions. The Department Head, in consultation with the Committee Chairperson and Finance and Personnel Committee, will identify the positions that will be subject to layoffs.

The County will strive, but cannot guarantee advance notice of at least two weeks, to the affected employee. When a decision must be made between two or more employees holding the same position as to which employee is to be laid off, consideration will be given to job performance, skills and abilities, attendance, and any other factor deemed relevant. This determination shall be made in the County's sole discretion. Layoffs are not subject to the grievance procedure. Employees who are laid off have no recall rights.

4.6 EXIT INTERVIEWS

An exit interview may be conducted for any employee who leaves Iron County employment. This exit interview is held for the employee's advantage because the County wants to have honest opinions on Iron County's policies, procedures, or practices. Exit interview comments may lead to improvements.

4.7 DRESS

Employees will be expected to dress in an appropriate manner in accordance with the nature of their position. The County reserves the right to discipline employees for improper dress.

4.8 TELEPHONE POLICY

Office phones and county-provided cell phones shall not be used for personal calls, except in a bona fide emergency.

4.9 POLITICAL ACTIVITIES

Employment shall not be offered as consideration or required for the political support of any political party or candidate for public office. No employee is precluded from engaging in political activity provided such activity does not interfere with normal work performance and is not conducted during normal working hours and does not involve the use of County equipment or property. Employees are specifically prohibited from directly or indirectly coercing any person to hold or contribute monetary or other types of assistance to any political candidate, party or purpose. Under provisions of the Federal Hatch Act, employees who are principally employed in an activity that is financed in whole or in part by Federal loans or grants cannot become candidates in partisan elections.

4.10 TELECOMMUTING POLICY

Iron County considers telecommuting to be a viable alternative work arrangement in cases where individual, job, and supervisor characteristics are best suited to such an arrangement. Telecommuting allows an employee to work at home for all or part of their regular work week. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement; it is not a County-wide benefit; and it in no way changes the at-will nature of the individual's employment or the other terms and conditions of employment with the County.

The Department Head/Designee shall evaluate whether an employee and the employee's position are suitable for telecommuting based on the nature of the work that is being performed. This includes having a discussion and determining with the employee where remote work will take place, work hours, job accountability, etc.

The ability to telecommute may be considered when:

1. The employee's duties can be fulfilled within the telecommuting structure.
2. Telecommuting fits the needs of the public, department, and County.
3. The department can maintain high-quality services for clients, employees, and members of the public within the telecommuting structure.

Expectations:

1. Individuals requesting a telecommuting arrangement must have been employed with the County for a minimum of one month of continuous, regular employment.
2. Any telecommuting arrangement will be on a trial basis for the first three months, and may be discontinued, at will, at any time at the request of the employee or the County.
3. Telecommuting may not be utilized by staff while working other jobs, providing dependent care or running their own businesses.
4. If an employee has a need for time off related to the above or other non-work-related matters, employees shall use leave time.
5. Employees who telecommute shall comply with all Iron County policies and department procedures/work rules.

6. Meetings with clients and or visitors conducting business with Iron County shall not be held at the employee's home and should be conducted either virtually, if appropriate, or at an Iron County worksite.
7. The employee and manager will agree on the number of days of telecommuting allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone or virtually as required by the employee's supervisor during the agreed-upon work schedule.
8. Employees who telecommute are expected to maintain regular, preapproved scheduled work hours, to be fully accessible during those hours (including the ability to come into the office if so directed), and to attend necessary meetings and appointments in person as required by the Department Head/Designee.
9. The ability to telecommute is at the County's discretion and may be subject to change without notice due to County needs, work performance issues, or any other reason.
10. The County is not responsible for operating costs, home maintenance, or any other incidental costs associated with the use of the employee's residence for a telecommuting location.
11. If the employee and Department Head/Designee agree, a telecommuting agreement will be prepared and signed by all parties and a three-month trial period will commence.

Hours of Work:

1. Each Department Head/Designee will inform employees of the specific hours to report to work. Telecommuting employees should maintain an appropriate level of communication with their direct supervisor regarding any changes or disruptions to their work schedules.
2. Telecommuting employees who are hourly (not exempt from the overtime requirements of state and federal law) will be required to record all hours worked in a manner designated by the County. Hours worked more than those specified per day and per work week, in accordance with state and federal requirements, will require the advance approval of the supervisor.
3. Employees shall maintain an honest and accurate daily record of hours worked and the correct time codes shall be recorded on timesheets. All absences from work schedules should be appropriately recorded and coded.

Equipment:

1. The County will determine, with the information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, etc., for each telecommuting arrangement on a case-by-case basis. Equipment may be supplied by the County and is to be used only for business purposes. The employee must sign an inventory of all office property and agree to take appropriate action to protect the items from damage or theft.
2. The IT Department shall not provide home or telecommuting site visits for service. When needed, the employee shall contact IT to assist with IT troubleshooting. The IT Department may troubleshoot remotely, and the telecommuting employee may be required to bring their equipment into the County for service. If the VPN is down longer than 15 minutes, the employee must switch to a remote work activity that does not require a VPN, come into the office, or use paid time off. The employee should contact their supervisor to determine the appropriate approach to take.
3. All equipment and office supplies provided by Iron County shall remain the property of Iron County and shall be subject to the same business use restrictions as if located at the County's on-site work location. Upon termination of the employee's employment, all County property will be returned to the County.

Confidentiality:

1. Employees who telecommute shall comply with all Iron County policies and procedures concerning the handling of HIPAA information and Protected Health Information, as well as use of computers, internet, and email.
2. Employees shall limit consumer and client-specific information in their possession outside of County offices to information that is necessary to perform their duties.
3. Employees are responsible for ensuring the security of HIPAA information and other confidential material in their possession and maintaining the security of County-provided equipment.
4. Consistent with the County's expectations of information security for employees working at the office full-time, telecommuting employees will be expected to ensure the protection of confidential and proprietary County information accessible from their home office. Steps include, but are not limited to, using locked file cabinets and desks, regular password maintenance, and any other steps appropriate for the job and the environment.
5. Employees concerned for the security of any work area or equipment shall inform their supervisor of such concerns.

Workspace:

1. Employees shall work at a designated, secured location. The County will not be responsible for costs associated with the initial set-up of the employee's home office, such as remodeling, furniture, lighting, repairs, or modifications to the home office space.
2. The space shall be free from excessive noise, interruptions, and distractions.
3. Employees shall maintain a safe and ergonomically correct workspace.
4. Injuries sustained by the employee while at the home site location and arising out of and in the course of their regular work duties are normally covered by the County's workers' compensation insurance. Telecommuting employees are responsible for notifying the County of such injuries in accordance with the County's workers' compensation procedures. The employee may be liable for any injuries sustained by visitors to their home site.
5. Employees entering into a telecommuting arrangement may be asked or required to share office space or workstations in an Iron County building to maximize County office space needs.

Disruptions:

1. If the employee is unable to perform their job in the telecommuting location due to an issue caused by the telecommuting location (i.e., power outage, internet outage, natural disaster, etc.) the employee shall contact their direct supervisor in a timely manner to discuss alternatives.
2. If Iron County is unable to accommodate another arrangement for the employee to continue working, the telecommuting employee shall be required to use accrued leave time or shall return to their Iron County office.
3. During all work time, including telecommuting, in office, or on-call, employees are prohibited from consuming alcohol or using any other intoxicating substance, except prescription medicine taken in accordance with the prescription.

Approval for telecommuting is at the discretion of the Department Head on a case-by-case basis and may be reviewed, changed, or discontinued at any time at the discretion of the County. The County will strive to provide 30 days' advance notice of a permanent change to an employee's telecommuting arrangement so the employee can make arrangements regarding commuting, childcare, and other issues that may arise from such a change. There may be instances, however, where no advance notice is possible.

CHAPTER FIVE – HOURS OF WORK AND COMPENSATION

5.1 HOURS OF WORK

The normal work week shall be forty (40) hours. Hours to be used in calculating the forty (40) hours includes all paid time worked. The workday generally commences at 8:00 a.m. and ends at 4:00 p.m. with a one-half (1/2) hour lunch period. This shall not be construed as a guaranteed workday or work week as the County reserves the right to alter work schedules in its sole discretion. Each Department Head/Designee will inform employees of the specific hours to report to work.

