

# ***RESOLUTION NO.: 14—2023-24***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1 Rule 9 of the Outagamie County Board Rules, Sec. 2-52 Administrative Rule Review,  
2 establishes a procedure for the review of Administrative Rules. The County Board may  
3 approve of the rule or refer it back to administration for revision and re-submission. A  
4 rule regarding updates to Outagamie County’s Employee Handbook has been submitted  
5 for review.

6  
7 Administrative Rule AR-2023-02 updates the Outagamie County Handbook with  
8 adjustments and clarifying language to reflect current practice in several areas. The  
9 updates include removal of language pertaining to probationary period; addition of paid  
10 administrative leave; update regarding requirement to (identification) ID badging in and  
11 out of employee entrances and exits; new employee ID card process; update to  
12 replacement and use of ID cards; update and clarification of unpaid time usage;  
13 requirement that performance evaluation discussion must be completed in Tyler-Munis  
14 program before a personnel action is completed; update to roles eligible for clothing  
15 allowance; clarification on notice of termination period start date; clarification on family  
16 medical leave eligibility.

17  
18 Administrative Rule AR-2023-02 replaces Administrative Rule AR-2022-02.

19  
20 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources

21 Committee recommends adoption of the following resolution.

22 BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby approve  
23 Administrative Rule AR-2023-02 as attached and by reference made a part hereof, which amends the  
24 Outagamie County Employee Handbook with adjustments and clarifying language to reflect current  
25 practice in several areas, including removal of language pertaining to probationary period; addition of  
26 paid administrative leave; update regarding requirement to (identification) ID badging in and out of  
27 employee entrances and exits; new employee ID card process; update to replacement and use of ID  
28 cards; update and clarification of unpaid time usage; requirement that performance evaluation discussion  
29 must be completed in Tyler-Munis program before a personnel action is completed; update to roles  
30 eligible for clothing allowance; clarification on notice of termination period start date;

1 clarification on family medical leave eligibility, as detailed in the attached Employee Handbook Matrix  
2 of Changes and the Outagamie County Handbook, and

3 BE IT FURTHER RESOLVED, that this rule shall be numbered AR-2023-02, shall replace AR-  
4 2022-02, and will be on file in the manual entitled “Outagamie County Administrative Rules” in the  
5 Outagamie County Clerk’s Office, and

6 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of  
7 this resolution to the Outagamie County Human Resources Director and the Outagamie County Executive,  
8 who, in accordance with Sec. 59.03 Wis. Stats., shall be charged with the duty of distributing said rule to  
9 affected departments for compliance.

10 Dated this \_\_\_\_ day of May 2023

11 Respectfully submitted,

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13  
14 LEGISLATIVE/AUDIT & HUMAN RESOURCES  
15 COMMITTEE

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18 \_\_\_\_\_  
19 Cathy Spears

\_\_\_\_\_

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21  
22 \_\_\_\_\_  
23 Sara MacDonald

\_\_\_\_\_

24  
25  
26 \_\_\_\_\_  
27 Joe Santonato

28  
29 Duly and officially adopted by the County Board on: \_\_\_\_\_  
30

31  
32 Signed: \_\_\_\_\_  
33 Board Chairperson

\_\_\_\_\_

34  
35 Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

36  
37  
38 Signed: \_\_\_\_\_  
County Executive

**Outagamie County Employee Handbook**

Subject: Outagamie County Employee Handbook  
Number: AR-2023-02  
Effective: 05/09/2023  
Replaces: AR-2022-02  
Outagamie County Employee Handbook  
Adopted: TBD

**Introduction**

This Administrative Rule updates the Outagamie County Employee Handbook with adjustments and clarifying language to reflect current practice in several areas. The updates include removal of language pertaining to probationary period; addition of paid administrative leave; update regarding requirement to (identification) ID badging in and out of employee entrances and exits; new employee ID card process; update to replacement and use of ID cards; update and clarification of unpaid time usage; requirement that performance evaluation discussion must be completed in Tyler-Mumis program before a personnel action is completed; update to roles eligible for clothing allowance; clarification on notice of termination period start date; clarification on family medical leave eligibility.


**Procedure**


Outagamie County Ordinance, Sec. 30-2 – Purpose, authorizes the creation of a human resources manual through administrative rule which shall be a working document provided to all affected employees and shall contain procedures as listed in Sec. 30 – 12. The human resources manual shall be approved by the County Board as an administrative rule in accordance with Section 2.52.


Outagamie County Ordinance, Sec. 2-52 – Rule 9 – Administrative Rule Review requires all administrative rules to be submitted to the Legislative/Audit & Human Resources Committee who shall submit them to the full County Board for review. The County Board shall approve of the rule or refer the rule back to the Executive for revision and resubmission.


**Policy**


The attached matrix details the specific language changes to the handbook related to benefits eligibility, bereavement, separating from employment, and personal appearance to be found in the attached modified Employee Handbook.