5.2 REST BREAKS

All employees are permitted a 15-minute paid rest break for each four-hour work period. Breaks are not permitted at either the beginning or end of the workday to offset arrival and departure times. Employees who voluntarily work through their rest breaks will not be paid additional compensation.

5.3 CALL-IN

Employees called in will be paid ~~a minimum of two (2) hours of call-in pay~~ as straight time, and the number of hours worked for the call-in event will be for hours that are not connected to the regular work hours and will be paid a rate of one and one-half (1.5) times.

The Department Heads/Designees will determine the call-in procedure and which employee to call, giving due deference to departmental seniority. The County retains the exclusive right to call in or not call-in employees.

5.4 ON-CALL

For 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 cell phone provided by the County. An on-call worker shall receive the current approved rate per hour for all hours spent on-call.

5.5 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. , 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 Office employees required to wear a uniform.
3. \$500 per year for the Forestry Department mechanic and the Maintenance Supervisor, but only if they supply their own tools.

5.6 SHIFT DIFFERENTIALS

Sheriff's Office 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., calculated and paid quarterly.

Jailer/dispatcher employees receive a \$5 weekend shift differential, paid every pay period, for hours worked beginning at 7 p.m. Friday night and ending at 7 a.m. Monday morning. For example, if a jailer/dispatcher works the day shift (7 a.m.-7 p.m.) Friday-Sunday, they receive a \$120.00 shift

differential for that weekend. If the employee works the night shift (7 p.m.-7 a.m.) Friday-Sunday, they receive a \$180.00 shift differential for that weekend.

5.7 INCLEMENT WEATHER

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 is a coordinated decision between the Sheriff's Office, Highway Commissioner and County Board Chairperson. Any emergency closure will be considered a paid day off.

5.8 REPORTING TIME/TIMESHEETS

Timesheets are due every other week. Department Heads/Designees or the County Clerk will determine the exact time that timesheets are due. Employees must record all time worked in the 2-week pay period on the timesheet. Employees should review and approve the time on the timesheet before it is turned into payroll. Paid leave benefits, holiday, bereavement, compensation time earned, and compensation time taken should all be properly coded. Overtime and compensation time earned should include an explanation of who approved the overtime work. Timesheets shall be approved by the Department Head or their designee before being turned into payroll.

5.9 DIRECT DEPOSIT

All employees must register for direct deposit of payroll.

5.10 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.

5.11 EMERGENCY CONTACT INFORMATION

All regular employees will be required to have a telephone number listed with the Department Head so that they may be reached in an emergency situation.

CHAPTER SIX – CLASSIFICATION AND COMPENSATION PLAN

6.1 COMPENSATION POLICY

- A. The County provides salaries and benefits to its employees to obtain and retain competent individuals to perform services. The County provides salaries and benefits on the basis of external competitiveness and internal equity and within the financial limits established. The Finance and Personnel Committee is responsible for the administration of all compensation for the County.
- B. All Employees are expected to use their official assigned title when representing the County as an employee performing their duties. This reduces the potential for misrepresentation of authority and potential liability.

6.2 SALARY ADMINISTRATION, SCHEDULES, AND ADJUSTMENTS

A. Salary Administration

1. New Hires

New hires with the minimum skills and qualifications will normally be hired at the minimum rate of the position's salary grade. A new hire may be hired at a higher rate, subject to the approval of the Finance and Personnel Committee with the approval of the County Board, under the following conditions:

- a. The new hire has a level of experience or skill set immediately useable upon hire.
- b. The market conditions demand a higher starting wage.
- c. Placement of current employees within the salary range and classification must be considered before approval above the minimum occurs.

A new hire should not be recommended at a higher rate unless there are extenuating circumstances. Any new hire requested to be brought in at a higher rate will require the approval of the Finance and Personnel Committee to ensure equity and financial ability are present.

2. Annual Pay Adjustments

The Finance and Personnel Committee recommends annual pay adjustments during the fiscal budget process, with approval by the County Board.

6.3 POSITION CONTROL POLICY

A. Job Descriptions

The County recognizes that it is essential for each staff member to be fully aware of the duties and responsibilities of their position. Job descriptions document and describe the essential functions for each position and thereby promote organizational effectiveness and efficiency. Job descriptions shall summarize the skills, qualifications, and responsibilities of each position. A job description cannot capture every nuance of the position and may be generically descriptive of similar jobs.

Each position shall have a written job description, which provides a non-exhaustive list of job duties and is compliant with all legal requirements.

All job descriptions shall be approved by the Finance and Personnel Committee. Job descriptions will be reviewed annually during the annual evaluation process for adjustment in duties/responsibilities that may occur over time. Any recommended adjustments to the job description will be submitted to the Finance and Personnel Committee for consideration.

The County Clerk shall hold all master job description documents on behalf of the County, which will be

considered the official job descriptions for the County.

B. New Position or Increased Status Change Request

New positions or permanent increases in part-time allocations to full-time status shall be requested as follows:

1. The Department Head may request a new position or increased status request by completing and submitting the following to the County Clerk:
 - a. Completed Personnel Action Form
 - b. Completed Position Questionnaire Form
 - c. Completed Job Description
2. The Finance and Personnel Committee is responsible for reviewing the new Position Questionnaire Form and Job Description to determine pay grade and available budget capacity.
3. Only positions approved by the Finance and Personnel Committee shall be forwarded to the County Board for approval.
4. Vacancies will be posted, internally or externally, in the manner deemed appropriate by the County.

C. Pay Grade Evaluation Request:

A Department Head may request a Pay Grade evaluation for any position in their department. The Finance and Personnel Committee may also determine whether a position needs to be evaluated as a result of County-initiated position and/or program changes, organizational structure changes, recurring minimal modification to a position that, over time, may result in a substantive change in a position, or recruitment/retention challenges. Pay Grade Evaluation requests shall go through the following process:

1. The Department Head must complete and submit the following to the Finance and Personnel Committee by July 1st of each year:
 - a. Completed Personnel Action Form that outlines changes and/or other circumstances that have precipitated the evaluation.
 - b. Completed Position Questionnaire Form.
 - c. Completed Job Description showing existing language and all recommended changes.
2. The Personnel Action Form, Job Description, and Position Questionnaire Form will be presented to the Finance and Personnel Committee for financial analysis, pay grade determination, and final approval. Only Pay Grade evaluations approved by the Finance and Personnel Committee will be forwarded to the County Board for approval.
3. The effective date is January 1st of next year.

CHAPTER SEVEN – BENEFITS

7.1 WORKERS' COMPENSATION

All Iron County employees are covered by Workers' Compensation Insurance. Any employee injured while working must report the injury immediately to their Department Head and insurance care line as requested/required. The Department Head shall promptly secure medical attention and then file the accident report with the County Clerk. The County Clerk manages workers' compensation insurance.

7.2 HEALTH AND VISION INSURANCE

All regular county employees shall have the option to participate under the group health and vision insurance plans 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.

Upon retirement, employees must find other health and vision insurance regardless of retirement age.

It shall be the employee's responsibility to notify the County of any change in family or dependent status relating to health and vision 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 will result in the employee assuming responsibility for the additional insurance and claims costs incurred by the County or any other entity.

7.3 IN LIEU OF PAYMENT FOR HEALTH INSURANCE

An employee who is eligible for health insurance coverage may receive a cash payment in lieu of coverage if the employee does both of the following:

1. Provide proof of other health insurance coverage for the employee and the employee's dependents; and
2. The employee 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 a percentage 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 employees' percentage shall be set by the County Board from time to time. 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.

There is no “in lieu of” payment for dental or vision insurance.

7.4 DENTAL PLAN

The County will provide all regular full-time employees with the opportunity to participate in a group dental insurance plan of the County after completion of thirty (30) days of employment, to begin the first day of the next month, 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 with the opportunity to participate in the cafeteria plan for health insurance and dental insurance premium contributions.

7.5 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, subject to change from time to time as may be required by law.

7.6 VEBA 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.

7.7 CONTINUATION OF GROUP HEALTH AND DENTAL

Terminated employees may continue their participation in the group health and dental programs in accordance with the COBRA law. Such employees are normally advised of their group health options and contribution requirements at the time of termination.

7.8 FLEX PLAN

Regular employees, 50% of full-time and above are eligible to participate in the flexible benefits plan under Section 125 of the Internal Revenue Code. Under the plan, employees may set aside funds to pay for the cost of unreimbursed medical and dental expenses or child and dependent care expenses with pre-tax dollars. Further information is available from the Clerk's office.

7.9 LIFE INSURANCE AND ACCIDENTAL DEATH & DISABILITY

Eligible Employees may participate in optional term life insurance. Premiums for the selected coverage are paid by the employee through payroll deduction. Additional information can be obtained from the Clerk's office.

7.10 SHORT-TERM DISABILITY

Regular full-time and part-time employees who work 600 or more hours in a year (excluding seasonal employees) are eligible for short-term disability insurance. This customizable program is designed to provide employees with up to 60% of their gross salary when disabled due to a serious illness or non-worked related injury.

Employees may customize waiting periods and duration of payments to meet their needs. Premiums for the selected coverage are paid by the employee through payroll deduction. Additional information can be obtained from the Clerk's office.

7.11 DEFERRED COMPENSATION

All employees are eligible to participate in the County's deferred compensation program. Under this program an employee may designate a portion of income to be deposited into a special investment account for use in retirement years. This program offers certain tax advantages to participants. Further information is available from the Clerk's office.

7.12 UNEMPLOYMENT COMPENSATION

Employees of Iron County are eligible for unemployment compensation benefits in accordance with Wisconsin law.

7.13 OTHER SUPPLEMENTAL INSURANCE

Eligible Employees may also enroll in supplemental insurance policies covering Individual Accident, Cancer/Specified-Disease, Critical Illness (Specified Health Event), and Hospital Confinement Indemnity Health. Further information is available from the Clerk's office.

CHAPTER EIGHT – LEAVE POLICIES

8.1 HOLIDAYS

All ~~courthouse~~ employees shall be paid for the following holidays, except for highway, forestry, and Sheriff's Office:

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 Office 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 Office employees, eight (8)~~ The employee's regularly scheduled hours shall be paid at straight time for each holiday. For example, an employee regularly scheduled for four ten-hour days shall be paid for a ten-hour holiday. Sheriff's Office 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.

Work on scheduled holidays must be pre-approved by the employee's Department Head or designee. 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 Office 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.

8.2 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 Office employees shall receive 40 hours of personal leave per year. All other employees shall receive a total of

128 hours of combined holiday and 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 1st of each year. Personal leave must be used in the year of its allocation. Personal leave may not be accumulated from year to year.

8.3 VACATION

All regular employees shall earn vacation as follows:

<u>Years of Service</u>	<u>Vacation</u>
Upon Hire	40 hours – prorated based on start date
1 year or more	80 hours
5 years or more	120 hours
9 years	160 hours

Beginning with the 12th year of employment through the 21st 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 1st 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 1st 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 1st, 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 hire employees shall be given 40 hours of vacation prorated based on start date, 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. If an employee leaves his/her employment prior to end of first calendar year, the employee shall reimburse to the County the wages for any used but unearned vacation time. (Example: Employment begins on 7/1 and employee gets 20 hours of vacation. Employee uses all 20 hours and leaves employment on 9/30. Employee owes 10 hours.). Hours owed will be deducted from the last paycheck.

- 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 31st 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 (1st) 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.
- D. Employees may be allowed to donate a portion of their earned Vacation, Personal or Sick time to another employee who, due to serious health condition as defined under FMLA, medical leave, family emergency or similar situation, has little or no time remaining. The donating employee's hours will be converted to hours at the recipient's wage so there is no cost to the County. The hours must be used in the calendar year they were donated. Transactions require communication between and approval of the donor's and recipient's Department Head. Department Heads will ensure that the recipient has utilized their own leave time (including flex and comp time) and hasn't abused the utilization of paid leave benefits. These transactions are voluntary. Employees will never be asked or forced to donate their leave time. The purpose of this practice is to support our co-workers and encourage a family-friendly work environment.

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, but unused, vacation time at the appropriate pro rata sum per month based upon his/her length of eligible service.

8.4 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 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.

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.

8.5 BEREAVEMENT

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, stepparent, 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.~~
- CB. 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.

8.6 MILITARY LEAVE

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 paid leave benefits; otherwise, said leave will be freely granted without pay.

8.7 CIVIC LEAVE (JURY DUTY OR WITNESS)

An employee called upon to serve jury duty or as a witness, shall be paid the difference between their jury duty pay or witness fee, less mileage, for such time spent on jury duty or as a witness, such pay to be based upon the employee's regularly scheduled workday.

The witness or juror must sign over the witness or juror fees, exclusive of mileage, to the County, if the witness or juror wants full regular pay.

8.8 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 their department.

8.9 FEDERAL FAMILY AND MEDICAL LEAVE ACT OF 1993

The County will comply with all applicable state and federal laws concerning Family and Medical Leave (FMLA). This policy describes the state and federal FMLA laws and addresses certain differences between the two laws. When both laws apply, the leaves under state and federal law will run concurrently and the

provisions more beneficial to the employee will apply. Medical leaves that qualify under the FMLA will also run concurrently with leaves under workers' compensation, short term disability and other laws, as applicable and as allowed by law.

The federal FMLA 12-month period and the Wisconsin FMLA entitlement will run a calendar-year basis from January 1 to December 31. If spouses are employed by the County, their combined total leave for birth, adoption, or foster care placement of a child, or to care for a parent with a serious health condition, is 12 weeks. Wisconsin FMLA in connection with birth or adoption of a child must start within 16 weeks of birth of the child. Leave for birth, adoption or foster care placement must be concluded within 12 months of the birth, adoption, or placement of the child.

To qualify for FMLA, employees must be employed with the County for at least 12 months and have worked at least 1,250 hours in the preceding 12-month period (1,000 hours in the last 52 weeks for Wisconsin law). To be eligible for FMLA, employees must also be employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite.

Employees should direct any questions regarding FMLA leave to the County Clerk. Taking FMLA leave will not be used against an employee in any employment decision contrary to law. Employees on FMLA leave may not engage in any other employment that is inconsistent with the reason for the employee's FMLA leave.

General Leave Rights

Federal FMLA. Under the federal FMLA, eligible employees are allowed up to 12 workweeks of unpaid leave per 12-month period for the following reasons (see also Military family leave below):

1. The employee's own serious health condition that makes the employee unable to perform the functions of their position.
2. To care for the employee's spouse, child, or parent with a serious health condition.
3. For the birth of the employee's child or placement of a child for adoption or foster care with the employee.
4. For incapacity due to pregnancy, prenatal medical care, or childbirth.

Wisconsin FMLA. Wisconsin FMLA permits eligible employees to take unpaid leave for the following reasons:

1. 2 weeks for the employee's own serious health condition.
2. 2 weeks to care for the employee's spouse, domestic partner, child, parent, or parent-in-law with a serious health condition.
3. 6 weeks to care for the employee's child after birth or adoption.
4. Bone Marrow or Organ Donor Leave. Employees who have worked for the County for 52 consecutive weeks and worked at least 1,000 hours in the last 52 weeks are eligible for leave to be a bone marrow or organ donor. The employee may take up to six weeks of leave in a 12 month period for the purpose of serving as a bone marrow or organ donor if the employee provides the employer with written verification that: (1) the donee has a serious health condition that necessitates a bone marrow or organ transplant; (2) the employee is eligible and has agreed to be a bone marrow or organ donor for the donee; and (3) the amount of time expected to be necessary for the employee to recover from the donation procedure.

Military Family Leave. Military family leave is part of the federal FMLA. Usage provisions of this FMLA

policy, including employee notice provisions, certification requirements, and use of paid time off and intermittent usage, apply to military family leave as well.

There are two types of military family leave.