 <b>Outagamie County</b> Est. 1851		<b>Employee Handbook</b> <b>Matrix of Changes</b>		April 2023
TOPIC	PAGE #	TYPE OF CHANGE	PROPOSED VERSION	ORIGINAL VERSION
PROBATIONARY PERIOD	Throughout	REMOVAL	Remove all language pertaining to probationary period. This is a carry over from the previous bargaining days and with Wisconsin being an at-will employer is a moot point. Having this in the handbook can cause candidates to reconsider accepting an offer when probationary period are not common in the workplace and they may not encounter with a competitive offer.	
PAID ADMINISTRATIVE LEAVE		NEW ADDITION	Administrative leave occurs when an employee must temporarily leave their position and work duties for a certain time period. Administrative leave differs from a leave of absence because a leave of absence is an authorized absence from work for an extended time period and granted due to dispensary reasons. Any paid administrative leave must be approved by Human Resources and the Department Head prior to communicating to the employee or entering a personal action.	
IDENTIFICATION CARDS	36	UPDATE - BADGING IN/OUT REQUIREMENTS	<b>REQUIREMENTS FOR WEAR</b> All Outagamie County employees, County Board members, temporary contract workers, State employees assigned to the county location and county emergency personnel shall obtain an identification card. Volunteers may be given a department temporary card or individual card based on length of and type of assignment. The identification card should be worn while performing duties as an Outagamie County employee, and must be used to swipe in and out of employee entrances and exits. All Outagamie County employees (exceptions may be made by department heads due to safety or uniform requirements) should wear their identification card on the front of their person on their outermost garment. Outagamie County will provide the cardholders. An employee may obtain their own cardholder. Departments shall ensure that their employees are wearing the identification card. Supervisors of volunteers or temporary contract employees should contact the Human Resources Department if a card needs to be issued for an individual.	<b>REQUIREMENTS FOR WEAR</b> All Outagamie County employees, County Board members, temporary contract workers, State employees assigned to the county location and county emergency personnel shall obtain an identification card. Volunteers may be given a department temporary card or individual card based on length of and type of assignment. The identification card should be worn while performing duties as an Outagamie County employee, and should be used to swipe in and out of employee entrances and exits. All Outagamie County employees (exceptions may be made by department heads due to safety or uniform requirements) should wear their identification card on the front of their person on their outermost garment. Outagamie County will provide the cardholders. An employee may obtain their own cardholder. Departments shall ensure that their employees are wearing the identification card. Supervisors of volunteers or temporary contract employees should contact the Human Resources Department if a card needs to be issued for an individual.  <b>NEW EMPLOYEE IDENTIFICATION CARD PROCESS</b> New employees will fill out an Outagamie County Employee Identification Card Information Sheet and have their photograph taken at employee orientation or first day of hire.

 <b>Outagamie County</b> Est. 1851		<b>Employee Handbook</b> <b>Matrix of Changes</b>		April 2023
TOPIC	PAGE #	TYPE OF CHANGE	PROPOSED VERSION	ORIGINAL VERSION
			<b>NEW EMPLOYEE IDENTIFICATION CARD PROCESS</b> New employees will fill out an Outagamie County Employee Identification Card Information Sheet and will submit a headshot picture to be used for their badge, prior to their first day of hire. Contract workers who are determined to need an individual identification card must fill out the Contractor Identification Card form located on the HR website and have it filled out and signed by a supervisor. Badge information created for new employees is provided to the maintenance department, who will then establish facility access for designated departments.	Contract workers who are determined to need an individual identification card must fill out the Contractor Identification Card form and have it filled out and signed by a supervisor. Badge information created for new employees is provided to the maintenance department, who will then establish facility access for designated departments.
			<b>REPLACEMENT AND USE</b> If an employee forgets their identification card, they may obtain a temporary department identification card to wear for that day. This should be obtained through the employee's department. If an employee misplaces their identification badge, they may use the department temporary card for up to one week. The employee should immediately notify their supervisor or Maintenance so the security access can be disabled. If the employee has not located their card in one week, a new card must be obtained through Maintenance. Upon termination, all employees shall surrender their identification card to their supervisor or Human Resources. All supervisors shall collect id badges as part of the termination checklist process. If an employee refuses to surrender the badge or does not have the badge the supervisor shall immediately contact Maintenance so the badge can be disabled. Any employee who is found to have used their identification card for purposes other than for authorized Outagamie County business, or who allows another person to use their identification card for personal use, will be subject to the discipline process. If an employee changes department or name, the supervisor or employee may contact the Human Resources Department for a new identification card. If the identification card is broken, worn, or no longer works for security access, the employee should contact Maintenance for a replacement card.	<b>REPLACEMENT AND USE</b> If an employee forgets their identification card, they may obtain a temporary department identification card to wear for that day. This should be obtained through the employee's department. If an employee misplaces their identification badge, they may use the department temporary card for up to one week. The employee should immediately notify their supervisor or Human Resources so the security access can be disabled. If the employee has not located their card in one week, a new card must be obtained through Human Resources. Upon termination, all employees shall surrender their identification card to their supervisor or Human Resources. Any employee who is found to have used their identification card for purposes other than for authorized Outagamie County business, or who allows another person to use their identification card for personal use, will be subject to the discipline process. If an employee changes department or name, the supervisor or employee may contact the Human Resources Department for a new identification card. If the identification card is broken, worn, or no longer works for security access, the employee should contact Human Resources for a replacement card.

		<h2 style="text-align: center;">Employee Handbook</h2> <h3 style="text-align: center;">Matrix of Changes</h3>		April 2023
TOPIC	PAGE #	TYPE OF CHANGE	PROPOSED VERSION	ORIGINAL VERSION
			<p><b>BADGING IN/OUT OF THE BUILDING</b>                      All visitors <b>MUST</b> use the Main Visitor Entrance and be cleared through CIU security. Visitors must also exit through the public exit near the front door security.                      All employees should utilize the Employee Only Entrances rather than the Main Visitor Entrance whenever possible. If an employee forgets their access card, they shall be required to enter at the visitor's entrance and go through security screening. Employees shall not let other employee in through the employee entrances.                      When using the Main Visitor Entrance employees will be screened just like the general public. All employees <b>MUST</b> badge OUT of the building when exiting at the Employee Only Entrances (do not need to badge out of exits with green stars on the map) Employees should listen for the beep to ensure their badge was recorded. If a beep is not heard the employee should rescan their badge.                      It is not necessary to close the door between entering/exiting employees, but each employee <b>MUST</b> badge in/out individually.                      If you accidentally sound the alarm when exiting, please immediately badge out and the alarm will clear.                      All building entrances are monitored by video camera.                      The CAB West Entrance onto the front lawn/plaza (large purple star on the map) is <b>NOT</b> available to employees or visitors to enter or exit, other than emergency evacuation.</p>	
INCLEMENT WEATHER	37	UPDATE CLARIFICATION OF UNPAID TIME USAGE	<p>Inclement weather may make it impossible for employees to come to work, or it may require employees to leave work before the end of normal office hours. Employees may request that this time off be charged to unused vacation, or choose to "make-up" the lost time, consistent with flex, comp time and Fair Labor Standards Act requirements. <b>In addition, contrary to the unpaid leave policy, employees may use , leave without pay, even if they have available vacation to use. All arrangements must be confirmed with department approval.</b></p>	<p>Inclement weather may make it impossible for employees to come to work, or it may require employees to leave work before the end of normal office hours. Employees may request that this time off be charged to unused vacation, leave without pay, or choose to "make-up" the lost time, consistent with flex, comp time and Fair Labor Standards Act requirements, with department head's approval.</p>