Qualifying Exigency Leave. Eligible employees with a spouse, son, daughter, or parent on covered active duty or call to covered active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week FMLA entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare or parental care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. The 12 weeks of leave afforded for a qualifying exigency is not in addition to the general 12 weeks afforded under the federal FMLA. An employee is entitled to no more than 12 total weeks of leave for any combination of personal, family or qualifying exigency military FMLA.

Servicemember Care Leave. Eligible employees may also take up to 26 weeks of leave during a single 12-month period to care for a child, spouse, parent, or next of kin who is: a current member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness that was incurred in the line of duty or that existed before the beginning of the member's active duty and was aggravated by service in the line of active duty; or a covered veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness that was incurred in the line of duty or existed before the beginning of the veteran's active duty and was aggravated by service in the line of duty. The 26 weeks of leave afforded for servicemember care is not in addition to the general 12 weeks afforded under the federal FMLA. Any other sort of FMLA taken will decrease the 26-week period. The 26 weeks is not annual; it is a one-time leave per the same cause of injury or illness.

Married Employees. Married employees who both work for the County are limited to no more than an aggregate of 26 weeks of leave between them for military family leave.

Definitions of "Child" and "Parent."

Under both state and federal FMLA laws, "child" means a biological, adopted or foster child, stepchild, or legal ward. Under federal FMLA law, "child" also includes a child for whom the employee provides day-to-day care and financial support. Under both state and federal FMLA laws, a "child" must either be under age 18 or be 18 years or older and unable to care for themselves because of a mental or physical disability (federal FMLA) or serious health condition (Wisconsin FMLA). Under both state and federal laws, "parent" means biological parent, foster parent, adoptive parent, or stepparent. Under federal FMLA law, "parent" includes an individual who was responsible for the day-to-day care and financial support of the employee when the employee was a child but does not include parents of an employee's spouse or domestic partner. Under state FMLA law, "parent" includes parents of an employee's spouse or domestic partner.

Serious Health Condition

A serious health condition is an injury, illness, impairment or physical or mental condition that involves:

1. Inpatient care in a medical care facility; or
2. Continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents a qualified family member from participating in school or other daily activities. Continuing treatment by a health

care provider includes:

- a. A period of incapacity of more than three (3) consecutive full calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment under the supervision of a health care provider (time limits apply to health care provider visits).
- b. Any period of incapacity due to pregnancy or prenatal care.
- c. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition.
- d. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective; or
- e. Any period of absence to receive multiple treatments by a health care provider or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment. (Under Wisconsin FMLA, the more than three (3) calendar days of incapacity requirement does not apply.)

Notification and Certification

Whenever possible, employees must give at least 30 days' written notice of the need for FMLA leave. When 30 days' notice is not possible, employees are expected to give as much written notice as is practical. All requests for leave must be made on a Request for Leave form and forwarded to Department Heads. The County's normal call-in procedures must also be followed for all FMLA absences.

Employees must give sufficient information to the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees must also inform the Department Head if the requested leave is for a reason for which FMLA leave was previously taken or certified. The County may require an employee who is requesting FMLA leave to provide medical certification for the leave. Employees will have 15 days in which to provide the certification, except in extenuating circumstances. If an employee fails to provide adequate certification in a timely manner, the employee's leave request or continuation of leave may be delayed or denied altogether. The County may require a second medical opinion at its expense regarding a serious health condition from a healthcare provider of its choice. If the first two opinions differ, the County may obtain a third opinion at the Employer's expense from a mutually agreed upon health care provider. The third opinion shall be binding on the parties. Recertification and periodic reports regarding the employee's status and intent to return to work may also be required as allowed by law.

The County will inform employees who have requested leave whether they are eligible for leave, specify any additional information needed, and inform the employee of their rights and responsibilities. If the employee is not eligible for leave, the County will provide a reason for the ineligibility.

The County will also inform eligible employees whether requested leave will or will not be designated as FMLA leave and the amount of leave that will be counted against the employee's leave entitlement. The County may also designate any qualifying absences as FMLA usage. The employee will be notified of this designation.

Intermittent Leave

An employee does not need to use FMLA leave entitlement in one block. An employee may be eligible to take intermittent leave or reduced schedule leave if medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as to not unduly disrupt the employer's operations. In certain circumstances, the County may transfer an employee taking intermittent FMLA leave temporarily to a position with equivalent pay and benefits if the new position better accommodates the leave. Leave due to qualifying exigencies may also be taken in an intermittent basis. An Employer may deny the use of intermittent FMLA leave for the birth, adoption, or foster placement of a child during the federal-only portion of their FMLA leave. (Under Wisconsin FMLA, the last increment of intermittent leave for the birth, adoption or foster placement of a child must begin within 16 weeks after the birth, adoption, or placement of the child.) If spouses are employed by the County, their combined total leave for the birth, adoption or foster care placement is 12 weeks.

Substituting Earned Time Off

During the portion of an FMLA leave covered by Wisconsin law, employees may elect to, or not to, substitute accrued paid leave for unpaid FMLA leave. During the federal-only portion of an FMLA leave, the County may require employees to substitute accrued paid leave. In order to use paid leave in conjunction with FMLA leave, employees must comply with our normal paid leave policies. However, if an employee does not meet qualifications to use paid leave, it will not affect the employee's ability to use FMLA leave if the leave qualifies as FMLA leave.

Benefits During Leave

An employee's coverage under our group health plans (i.e., group health and dental coverage) will be maintained during the period of an FMLA leave as required by the Wisconsin and federal FMLA laws and in accordance with the applicable terms of the plans.

Employees who normally pay a portion of the premium for insurance coverage must continue to do so during the period of FMLA leave. If paid leave is substituted for unpaid leave, the employee's portion of the premium will be deducted from the employee's paycheck. For those employees on unpaid leave, payment arrangements must be made prior to the start of the leave, or as soon as practicable. A 30-day grace period will apply to premium payments, however, if payment has not been made timely, the employee's group health/dental insurance may be terminated.

If the County maintains the employee's insurance during an FMLA leave, and the employee does not return from FMLA leave, under certain circumstances the County will have the right to recover the total cost of the insurance premiums paid during the employee's leave, as allowed by law.

Use of FMLA cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave. Other benefit accruals may be suspended during the period of the leave and will resume upon return to active employment. Check with County Clerk regarding other benefit continuation provisions.

Returning to Work at the End of Leave

Employees who return to work from FMLA leave within the timeframes protected by the FMLA laws will be returned to their former position or, if that position is no longer available, an equivalent position with equivalent pay, benefits, and other employment terms. If an employee wants to return to work before their leave is to end, and work is available, the employee must notify Department Head at least two

days prior to the desired return date. If the employee took FMLA leave for their own serious health condition, a fitness for duty certification will be required before the employee may return to work. In such cases, an employee's return will be delayed until such a certification is received.

Failure to Meet Policy Requirements

If the employee fails to meet the requirements of this policy for family or medical leave, the request for leave will be denied until the requirements are met. Employees must also follow other County policies, including those regarding benefit use, paid time off usage, and notification of absences.

While on FMLA leave the employee may not engage in other employment or other activities which are inconsistent with the medical restrictions, treatments, and/or the need to be on FMLA leave.

Failure to Return to Work at End of FMLA-Protected Leave

If the employee does not return to work at the end of their FMLA-protected leave, the employee's rights under the federal and state FMLA laws, including the right to reinstatement, will no longer be in effect. In such a case, the employee's employment may be terminated.

Employer's Duties and Enforcement

It is unlawful for employers to interfere with, restrain, or deny the exercise of any right provided under FMLA or to discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA. (See FMLA posters.) The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

8.10 NOTICE OF INTENT TO RETURN TO EMPLOYMENT

Any employee, who has taken a leave of absence of any kind, is on extended leave or Family and Medical Leave shall notify the Department Head monthly as to their intended date of return to work. Employees may need to provide a fitness for duty note from a medical provider prior to their return to work depending on the reason for the absence.

CHAPTER NINE – PERSONNEL RECORDS

9.1 PERSONNEL RECORDS

Personnel records are available for inspection consistent with Wis. Stat. § 103.13 and the Wisconsin Public Records law.