		<h2 style="text-align: center;">Employee Handbook</h2> <h3 style="text-align: center;">Matrix of Changes</h3>		April 2023
TOPIC	PAGE #	TYPE OF CHANGE	PROPOSED VERSION	ORIGINAL VERSION
PERFORMANCE EVALUATIONS AND SALARY ADMINISTRATION	49	CLARIFICATION - EVALUATION - ACKNOWLEDGMENT & CASUAL CALL	<p>The purpose of the annual performance evaluation is to assess an employee's work effectiveness and to discuss good performance while also identifying areas for development. Performance evaluations are considered in decisions affecting placement, salary advancement, overtime assignments, promotions, demotions, termination, order of layoff, reemployment, and training. <b>Acknowledgment of the performance evaluation discussion must be completed in Tyler-Munis before a personnel action for the resulting step increase is submitted. No step increase will occur until the evaluation discussion has occurred. Performance evaluation are not required for Casual Call employees, as they are not eligible for step increases.</b></p>	

		<h2 style="text-align: center;">Employee Handbook</h2> <h3 style="text-align: center;">Matrix of Changes</h3>		April 2023
TOPIC	PAGE #	TYPE OF CHANGE	PROPOSED VERSION	ORIGINAL VERSION
PERSONAL APPEARANCE - CLOTHING ALLOWANCE	53	UPDATE - ROLES ELIGIBLE FOR ALLOWANCE	The amount and administration of the clothing allowance for uniformed Sheriff's Office staff will be made in accordance with existing policies, with a summary of current policies provided below: <ul style="list-style-type: none"> <li>• Sheriff, Chief Deputy, Commander, Corrections Administrator, Captains, Jail Lieutenants, <del>Event Process Servers</del>, Telecommunications Supervisor and Communications Shift Supervisor shall receive a \$275 initial allowance and an annual \$275 allowance.</li> <li>• Patrol Lieutenants shall receive a \$375 initial allowance and an annual \$375 allowance.</li> <li>• Operations Assistants and Telecommunicators will receive an initial \$275 allowance and then an annual \$250 allowance after that.</li> </ul> The Sheriff's Office Mechanic is required wear safety shoes and is responsible for purchasing and wearing safety shoes/boots to comply with the County's Personal Protective Equipment policy and is eligible to receive an annual (per calendar year) reimbursement up to \$40 for purchase of safety shoes, with presentation of proper receipt to your supervisor. The Sheriff's Office Mechanic will be reimbursed for tools purchased up to \$250.00 per year, payable upon the submission of a receipt substantiating the purchase. <ul style="list-style-type: none"> <li>• All employees paid during the pay period in January each year when the clothing allowance has been disbursed (typically the 2nd payday in January), will be paid the full annual rate for clothing allowance for that year. As an example: if you were hired in Feb or Dec of 2017, you will receive your clothing allowance as a new employee in Feb or Dec of 2017 and in January of 2018 you will receive the 2018 annual clothing allowance. The only exceptions are for new employees hired Jan 1 through the pay period of the uniform allowance, as they will receive just their initial hiring allowance; whereas those not leaving in good standing during that disbursement pay period will not receive the allowance. All uniformed Sheriff's Office staff, including part-time, shall receive a clothing allowance on the above basis, excluding the Administrative Supervisor, Systems Analysts, Staff Accountant and Records Specialists.</li> </ul>	The amount and administration of the clothing allowance for uniformed Sheriff's Office staff will be made in accordance with existing policies, with a summary of current policies provided below: <ul style="list-style-type: none"> <li>• Sheriff, Chief Deputy, Captains, Jail Staff Sergeants, Lieutenants, and Telecommunicator Supervisors shall receive a \$275 initial allowance and an annual \$275 allowance.</li> <li>• Patrol Staff Sergeants shall receive a \$375 initial allowance and an annual \$375 allowance.</li> <li>• Justice Center employees in the Jail and Communications Center will receive an initial \$275 allowance and then an annual \$250 allowance after that.</li> </ul> All employees paid during the pay period in January each year when the clothing allowance has been disbursed (typically the 2nd payday in January), will be paid the full annual rate for clothing allowance for that year. As an example: if you were hired in Feb or Dec of 2017, you will receive your clothing allowance as a new employee in Feb or Dec of 2017 and in January of 2018 you will receive the 2018 annual clothing allowance. The only exceptions are for new employees hired Jan 1 through the pay period of the uniform allowance, as they will receive just their initial hiring allowance; whereas those not leaving in good standing during that disbursement pay period will not receive the allowance. All uniformed Sheriff's Office staff, including part-time, shall receive a clothing allowance on the above basis, excluding Operations Assistants, Process Servers, and Health Records Specialists.
SEPARATION FROM EMPLOYMENT	64	CLARIFICATION - NOTICE PERIOD START DATE	Employees are encouraged to provide a two (2) week written notice of intent to terminate their employment. The day you provide written notice cannot count as day one of your notice period.	

		<h2 style="text-align: center;">Employee Handbook</h2> <h3 style="text-align: center;">Matrix of Changes</h3>		April 2023
TOPIC	PAGE #	TYPE OF CHANGE	PROPOSED VERSION	ORIGINAL VERSION
SICK LEAVE	64	CLARIFICATION - FAMILY MEDICAL LEAVE ELIGIBILITY	An employee eligible for sick leave with pay may use such leave upon approval of the manager/supervisor/department head for absence due to an employee's illness, injury, exposure to contagious disease, dental or medical appointments or due to an employee's immediate family member's (i.e., the employee's spouse, or dependent children living in the employee's household) hospitalization, illness or dental or medical appointment requiring the employee's personal attendance. An employee using sick leave shall inform their immediate supervisor of the fact and reason as soon as possible and failure to do so within reasonable time may be cause for denial of pay for the period of absence. The department head may request a doctor's certificate before approving such leave with pay if three (3) or more consecutive workdays are missed. If an employee is eligible for Family Medical Leave, that employee is required to complete FML paperwork after more than three (3) consecutive workdays are missed. Questions regarding qualifications for FMLA should be directed to the Employee Leave Administrator. The department head may also request a doctor's certificate, for any sick leave use, before approving such sick leave with pay after four (4) instances of sick leave, without a doctor's certificate, are taken in a calendar year.	An employee eligible for sick leave with pay may use such leave upon approval of the manager/supervisor/department head for absence due to illness, injury, exposure to contagious disease, dental or medical appointments or due to illness in the employee's immediate family (i.e., the employee's spouse, or dependent children living in the employee's household) requiring the employee's personal attendance. An employee on sick leave shall inform their immediate supervisor of the fact and reason therefore as soon as possible and failure to do so within reasonable time may be cause for denial of pay for the period of absence. The department head may request a doctor's certificate before approving such leave with pay if three (3) or more consecutive workdays are missed. The department head may also request a doctor's certificate, for any sick leave use, before approving such leave with pay after four (4) instances of sick leave, without a doctor's certificate, are taken in a calendar year.
			In order to use sick leave for serious health conditions of family members not in the immediate family, it must be covered under FMLA. Sick leave may only be used for baby bonding and serious health conditions of family members not in the immediate family under Family Medical Leave.	

# EMPLOYEE HANDBOOK

Your guide in understanding  
the way we work at



## INTRODUCTION

We are pleased that you are employed with us at Outagamie County. We depend on the skill and energy of people like you to provide our citizens with the kind of efficient and courteous service they deserve and expect.

Please read all the information in this handbook carefully and keep this as a ready reference. You will undoubtedly have questions about your job with the County. When questions arise which are not answered in the handbook, do not hesitate to ask your supervisor/manager or department head for assistance.

You are an important member of the County work force; we hope your employment is mutually rewarding.

*Thomas*

Thomas Nelson  
Outagamie County Executive

## OUTAGAMIE COUNTY CORE VALUES

### **Invested in Serving**

*Devoted to positively impacting our communities*

### **Better Together**

*Inspire unity by promoting collaboration, trust and respect*

### **Create Progress**

*Encourage growth through innovation to advance and succeed*

### **Support Through Compassion**

*Prioritize one another through communication, inclusion, and transparency to bolster our community*

**PURPOSE OF  
THE  
HANDBOOK**

The Employee Handbook is designed to promote consistent, uniform personnel administration throughout Outagamie County. It is the intent of Outagamie County that all employees be treated with dignity and respect.

This handbook is not designed to be an all-inclusive or all exclusive document, as there may be other policies that may apply to you. However, it will help you familiarize yourself with important matters that relate to you, your job, and your career.

This handbook is for general information purposes only, and applies to all non-bargaining unit employees. The statements in this book are intended as explanation only and create no new rights or obligations. It is not, nor is it intended to be, a contract of employment or a promise of employment. The County reserves the right to modify, revoke, suspend, terminate, or change any or all of such plans or processes, in whole or in part, at any time, with or without notice. Any statements set forth which are in conflict with, are superseded by, and subject to all federal and state laws, county ordinances and resolutions, and, if applicable, collective bargaining agreements and individual employment contracts, related to employee rights and benefits. In addition, your department may have unique characteristics that may require special consideration within these guideline areas and may develop work rules within the parameters of this Manual. Employees of Outagamie County are employees-at-will. No person has authority to make any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

The language set forth in this handbook supersedes all previous Outagamie County Employee Handbooks, as well as Personnel and Interim Personnel Manuals, and is effective August 2022. When there is a conflict regarding the present handbook and any other past practices related to personnel matters, the present manual will prevail.

Constructive comments on the usefulness and completeness of this handbook are welcome. Please direct them, as well as any questions you may have, to the Outagamie County Human Resources Department.

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### ABSENCES

Employees unable to come to work must contact their supervisor or designee prior to the start of their work day as determined by their department. While it is recognized that there may be extenuating circumstances for unauthorized absences; and due consideration will be given for each case, an employee who is absent from duty without approval for three (3) consecutive scheduled work days will be considered to have voluntarily terminated their position.

Employees absent from work must account for their missed time through the use of vacation, sick leave, comp time, unpaid leave, or floating holidays. The provisions of this section apply to both Fair Labor Standards Act exempt and non-exempt employees and are in accordance with the county's policy of ensuring public accountability of its employees.



### ACCEPTABLE BEHAVIOR

It is the policy of Outagamie County to promote a safe and respectful environment for employees and clients that is free from all forms of harassment, offensive language, violence, bullying, and other non-productive behaviors.

It is a violation of this section of the handbook to engage in any behavior that is offensive, unprofessional, illegal, disrespectful, or in any way does not meet the high professional standards expected in our workplace. Unacceptable behavior will include but will not be limited to:

Harassment or other discriminatory behavior toward individuals in protected classes as defined and covered by Title VII of the Civil Rights Act of 1964. Harassment includes physical, verbal, and non-verbal abuse, intimidation, and threats. Sexual harassment is defined as unwelcome or unsolicited verbal, non-verbal, or physical conduct of a sexual nature in which submission to or rejection of such conduct is used as the basis for making decisions effecting conditions of employment or has the purpose or effect of substantially interfering with an employee's job performance, or creates an intimidating hostile or offensive work environment.

General harassment, bullying, other forms of psychological harassment, and any use of hostile, intimidating, threatening or humiliating behavior.

Violence, including the use or threat of use of any weapon on county property unless as a requirement of the job; the use of physical violence, including threat of physical violence on county property (reasonable force may be used in the defense of oneself or others).

Possession of any weapon in county facilities or vehicles, or in the performance of county duties, unless as a requirement of the job.