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.

CHAPTER TEN – DISCIPLINE AND GRIEVANCES

10.1 DISCIPLINARY ACTION

The County expects employees to report to their assigned place of work and be on the job at the beginning of the shift. Failure to perform assigned tasks may be grounds for initiating disciplinary action, along with misconduct.

The following list, which is not intended to be all-inclusive, gives examples of specific conduct that may warrant discipline, ranging from a verbal warning to immediate discharge, depending upon the seriousness of the offense in the judgment of management.

1. Dishonesty of any type, including but not limited to, falsification of records such as time records or information given to obtain employment.
2. Violation of the County drug-free workplace or drug testing policies.
3. Sleeping on the job
4. Unauthorized personal use or misuse of County equipment or property.
5. Theft, destruction, or misuse of County equipment or property.
6. Unlawful work stoppages such as strikes or slowdowns.
7. Any conduct that is unsafe or creates safety or security risks.
8. Unauthorized absence from work area or being in an unauthorized area while working.
9. Allowing unauthorized persons (including family and friends) to enter County premises.
10. Insubordination or refusal to comply with the proper order of an authorized supervisor.
11. Violation of attendance policies
12. Violation of ethics and conflict of interest policies or law.
13. Disregard for or violations of safety rules and regulations.
14. Violation of any policy in this handbook.
15. Conduct constituting harassment or discrimination.
16. Any other reason at the County's discretion.

At any point, the County Board Chairperson or Department Head, in consultation with the Finance and Personnel Committee, may discipline any at-will employee. Discipline is subject to the grievance procedure below.

The County Board Chairperson or Department Head can put any employee on non-disciplinary paid administrative leave pending investigation into the employee's conduct in order to further evaluate whether to impose discipline, up to and including termination, on an employee. This decision is not discipline and is not subject to the grievance procedure below.

The County may discipline an at-will employee. It is not necessary that a series of notices (progressive discipline) be given for any given instance of misconduct. The degree of disciplinary action will be tailored to the offense, but the County has the discretion to determine whether an action is appropriately tailored to the offense.

10.2 TERMINATION

The County Board Chairperson or designee, in consultation with the Finance and Personnel Committee, may terminate any at-will employee. Terminations are subject to the grievance procedure below.

10.3 GRIEVANCE PROCEDURE

Purpose

The purpose of this Grievance Procedure is to provide a way for employees of the County ("Employer") to resolve grievances concerning discipline, termination, or workplace safety.

This Grievance Procedure is intended to comply with Wis. Stat. § 66.0509(1m). This procedure does not create a contract of employment and does not change an employee's employment status. Employment disputes that are covered by state or federal statutes and/or administrative enforcement mechanisms are not covered by this Grievance Procedure.

Definitions

- **"Grievance"** means a written complaint related to the discipline or termination of an employee or to "workplace safety."
- **"Days"** means calendar days.
- **"Employee termination"** shall be narrowly construed to mean a separation from employment by the employer for disciplinary or performance reasons. "Employee termination" does not include layoff, failure to be recalled from layoff, furlough or reduction in workforce, elimination or reduction in of a position, job transfer, non-disciplinary demotion, resignation, voluntary quit, abandonment, end of employment due to disability, retirement, or death, and end of employment and/or completion of assignment of limited term, temporary, seasonal, substitute, or part-time employees, including co-curricular contracts.
- **"Employee discipline"** shall be narrowly construed to mean a suspension without pay, or a demotion or reduction in rank, pay, or other benefits, imposed by the employer for disciplinary reasons. "Employee discipline" does not include oral or written reprimands, performance evaluations, performance improvement plans, layoff, failure to be recalled from layoff, furlough or reduction in workforce, administrative leave or suspension with pay, or any other employment action such as wage, benefit or salary adjustments, or change in assignment, which are taken for a non-disciplinary reason.
- **"Workplace safety"** shall be narrowly construed to refer to (1) an existing condition that substantially endangers an employee's health and safety; or (2) any workplace policy or procedure established by state or federal law or the County to protect the safety and health of employees in the County which is alleged by an employee to have been violated and to have substantially adversely affected the employee's safety at a County workplace.

Time Limits

If the grievant fails to comply with any time periods or other procedures of this policy, the grievance will be deemed resolved and the grievant shall have no further right to pursue or appeal a grievance decision. If the employer fails to comply with any time periods or other procedures of this policy, the grievant may advance the grievance to the next level, and there shall be no other consequence or remedy for the employer's failure to comply with any time periods or other procedures. A grievance may be withdrawn by the employee at any time. Once a grievance is withdrawn, it cannot be reopened or re-filed. The parties may mutually agree to extend any time deadline. Such extensions shall be non-precedential.

Process

A. **Written Grievance Submission.** Only the employee who is subject to the discipline or termination or directly impacted by the issue of workplace safety may file a grievance. The employee must file a grievance within seven (7) days of the date the employee knew or reasonably should have known of the

termination, employee discipline or workplace safety issue. The grievance must be in writing, and the Grievant shall: (1) identify the category of grievance (i.e., termination, discipline, or workplace safety); (2) identify the facts supporting the grievance; (3) specify any applicable policy, rule, regulation, or law alleged to have been violated, (4) provide a rationale supporting the grievance; and (5) describe the relief requested. The grievance must be given to the County Board Chairperson or Designee. However, if the grievance arises out of action by the County Board, the grievance must be given to the Corporation Counsel. If the Grievant is the County Chairperson, the grievance must be given to the First Vice-Chairperson of the County Board of Supervisors.

B. **Representatives.** Any party involved in the grievance may have a representative present at all levels once the grievance has been filed in writing. The Grievant shall bear any expenses related to having a representative present.

C. **Initial Decision.** The County Board Chairperson or designee in consult with the Corporation Counsel, shall act on the grievance within fourteen (14) days of receipt of the written grievance, unless the County Board Chairperson is the Grievant, or unless the grievance arises out of action by the County Board, in which case the response shall be provided by the County Board. The written response shall contain a statement of the basis for the decision to sustain or deny the grievance, and, if denied, the deadline for the Grievant to appeal the grievance to an Impartial Hearing Officer ("IHO").

D. **Impartial Hearing.** If the Grievant wishes to appeal the Initial Decision by the County Board Chairperson or designee, the Grievant must file a written appeal with the Chairperson of the County Board of Supervisors within seven (7) days of receipt of the County Board decision or administrative decision requesting a hearing before an IHO. The hearing shall take place within a reasonable time.

E. **Appeal of IHO's Decision.** If either party is dissatisfied by the decision rendered by the IHO, the dissatisfied party may file a written appeal with the Chairperson of the County Board of Supervisors within ten (10) days of receiving the IHO's decision. If no appeal is filed within ten (10) days, the decision of the IHO shall become final.

Procedure for Impartial Hearing

A. **Standard of Review.** The standard of review to be applied by the IHO to an Initial Decision shall be as follows:

1. The review of an Initial Decision involving the termination or discipline of an employee shall require deference to the Initial Decision. The IHO shall apply the standard(s) established by applicable provisions of Board policy, handbook, contract and/or common law.
2. The review of an Initial Decision concerning a workplace safety grievance shall require deference to the Initial Decision. The decision shall be upheld if it is not "arbitrary and capricious," which shall be defined as an action which is either so unreasonable as to be without rational basis or the result of unconsidered, willful, or irrational choice.

B. **Impartial Hearing Officer.** The IHO shall not be an officer, agent, or employee of the County Board at the time of appointment. The Board shall appoint the IHO.