RESPONSIBILITY

It is the responsibility of each member of management to create an atmosphere free of unacceptable behavior. All members of management are responsible for preventing and/or eliminating unacceptable behavior in their work areas. In addition, it is the responsibility of all employees, contractors, vendors and visitors to respect the rights and feelings of other individuals.

COMPLAINT PROCESS

Any employee who believes they have been subjected to unacceptable behavior is encouraged to file a report of such conduct by either:

- a) notifying their department management staff who will then notify the Human Resources Department, or;
- b) notifying the Human Resources Deputy Director or Director.

This report can be made verbally or by completing a Complaint Form found on the HR webpage. Complaints should include specific detail about the parties involved, what day and time the incident occurred, a list of any witnesses, and any other relevant information.

In cases of violent behavior where the threat of injury is imminent, or an injury has occurred, emergency responders such as police, fire and/or ambulance personnel should be notified immediately by calling 9-911. Human Resources should then be notified. Human Resources and/or department management will take steps to minimize the potential for further violence or the fulfillment of any threatened violence.

The county recognizes that false accusations can have serious effects on innocent individuals and their families. Consequently, false accusations will result in appropriate disciplinary action against the complaining party.

INVESTIGATION PROCESS

Allegations of protected class harassment will be investigated in a timely and thorough manner by members of the Human Resources Department in conjunction with department management staff.

Other allegations of unacceptable conduct will be investigated in a timely and thorough manner by department management staff or Human Resources staff in conjunction with department management staff.

Where allegations of violent behavior have been made, the county reserves the right to search an employee's belongings while on county property and county owned property being used by the employee or have law enforcement personnel search any employee's person if there is a reasonable suspicion that a weapon or evidence of violent behavior has been concealed. Any employee failing to cooperate with such a search will be subject to disciplinary action.

REMEDIAL ACTION

Discipline may include warning, suspension or termination depending on the severity of the incident and the repetitious nature of the behavior.

NOTIFICATION TO COMPLAINANT

Following investigation and imposition of any discipline, the complaining party will be notified as to the resolution of the case and that any further incidents should be reported promptly.

RETALIATION

Any and all forms of retaliation against a complainant or witness are expressly prohibited by the county. Appropriate disciplinary action will be taken against anyone retaliating against either the person filing a complaint or anyone assisting in the investigation.

CONFIDENTIALITY

To every extent possible, complaints and investigation results regarding unacceptable behavior will be treated with the utmost discretion and confidentiality for both the complaining party and the person against whom the complaint was filed.



ALCOHOL AND DRUGS

Outagamie County has a vital interest in maintaining safe, healthy, and productive working conditions for employees and providing safe, quality services to constituents. Employees under the influence of alcohol or other drugs while in the workplace pose a threat to the safety and wellbeing of themselves, co-workers and the general public.

The county encourages employees who have an alcohol or other drug problem to seek help to deal with their problem. Help is available through the Employee Assistance Program. For more details on this program, contact the Human Resources Department.

Some positions within Outagamie County fall within the purview of the DOT, Law Enforcement, FAA or other state or federal agencies that have different alcohol/drug standards that apply. Where a different standard exists, the more stringent standard will supersede.

POLICY STATEMENTS

The unauthorized consumption of alcohol during work hours or on county property is prohibited.

The unauthorized use, possession, distribution or sale of drugs, illicit drugs and/or controlled substances during work hours or on county property is prohibited.

Being under the influence of alcohol at work is a violation of this policy. Under the influence of alcohol is defined as a Breath Alcohol Concentration (BRAC) of .02 or greater.

Being at work under the influence of any drug not lawfully prescribed, or the misuse of any lawfully prescribed drug while at work is a violation of this policy. Under the influence of drugs is defined as meeting or exceeding urine concentration levels of prohibited substances as established by the DOT. Misuse is defined as exceeding the normal urine concentration range for a drug as prescribed.

Employees will not be permitted to work if under the influence of legal drugs or prescribed medications whose use adversely affects the employee's work.

Employees violating this policy will be subject to discipline.

REASONABLE SUSPICION

Where reasonable suspicion exists that an employee is under the influence of alcohol or drugs, the employee may be required to submit to testing specified by the employer.

Where reasonable suspicion exists that an employee is in possession of drugs or has been consuming alcohol or drugs during work hours or on county property, the employer reserves the right to inspect any and all storage devices on county property including personal storage devices.

Reasonable suspicion is defined as specific, contemporaneous, articulable observations about the conduct, appearance, speech or body odors of the employee and may include information provided by co-workers. Involvement in, or causation of an on-the-job accident may constitute a basis for reasonable suspicion. Anonymous tips will not be accepted as the sole basis for reasonable suspicion.

Reasonable suspicion must be established by a member of management and wherever possible, be confirmed by a second member of management.

PROCESS

Where reasonable suspicion exists, if at all possible, the Human Resources Department should be consulted before proceeding. Human Resources will provide the manager with a list of state certified testing facilities.

Where testing is indicated, a member of management must complete a Referral Authorization Form and escort the employee to the designated testing facility, present the Referral Authorization Form, and remain with the employee at the test site throughout the testing process. Under no circumstances should an employee, suspected of being under the influence of alcohol or drugs, be permitted to drive themselves to the testing site.

Standard testing will include a Breath Alcohol Test (BAT) and a Rapid Drug Screen. The employer reserves the right to test for other illegal drugs at its discretion.

Following testing, the escort will return the employee to the worksite. If during normal business hours, the employee will be brought to the Human Resources Department to await test results. If not during normal business hours, or if test results are not immediately available, arrangements should be made for the employee to get home where the employee will await return to work instructions.

Test results will be reported to the Human Resources Department as either positive or non-positive as soon as they are available. An employee will not be permitted to work while awaiting test results.

Refusal to be tested, tampering with the samples and/or non-cooperation with the process will be considered a positive test and the employee will be subject to discipline.

Where non-positive results are obtained from the BAT and Rapid Drug Screen, Human Resources will clear the employee to return to work immediately. Management should investigate the circumstances that led to reasonable suspicion. The EAP may be consulted in this regard.

**CHALLENGING RESULTS**

An employee may request a blood sample be drawn at the time of the BAT if they wish to ultimately challenge the results of the BAT. The blood sample may be analyzed at a lab of the employee's choice. The results of the blood analysis will govern.

An employee may challenge the results of the Rapid Drug Screen findings with a confirmation test at a lab of the employee's choice within 14 calendar days of the initial test. In the event of conflicting results, the confirmation test will determine the outcome.

**RETURN TO WORK FOLLOWING POSITIVE RESULTS: ALCOHOL**

Employees testing positive will be subject to discipline. An EAP referral may be made in conjunction with discipline. If an EAP referral is indicated, the employee must execute a consent agreement allowing the release of information regarding treatment recommendations, cooperation, follow-through, and readiness to return to work.

If discipline does not result in termination of employment, the date and time of return to work will be determined by the Human Resources Department or the employee's manager.

**RETURN TO WORK FOLLOWING POSITIVE RESULTS: DRUGS**

A positive Rapid Drug Screen requires the test sample to be forwarded to a lab for a more detailed chemical analysis. Human Resources will be notified immediately that the sample is being sent for analysis. The analysis process may take several days. The employee will be sent home pending receipt of results.

Positive results are forwarded to the Medical Review Officer (MRO) at the designated testing facility who will review the results of the detailed analysis and contact the employee for additional information. The employee may be required to present proof regarding the usage of prescription medications. The MRO will then consult with the Human Resources Department.

After the results are made known to the Human Resources Department, the employee testing positive will be subject to discipline. An EAP referral may be made in conjunction with discipline. If an EAP referral is indicated, the employee must execute a consent agreement allowing the release of information regarding treatment recommendations, cooperation, follow-through, and readiness to return to work.

If discipline does not result in termination of employment, the employee may not return to work without evidence of a non-positive test.

Testing for purposes of return to work may be completed at a state certified facility of the employee's choice but must use threshold levels established by the employer.

**RECORDS AND FOLLOW-UP**

All test results and test related information will be maintained by the Human Resources Department in a confidential manner.

If discipline does not result in termination of employment, an employee, after having tested positive, may, without reasonable suspicion, be subject to a maximum of three subsequent screens related to the initial positive test during the following 12 month period unless more frequent or random testing is prescribed by the EAP.

#### ASSOCIATED COSTS

All initial testing required by the employer will be paid for by the employer.

Random testing and follow-up testing prescribed by the EAP as described will be paid for by the employer.

Testing required for return to work will be determined by and paid for by the employer. Return to work testing not approved by the employer will be paid for by the employee.

All costs related to any challenge of initial test results, including any medical procedures, will be the responsibility of the employee unless the results are non-positive.

#### SALARY AND WAGES

Employees will be paid their regular wages for the time spent in the initial testing process.

Employees waiting for clearance to return to work following testing will be paid their regular wages for all missed time if the tests are non-positive. Where the tests are positive, the employee will not be paid their regular wages nor have access to sick leave, vacation or floating holiday pay for missed time.

Where return to work is delayed by an employee challenge of test results, the employee will be paid their regular wages for missed time in the event of a non-positive result and will not be paid for hours missed if the result is positive.



#### BEREAVEMENT LEAVE

Bereavement leave is leave taken by an employee due to the death of another individual, usually a close relative.

The time is usually taken by an employee to grieve the loss of a close family member, prepare for and attend a funeral, and/or attend to any other immediate post-death matters.

All regular full-time and part-time employees are eligible for up to five (5) days with pay for death in the family to include spouse, child, parent, stepparents, stepchild, brother, sister, step-brother, and step-sister; three (3) days with pay for (great) grandparents, step-grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent-in-law, grandchild, and step-grandchild; and one (1) day with pay for uncle, aunt, nephew, niece. Family members covered in this section must be legal relatives

at the time of death. For example, a person who once was a step-parent but has since divorced is no longer considered a step-parent at the time of death.

The hour equivalent of the term "days" is determined by the proration factor of the employee, with a maximum factor of eight (8) hours per day.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. An employee may, with their supervisor's approval, use any available vacation or floating holidays for additional time off as necessary. Sick leave may not be used to extend bereavement leave without a physician's certification.

Generally, bereavement leave is taken immediately following the death. However, there may be circumstances when a supervisor will recognize the need for flexibility, for example, if a memorial service is scheduled at a time in the future.

Bereavement pay is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime or shift differentials.

The employee's supervisor and Human Resources will consider this time off on a case-by-case basis and may require verification of the need for the leave in special circumstances.



### BREASTFEEDING FRIENDLY WORKPLACE

In recognition of the well documented health advantages of breastfeeding for infants and mothers, Outagamie County provides a supportive environment to enable breastfeeding employees to express their milk during work hours.

#### EMPLOYEE RESPONSIBILITIES

Employees who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the department.

It is the employees' responsibility to initiate this communication and to clearly state their needs to their supervisor.

#### Maintenance of Milk Expression Areas:

Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean the surfaces they utilize to pump.

Employees are also responsible for keeping the general lactation room clean for the next user.

This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.

Breastfeeding Equipment:

The employee is responsible to purchase their own breast pump equipment. The Affordable Care Act requires health insurance to cover a breast pump for all new mothers.

A list of breast pump distributors is available upon request from the Human Resources Department.

Milk Storage:

If milk is stored in a common refrigerator, employees should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee's milk.

Use of Times to Express Milk:

Employees shall use the Staff Lactation Room Outlook Calendar or sign-up calendar displayed on lactation room door to schedule milk expression times that are most convenient or best meet their needs.

A Staff Lactation Room has been established on Level 3 of the Administration Building, on Level 2 (Heritage Square) at Brewster Village and ground floor of the Justice Center. All county employees are welcome to schedule time in these rooms. In other buildings where there is not a dedicated lactation room, the employee must work with their management staff to establish appropriate accommodations. Temporary Lactation Rooms have been identified at Highway Department, YFS, Solid Waste and the Sheriff's Department. If an employee has comments, concerns, or questions, regarding this issue, they may contact Human Resources.