C. **IHO Responsibilities and Authority.** The IHO shall do the following:

1. Screen the grievance and determine whether it falls within one of the categories subject to the Grievance Procedure and whether it has been timely filed.
2. Provide reasonable notice to the parties of the time and location for the hearing.
3. When requested by either party, subpoena witnesses as necessary to ensure their testimony, provided such testimony is required to provide the Grievant with applicable due process.
4. Make evidentiary findings and conclusions. In the case of a grievance related to a termination or discipline, the IHO shall determine whether a full evidentiary hearing is needed to afford the employee the requisite due process, and, if so, shall allow the grievant to present evidence, call and question witnesses, cross-examine adverse witnesses, obtain copies of evidentiary materials and argue their case. The rules of evidence shall not apply at any hearing; however, depending on the nature of the hearing, a material fact may not be supported solely by hearsay evidence. Additionally, the IHO may exclude or limit irrelevant, repetitive, or redundant evidence or any evidence lacking probative value. The IHO shall act so as to provide a speedy and inexpensive resolution of any appeal brought before the IHO.
5. If the grievance is sustained in whole or in part, determine the appropriate remedy, provided, however, that the IHO may not award attorney's fees or litigation expenses against the County Board at any time.
6. The IHO shall only consider the precise issue(s) submitted in writing initially to the County by the Grievant and on the letter of appeal written by the Grievant, if applicable, shall apply the applicable standard of review, and shall have no authority to determine any other issue.
7. The IHO has no authority to make any decision which requires the commission of an act prohibited by law.
8. The hearing shall be recorded. The IHO shall consider whether to engage a court reporter in lieu of recording the hearing. The grievant may request the opportunity to have the hearing conducted in open session, subject to such other legal requirements relating to confidentiality or privacy which may apply to the subject matter of the hearing.
9. The IHO shall issue a written decision no more than thirty (30) days after the hearing is concluded, including any briefing period, unless the IHO notifies the parties that more time is needed and the reasons, therefore.
10. The IHO shall inform the parties that an appeal of the decision may be taken to the County Board if filed within ten (10) days of the receipt of the IHO's decision, and that if no timely appeal is filed, the IHO's decision shall become final.

Procedure for Board Review on Appeal of IHO's Decision.

1. If either party is dissatisfied by the IHO's decision, either party has the right to file a written appeal with the County Board Chairperson within ten (10) days of receiving the IHO's decision. If no timely appeal is filed, the IHO's decision shall become final.
2. The Chairperson of the County Board of Supervisors shall provide the parties with ten (10) days' notice of any meeting scheduled by the County Board to hear the appeal.
3. The County Board shall review the grievance on the record established by the IHO. Each party may make a brief oral presentation to the County Board to summarize the party's position as to whether the IHO decision should be sustained, modified or reversed. No factual evidence or argument not presented to the IHO for consideration shall be presented to the County Board for review. The appeal meeting shall be held in closed session, if requested by the employee. If the County Board determines more information is necessary to decide, it may remand the matter to the IHO for further proceedings.

4. The County Board may affirm, reverse, or modify the IHO's decision. In reviewing a decision concerning termination or discipline, the Board shall apply the standard(s) established by applicable provisions of Board policy, handbook, contract, and/or common law. In reviewing a decision concerning a workplace safety grievance, the Board shall apply the same standard as the IHO and shall uphold the administrative decision if it is not "arbitrary and capricious," which shall be defined as an action which is either so unreasonable as to be without rational basis or the result of unconsidered, willful, or irrational choice.
5. Procedural errors which do not have a substantial effect on the rights of the parties shall not be grounds for reversal of any decision.
6. The County Board's decision shall be final. The Board shall send the Grievant a written statement of its decision within a reasonable time after hearing the appeal.

CHAPTER ELEVEN – IRON COUNTY COMPUTER USE POLICY

11.1 OVERVIEW

1. Employees are prohibited from using any means of electronic communication unless such use is in accordance with this policy. Any violation of this policy will result in discipline proceedings up to, and including, termination.
2. This policy governs the use of Iron County's computers and information systems by its employees. Iron County has implemented electronic communications to enhance the quality of the County's business communications. The County encourages staff to use information technology to its fullest potential to enhance the services that the County provides.
3. The County's achievement of that goal includes maximizing the proper business use of Email and Internet access. Iron County's policy applies to anyone (employees, contractors, volunteers, board members, etc.) who uses the County's computers, networks, or electronic communication resources.
4. All electronic and telephonic communications systems (Email, voicemail, computers, facsimiles, copy machines, Internet, etc.) and all information transmitted by, received from, or stored in County systems are the property of the County and as such are to be used solely for official County business unless expressly permitted by a designated manager.
5. The guidelines and prohibitions established in this policy are meant to protect Iron County's computer equipment, software, and data from damage caused by the unauthorized use of the County's computers and networks by County employees or unauthorized access by third parties to the County's computers and networks. This policy is also intended to protect County employees from harm that may result from the improper use of the County's computers and networks by other employees or unauthorized third parties.

11.2 COUNTY HARDWARE AND SOFTWARE

1. All hardware, including computers, printers, scanners, and other peripherals must be purchased and installed through the Information Technology department and is the property of Iron County until decommissioned. All Iron County computer equipment and software will be ordered only after review and approval by the Information Technology Committee and/or budget process as outlined above.
2. All software on Iron County computers must be legally licensed, purchased, and installed through the Information Technology department. Personal software should never be installed on Iron County equipment unless approved by the Information Technology Department.
3. The use of any software and business equipment (including, but not limited to, facsimiles, computers, printers, telephones, and copy machines) for personal purposes is strictly prohibited, unless expressly permitted by a designated manager. Personal purposes include, but are not limited to, soliciting or proselytizing for commercial purposes, union, religious, or political causes, or other non-job-related reasons. Iron County software cannot be installed on non-county devices unless approved by the Information Technology Department.
4. The use of personal USB drives, CD's, DVD's, MP3 players, PDA's, floppy drives, digital recorders, cell phones, smart phones, etc. on Iron County equipment is prohibited unless authorized by the Information Technology Department.
5. The use of Iron County computer resources constitutes a waiver of any right to privacy concerning such use, including any personal communications. Documents and files, including ones on a computer or computer network may be monitored and reviewed by the County at any time, with or without notice, in compliance with HIPAA laws and other applicable statutes.

11.3 PROHIBITED ACTIVITIES

1. County employees are responsible for preserving the integrity of Iron County's computer network and computer systems and agree not to interfere with or disrupt the County's computer network, other network users, services, programs, software, or equipment.
2. "Interference or disruption with the Iron County network", other network users, services software or equipment includes, but are not limited to the following:
 - a. Allowing unauthorized users to use County equipment.
 - b. The use of the County system and/or networks to gain unauthorized access to remote systems.
 - c. Use of the County system to copy and/or distribute unauthorized system files or copyrighted material, such as third-party software, pictures, documents.
 - d. Intentional attempts to "crash" the County computers or computer networks systems or program, attempting to secure unauthorized higher-level privileges on the networked systems.
 - e. The willful or negligent introduction of computer viruses or destructive programs that could adversely affect the County computers or networks.
 - f. Sharing User ID's and password information with any other person. If a County employee does share his or her User ID and password with another person, the employee shall be solely responsible for the actions that other person has appropriated, and discipline may occur.
 - g. Deleting, examining, or modifying files or work product belonging to other users without their prior consent.
 - h. Using the computers or computer networks or any of its authorized software for personal gain or solicitation, to harass or threaten others; to send junk mail, chain letters or "for-profit" messages.
3. It is also against Iron County policy for an employee to engage in the following conduct on the County computers or networks:
 - a. To use computers or networks for unlawful activities.
 - b. To use abusive or obscene language in any messages transmitted on the computers or networks, including any internal or external Email messages, sexually explicit messages, cartoons, ethnic or racial slurs, Internet communications, or other transmissions that could be construed as the harassment or disparagement of others or that violates County policies.
 - c. To transmit or view material with intent to demean any person's age, disability, gender, race, national origin, or sexual orientation, unless necessary to perform job duties.
 - d. To engage in behavior on computers or networks that is inappropriate, including pornography or any other inappropriate web surfing, unless necessary to perform job duties.
 - e. To engage in behavior on computers or networks that is prohibited under the County Personnel Policies, including but not limited to, harassment, workplace violence, etc.
 - f. To engage in any other conduct that could cause congestion and disruption of the County's computers or networks and systems.
 - g. To utilize county resources to engage in commercial activities.
 - h. Many County policies apply to the use of electronic and telephonic communication systems, including those concerning courtesy, harassment, reporting absences, and solicitation. The County reserves the right to revise or expand its definitions of prohibited communications and place additional restrictions on Email/Internet usage at any time. Employees who fail to comply with the electronic communications policy

or other County policies may be subject to disciplinary action, up to and including, termination of employment.

11.4 PRIVACY

1. Any use of Iron County's computers or network by an employee constitutes a waiver of any right to privacy concerning such use, including any personal communications using County resources. The County reserves the right and may exercise the right, in compliance with HIPAA and other applicable statutes, to review, audit, intercept, and disclose to the employee's supervisor all communications on the County computer or network at any time without prior notice to employees. County employees who use County computers or networks for their own unauthorized personal matters, or who allow others to use a County computer or network for non-county business, may be subject to disciplinary proceedings, up to and including termination of employment.

11.5 SECURITY

1. The IT Department will provide each employee with a unique user identification (User ID) to gain access to the County computer network. Authorized users of the County network will also be required to enter a Password to gain access to their individual and shared areas on the network servers and other information resources located on the network.
1. Iron County employees will be responsible for maintaining the confidentiality of their User ID's and Passwords. Password complexity policies will be set at the discretion of the IT Department based on current security best practices and may vary by department. Employees shall notify the IT Department if they believe that unauthorized users have obtained their User ID or Password information to gain access to their user area or County's network. There will be no file(s), programs, or data that cannot be accessed by appropriate management personnel.
2. If the IT office believes that the security system of the Iron County computer network has been compromised by an unauthorized user, the IT Department shall take appropriate action to disable the User ID and Passwords of users, workstations, or other access points to the system that may be involved. The IT Department shall revoke an employee's User ID access to the County computer network upon termination of County employment or at any time based on information indicating the employee has engaged in conduct that could disrupt, interfere or expose the network to damage or to unauthorized use. It is the responsibility of the supervisor of a former employee to notify the IT Department to revoke the former employee's password on the last day of work.
3. If an individual learns or believes that their account/s has been compromised (whether through password-cracking, social engineering or any other means) they must immediately contact the Iron County IT department and comply with the directions of the department.
4. Remote access (VPN) to Iron County Networks will be logged and available for review by Iron County IT staff.

11.6 PREVENTION OF COMPUTER VIRUSES

1. Computer viruses and other debilitating programs present a major threat to the integrity of Iron County's information systems. Viruses are programs that infiltrate a computing environment and disrupt or damage computers, networks, program applications, and data. To prevent such problems from occurring on the County's computer network, authorized persons will install anti-virus software on servers and workstations. Servers and workstations will be scanned for viruses on a regular basis.

2. All CD-ROM/DVD-ROM, floppy disks, USB drives (also known as thumb, flash, or pen drives), and workstation hard drives will be presumed to have viruses. Therefore, the anti-virus software will automatically scan every file accessed by a user.

11.7 DATA STORAGE

1. The IT Department shall be responsible for organizing all data on the Iron County computer network in a manner that will allow users to readily access files and other information on the network. The IT Department shall further establish procedures or protocols governing the deletion and retention of all data on the network, including the development of record retention schedules in compliance with individual Department needs/requirements.
2. The County Information Technology Department is responsible for periodic back-up and archive of electronic records. While the IT Department will be responsible for disaster recovery and back up of all data on Iron County servers, computer users are responsible for protecting data or information maintained locally at their workstations. This includes backing up data on individual workstations to ensure that data saved on individual workstations conforms to established record retention schedules and that such data is available to authorized users during the appropriate retention periods.

11.8 EMAIL

1. The Communication Decency Act of 1996 prohibits using email without disclosing one's identity with the intent to annoy, harass, abuse, or threaten another.
2. The content and maintenance of Iron County's electronic mail and shared file storage areas are the user's responsibility. Employees are expected to communicate in a professional manner that will reflect positively on them and the County. Misuse may result in discipline.
3. Like all other communications on the County computer network, employees should be aware that electronic mail messages sent within the County network or on the Internet using Iron County's computer equipment are not private communications and that all Email messages are the property of the County. Iron County reserves the right, in compliance with HIPAA and other applicable statutes, to access, review, and disclose to the employee's supervisor all Email messages. Employees should regard all Email messages as non-private communications that may be viewed by County management.
4. Please be aware that Iron County, as a governmental agency, must comply with various state and federal guidelines concerning open records. Email documents can sometimes be subject to public records requests, depending upon their content. It is the employee's responsibility to save these messages, whether in electronic format or hard copy, pursuant to record retention statutes and the Department's record retention requirements. The IT Department will not be responsible for saving or producing these messages.
5. Iron County email users should not open unexpected attachments from unknown or even known senders or follow web links within an email message unless the user is certain that the link is legitimate. (The user should be expecting the email.) Following a link in an email message executes code that can also install malicious programs on the workstation.
6. Forms sent via email from an unknown sender should never be filled out by following a link.

11.9 INTERNET ACCESS

1. The Internet provides access to a wide variety of information or resources that can assist County employees in the performance of their jobs. Iron County is concerned, however, that the availability of this resource on the County computer network may have an adverse impact on employee productivity. The internet is to be used solely for official County business unless

expressly permitted by a designated manager. Instant messaging, personal email and social networking sites are a popular means of communication but pose a significant security risk to the county network. Therefore, use of these web-based services is prohibited unless prior approval from the Information Technology Department is obtained. The County may monitor Internet usage at workstations and remote sites and maintain a record of employee time on Internet and sites accessed to determine the benefits and potential productivity problems related to Internet use. Potential productivity problems will be brought to the attention of the appropriate Department Head and/or Personnel Department.

2. County resources (hardware, software, network, personnel, supplies, data, facilities, etc.) are intended for authorized business use only. Any individual who copies proprietary software or County data for personal use or unauthorized installation onto personal computers or who uses resources for other than authorized business may be subject to disciplinary action.
3. Each system has its own rules and limitations. Iron County employees have an obligation to be aware of computer security, economic, and privacy concerns associated with the use of various systems on the Internet, and to guard against computer viruses and incurring costs while conducting research or communications on the Internet. At no time, however, shall an employee knowingly incur charges for Internet usage without the express consent of their immediate supervisor.

11.10 COMPLIANCE WITH LAWS

1. Employees will be responsible for respecting and adhering to local, state, and federal laws in conducting their work on the County's computers or networks. Any attempt to break those laws using County computers or networks may result in litigation against the offender by the proper authorities. If such an event should occur, the County will fully cooperate with the appropriate authorities to provide any information necessary to assist the relevant law enforcement authorities during the investigation process.

11.11 SOCIAL MEDIA ACCOUNT ADMINISTRATION

1. Content guidelines:
 - a. Iron County-owned accounts are prohibited from posting content that: Violates city, state or federal laws and regulations; Is related to legal matters; Endorses any view, product, private business, or political candidate/party; Denotes personal opinions as if they were endorsed by Iron County.
 - b. All usage of third-party social media platforms must comply with applicable terms and conditions of the platform.
 - c. When posting material on social media sites, Iron County social media account administrators must respect the copyright rights of others. Administrators must gain prior consent from rights holders to distribute or publish recordings, photos, images, video, text slideshow presentations, artwork and advertisements whether those rights are purchased or obtained without compensation.
 - d. Iron County social media account administrators must be aware of sensitive information in their possession, and refrain from publicly posting proprietary, financial, student, patient or similar sensitive or private information. If there is any question as to whether information should be posted, Iron County social media account administrators may consult with the Department Head/Supervisor.