EMPLOYER RESPONSIBILITIES

Milk Expression Breaks:

In accordance with the Fair Labor Standards Act (FLSA), Outagamie County will provide nursing mothers reasonable break time each time the employee needs to express milk for up to one year after the birth of a child.

Lactation times shall be established for each employee based on her work schedule. If possible, the lactation time is to run concurrently with any break time already provided.

Lactation time beyond the regular break time is unpaid and will be determined between the employee and the employee's supervisor.

A Place to Express Milk:

In accordance with the Fair Labor Standards Act (FLSA), a private room (not a toilet stall or restroom) shall be available for employees to breastfeed or express milk. The room will:

- Be private and sanitary
- Be located near a sink with running water for washing hands and rinsing out breast pump parts
- Have an electrical outlet
- Be in close proximity to the employee's work area

- Contain comfortable seating
- Have appropriate signage and/or other security measures will be used to identify the occupied status of the lactation area

If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor.

Employees shall use the Staff Lactation Room Outlook calendar to schedule milk expression times that are most convenient or best meet their needs.

Supervisors will be responsible for reviewing policies and practices that will help facilitate each employee's infant feeding goals.

It is expected that employees will assist in providing a positive atmosphere of support for breastfeeding employees.



### CIVIC DUTY

The county supports employees in their civic duty to serve on a jury, and their responsibilities as an active citizen.

Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

An employee when subpoenaed in connection with county business, called upon to serve jury duty, or subpoenaed as a witness, will be paid their regular salary up to eight (8) hours per day.

The employee will not be entitled to jury duty pay or witness fees in addition to their regular pay except on those occasions when the employee chooses to take vacation or floating holiday time equal to the time lost by serving on the jury or as witness.

No employee will receive salary for attending court in cases involving a criminal act by the employee or a civil case initiated by the employee.



### COMMERCIAL DRIVERS LICENSES

Highway Employees: The county shall pay up to one hundred fifty dollars (\$150.00) per renewal toward the cost of successfully obtaining / renewing a CDL and endorsements that are required by the county, including background screening fees, upon presentation of receipts.

Recycling / Solid Waste Employees: The county shall pay up to one hundred fifty dollars (\$150.00) toward the cost of successfully obtaining an initial CDL license and required endorsements and all subsequent renewals of a CDL and endorsements that are required by the county, including background screening fees, upon presentation of receipts.

The parties agree that they will comply with all federal and state regulations that pertain to the commercial driver's licenses.

Any employee who receives a citation for any offense that has a potential penalty of the suspension, revocation, or disqualification of their CDL shall notify the Highway Commissioner, or their designee, by 7:00 a.m. on the next business day. Failure to comply will make the employee ineligible for this Section and subject to discipline.

This opportunity shall be given to any employee only once during that employee's employment with Outagamie County. A second major offense, or a series of serious traffic violations resulting in CDL disqualification, shall result in termination.

The county will provide an unpaid leave of absence not to exceed thirteen (13) months to a maximum of two (2) employees at a time, who are disqualified from holding a CDL due to circumstances arising outside of work. Furthermore, it is recognized that loss of a CDL due to circumstances occurring during working hours is a severe offense and may result in termination of employment.

Prior to granting the leave of absence, the county may choose to continue the active employment of the affected employee to the extent that the Highway Commissioner determines that work is available. The employee may also be assigned to other work duties in other departments for which the employee may be qualified, at the sole discretion of the county.

It is understood that if a job assignment pays less than the employee's assigned position, the employee's wage will be adjusted accordingly. If the assignment is into a higher classification, the employee will be paid their normal rate.

Once a leave of absence is granted, the employee will not be required to return to work for intermittent, sporadic work assignments, unless said employee makes themselves available for such work.

The decision of the Highway Commissioner to offer, or not to offer, continued work or to assign other work duties in other departments is final and cannot be grieved.

Said employee shall have their CDL privileges reinstated within thirty (30) days following the end of the suspension, revocation, or disqualification period, and failure to do so will result in termination of employment.

The county has the sole discretion to fill the employee's position on a temporary basis during the leave of absence in any manner it deems appropriate. The county may also temporarily fill the position internally, and it shall not be subject to the posting process.

The employee will be required to use available vacation and floating holidays prior to an unpaid leave of absence. Following the utilization of any paid leave, the leave of absence shall be without pay or benefits. It is agreed that the employee shall not file for

unemployment benefits while on paid leave of absence. During the unpaid leave of absence, health, dental, and life insurance coverage will be available if the full premiums are paid by the employee, in accordance with county Policy.

The employee will not lose benefits accrued prior to the paid leave of absence but will not accrue benefits while on the unpaid leave.



### COMPENSATORY TIME

It is the policy of Outagamie County to permit employees to earn compensatory time off, at the discretion of the supervisor, manager, or department head. For purposes of computing compensatory time, authorized paid leaves of absence are only considered time worked, if the additional work hours are required by the department. All overtime/compensatory work must be approved in advance by a supervisor or manager.

#### GRANTING COMPENSATORY TIME

There is no legal requirement or obligation of Outagamie County to grant compensatory time off to employees. A supervisor may choose to grant compensatory time off to employees who work in excess of 40/45 hours in a standard workweek for special projects, to perform urgent county business or during weekends/normally scheduled time off. Compensatory time will be granted on an hour-for-hour basis for exempt/salaried employees and at a rate of 1.5 hours for each hour worked for non-exempt/hourly employees. Compensatory time and overtime only applies after 40 hours for those positions that fall in a 37.5 hour/week category. (Note: all hours over 40 in a work week for non-exempt/hourly employees must either be compensated in compensatory time or overtime, with no exceptions.)

#### PROCESS

The maximum amount of compensatory time is a rolling amount of 40 hours (i.e. you cannot have more than 40 accumulated hours at any given time).

The approval for earning compensatory time must be approved by the supervisor in advance, whenever possible. Regardless of whether advance approval is required, all employees are responsible for tracking their compensatory time. Time reporting should reflect regular pay and any compensatory time earned or used for a select pay period.