- e. Prior to publicly sharing images on social media sites, it is recommended that the administrator gain verbal or written consent of individuals to be depicted.
- f. Posts on social media are communications that should be consistent with other forms of communication in the workplace. At all times, posts, comments, and other usage of social media must comply with Iron County's non-discrimination policies as well as federal and state law.
- g. Social media is intended to foster comments on specific topics. Administrators should not pre-approve, or screen comments or posts made to Iron County-owned pages.
- h. When available on a social channel, implement the use of profanity filters and page-moderation tools that block offensive language.
- i. As a public entity, Iron County respects the First Amendment rights of individuals. However, certain Iron County social media sites are created for specific purposes, and comments/posts that fall outside of the explicit purpose of the site may be removed for inapplicability to the purpose of the site.
- j. Where appropriate, if the site allows comments or posts by others, include an explicit purpose for the social media page and a statement of Iron County's content. An example of an appropriate statement of purpose is below:

This is a page designed to promote Iron County as a tourism destination. Iron County encourages users to post comments, photos, videos and links that are respectful and related to the promotion of Iron County. Postings and comments that include illegal content, profanity, are threatening or incite violence are not welcome on this site and may be removed from this page. You are fully responsible for the content that you share. Postings or comments made by individuals on this page do not necessarily reflect the views or opinions of Iron County or any of the County's departments. This page is not to be used for solicitation of sales or the promotion of any goods or services. We reserve the right to block users who violate the terms and conditions of this platform or who reject the purpose of this page.

CHAPTER TWELVE – MISCELLANEOUS

12.1 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, books, and materials. Approved training time, including travel, shall be compensated pursuant to the federal Fair Labor Standards Act.

12.2 TRAVEL AND EXPENSES

Employees shall receive a mileage allowance as set by the Internal Revenue Service when they are required to use their own car to travel to conduct County business. County-owned vehicles should be used whenever possible and appropriate in accordance with the County Vehicle Use Policy.

Employees who use their own vehicle during the standard workday while conducting County business are responsible for showing proof of valid driver's license and automobile liability insurance coverage consistent with the coverage outlined by Wisconsin Statutes. Proof shall be presented to the Department Head/Designee at the start of employment and annually thereafter.

Employees may receive reimbursement for meals when on official business outside of Iron County at the established rate, and lodging is paid at the rate set by the state. These rates do not apply when the meals are part of a conference package. Employees may receive reimbursement for meal expenses for meetings held within Iron County, only if such costs will be reimbursed by the State or some other outside source. **Total meal and tip not to exceed - Breakfast \$10, Lunch \$15, Dinner \$25.**

Receipts are required for all expense reimbursements except automobile mileage and toll charges. Vouchers and receipts must have the approval of the respective supervisor.

Reimbursement or allowance by Iron County to any official or employee shall be limited to a reasonable amount as determined by the Finance and Personnel Committee, considering all factors in the case.

12.3 IRON COUNTY RIDE ALONG POLICY

It is the policy of Iron County that individuals may not and shall not ride along as passengers in any motor vehicle owned or operated by Iron County, except in any of the following circumstances:

1. The individual is a member of a committee of the County Board having authority or responsibility for the County department operating the vehicle, and they are riding along for business-related reasons.
2. The individual is an employee in the County department, and they are riding along for business-related reasons; or
3. The Highway Commissioner, Sheriff, or other Department Head of the County Department operating the vehicle has explicitly authorized the ride-along, and the individual is a passenger for business-related reasons. The individual shall be required to sign a release of liability form approved by the Corporation Counsel prior to beginning the ride.

Nothing in this policy shall restrict law enforcement transportation of a detainee, arrestee, or inmate or the taking on of a passenger in any county vehicle in a bona fide emergency nor will it restrict other departments from transporting clients or other individuals, as necessary, during their normal scope of business.

12.4 PROHIBITION ON TOBACCO PRODUCTS

The Iron Board has established a policy forbidding the use of all tobacco products in or within all property owned, leased, or rented by Iron County and vehicles controlled by Iron County.

The term “tobacco product” means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to, cigarettes; electronic smoking devices; dab pens; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; Cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco.

“Electronic smoking device” means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen, or e-hookah.

12.5 HIPAA POLICY

The Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) privacy rules require an employer to guard against misuse of an individual’s identifiable health insurance, and to limit the sharing of such information. To comply, with these regulations Iron County has taken the following steps:

1. Designated Corporation Counsel in coordination with Department Heads as responsible for ensuring that HIPAA privacy procedures are adopted and followed.
2. Developed this HIPAA privacy policy, which limits access to health information to those employees who manage the flexible benefits program or process flex claims. This policy also allows flexible benefits participants to see and amend their health-related record (typically this refers to claim forms and the third-party statements submitted with claim forms). This policy does not affect the flex plan rules for modifying flex elections.
3. Notified affected employees of the HIPAA privacy policy through distributions of this policy.
4. Developed criteria to limit requests for disclosure of health information to the minimum needed for the purpose of the request; and review each such request in accordance with those criteria. Requests for disclosure of health information may be needed for processing of flex claims. The County must be able to determine the date of the expense was incurred, for whom it was incurred, and the nature of the expense.
5. Trained employees who handle health information, so they understand the privacy procedures and prevent use of that information in employment decisions.
6. Secured health information so that is not readily available to persons who do not need to see it.

12.6 OPEN RECORDS REQUESTS

As a government agency, the County is subject to Open Records laws. This means that anyone may request specific information. 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. Any employee who receives a request for information, whether the person calls it an Open Records request or not, must discuss it with their Department Head and follow departmental procedures.

12.7 FITNESS-FOR-DUTY POLICY

The Department Head may require any employee who is injured or is temporarily disabled to obtain a fitness-for-work assessment from the employee's attending physician, including any requests for accommodations that might allow the employee to successfully perform their job duties. The Department Head reserves the right to require that an employee undergo an independent medical examination (IME) consistent with applicable law.

12.8 DRIVER'S LICENSE

If required for their position, employees shall maintain the appropriate Commercial Driver's License (CDL) necessary for the lawful performance of their 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 that 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 their 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 their 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.

12.9 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.

12.10 BULLETIN BOARD

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

12.11 UNION BUSINESS

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

12.12 TRANSITION FROM REGULAR EMPLOYEE STATUS TO ELECTED OFFICIAL STATUS

Employees who move from the status of a regular employee to an elected official shall receive a payout of benefits due at the last rate of pay received as a regular employee at the time immediately prior to assuming the duties of the office to which they are elected.

12.13 CONTACT WITH IRON COUNTY CORPORATE COUNSEL

Only the Human Services Director, Clerk, Board Chair, and other persons specifically designated by the Board Chair are authorized to contact the Iron County Corporate Counsel on County business.

ATTACHMENT A – COUNTY POLICIES

LINKS TO POLICIES

IRON COUNTY POOL VEHICLE USE POLICY

CODE OF ETHICS

PROCUREMENT

ATTACHMENT B – INSURANCE PRORATION TABLE

Employee Type	Hours per Week	Premium Contribution
Full time	40	13.00%
Part-time	39	13.65%
Part-time	38	14.30%
Part-time	37	14.95%
Part-time	36	15.60%
Part-time	35	16.25%
Part-time	34	16.90%
Part-time	33	17.55%
Part-time	32	18.20%
Part-time	31	18.85%
Part-time	30	19.50%
Part-time	29	20.15%
Part-time	28	20.80%
Part-time	27	21.45%
Part-time	26	22.10%
Part-time	25	22.75%
Part-time	24	23.40%
Part-time	23	24.05%
Part-time	22	24.70%
Part-time	21	25.35%
Part-time	20	26.00%

ATTACHMENT C – EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

The Employee Handbook describes important information about employment with Iron County. I understand that I should consult my immediate supervisor if I have any questions that are not answered in the handbook.

I understand and acknowledge that this Employee Handbook has been prepared for informational purposes only. None of the statements, policies and procedures, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the County's employees are employed "at-will", and employment is not for any definite period, unless otherwise provided by individual contract. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the County or the employee, except as might otherwise be provided by individual contract. Furthermore, I understand and acknowledge that if I violate any of the terms and conditions of employment set forth in this Employee Handbook, I will be subject to disciplinary action up to and including termination.

I understand and acknowledge that the provisions set forth in this Employee Handbook may be altered, modified, changed, or eliminated at any time by the County, with or without notice. I understand and acknowledge that this Employee Handbook supersedes any and all previous handbooks or statements given to employees, whether verbal or written.

I acknowledge that I have received the County Employee Handbook. I understand that it is my responsibility to read and follow the policies contained in this Employee Handbook and any changes made to them.

Employee Name

Employee Signature

Date