An employee who has accrued compensatory time and requests use of the time must be permitted to use the time off within a "reasonable period" after making the request. Compensatory time usage must be taken in increments of fifteen (15) minutes. Supervisors may deny the request if the use of compensatory time will "unduly disrupt" the department's operations. Supervisors can also require an employee to take compensatory time off to manage the accrual limitation.

PAYOUT OF COMPENSATORY TIME

Non-exempt/hourly employees should intend to use all earned compensatory time off before the first pay period ending in December of the year it was earned. If a non-exempt/hourly employee has any remaining compensatory time off, it will be paid out on the second paycheck in December of the calendar year in which it was earned. Compensatory Time will also be paid out upon separation of a non-exempt/hourly employee or when an employee transfers to a department that does not utilize compensatory time.

For Exempt/Salaried employees, compensatory time may be carried over from one year to another, never to exceed 40 hours at any given time, and will not be paid out upon separation, unless approved by the HR Director due to extenuating circumstances. If an exempt/salaried employee transfers to another department that does not utilize compensatory time, any unused compensatory time the employee has earned will be lost.



CONFLICTS OF INTEREST AND CODE OF ETHICS

Outagamie County expects all employees to conduct themselves and county business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests, as well as perception of a conflict of interest.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. Outagamie County recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the county.

The proper operation of government requires that employees be independent, impartial, and accountable to the people and for the public to have confidence in the integrity of its government. Nothing in this section will deny any individual rights granted by the United States Constitution, the Constitution of the State of Wisconsin, or the laws of the United States and State of Wisconsin.

No county employee will use their office or position for personal financial gain or the financial gain of their family. No employee shall engage in their own business activity, accept private employment, or render services for private interests when such employment, business activity, or service is incompatible or conflicts with the proper discharge of their official duties or would impair their independence of judgment or action in the performance of their official duties. No employee will participate in the selection, award or administration of a contract supported by a federal/state award if they have a real or apparent conflict of interest. No employee shall use or disclose "privileged, confidential, or HIPAA protected information" gained in the course of or by reason of their official position or activities.

No county employee is allowed to conduct business relating to outside employment while on county paid time, nor is an employee allowed, at any time, to use county facilities, supplies, equipment, telephones, or property in the performance of outside duties.

Employees can engage in political activity outside of the employee's county employment provided that such activity does not interfere with normal work performance, does not interfere with specific job duties, 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 positions which are financed in whole or in part by federal loans or grants cannot become political candidates in partisan elections.

No person shall be employed, promoted, or transferred to any department within Outagamie County government or to a division thereof when, as a result, they would be directly supervising or receiving direct supervision from a member of their immediate family. No county employee will solicit or accept for themselves, or another person any gift, campaign contribution, gratuity, favor, services, promise of future employment, entertainment, loan, or any other thing of monetary value from a person who has or is seeking contractual or other business activities from or which are regulated by the county. This does not include acceptance of loans from banks or other financial institutions on customary terms of finance for personal use, such as home mortgage loans, the acceptance of unsolicited advertising or promotional material, such as pens and calendars, and acceptance of an award for meritorious public or personal contributions or achievements.

Any perceived conflict of interest that is detected or suspected by an employee or third party shall be reported to your supervisor or manager or to their supervisor or manager in their absence. An investigation by the supervisor/manager and/or department head will follow upon notification of perceived violations of this policy. Corporation Counsel should also be contacted to determine if any additional follow-up is needed and to determine what disclosures should be made. Disclosure of known conflicts will be included in federal/state grant applications or will provide prompt notification upon subsequent awareness prior to the awarding of grant funding, as required by federal and state laws. Subsequent identification of known violations (including fraud, bribery, or gratuity violations) must be disclosed, in a timely manner, in writing to the Federal awarding agency or pass-through entity with the department taking prompt, corrective action to ensure such conduct ceases and will not recur.

Violations of this policy may result in disciplinary action consistent with Board policies, procedures, and federal and state laws



#### CONTINUING EDUCATION

Outagamie County encourages continuing education by offering Education Reimbursement. This reimbursement is intended to provide assistance to the employee for out of pocket expenses for continuing education for the mutual benefit of the employee and Outagamie County, not covered in the departmental budget.

This section of the handbook describes eligibility requirements, criteria for approval and reimbursement, and the process for application, approval and reimbursement.

Any Outagamie County employee in good standing, averaging twenty (20) hours or more per week during the six (6) months prior to the start of the course, is eligible to apply.

#### CRITERIA FOR APPROVAL

Classes must meet during non-working hours. Exceptions can be made only with the approval of the department head and Human Resources.

Courses must be directly related to the employee's current job, be preparation for a promotion to an existing county job for which the applicant would otherwise qualify, meet the requirements for specialized training related to a current assignment; or be required as part of a degree program that meets these qualifications.

Funds must be available in the department budget of the employee. If funds are not available in the employee's department budget, application may be made to the Human Resources Department, with prior approval by the department head.

Any expenses covered by grants or any other form of payment are not eligible for reimbursement under this program.

#### MAXIMUM AMOUNTS

Reimbursement is limited to tuition and books. All other fees and expenses are the responsibility of the employee.

Maximum reimbursement amounts, unless approved otherwise by the Legislative/Audit/Human Resources Committee, Finance Committee and County Board, include:

- a) \$1,600 per calendar year for an accredited Associates/Undergraduate degree program
- b) \$2,450 per calendar year for an accredited Graduate degree program

Reimbursement for books is limited to half the cost incurred.

Qualifying part-time employees will be eligible for one-half of the stated maximum amounts. Where an employee changes status from part-time to full-time or full-time to part-time, reimbursement maximums will be based on the status that the employee maintained for the majority of the length of the actual course.

Where an employee takes both undergraduate and graduate classes in the same year, total reimbursement for the year will not exceed the maximum for graduate level courses.

#### CLASS APPLICATION

Application for approval should be made in advance of the class by completing an Outagamie County Tuition Reimbursement Request for Course Approval form. One Application for Approval must be completed for each class. Forms are available the HR webpage.

APPROVAL PROCESS

The completed Request for Course Approval form must be submitted to the employee's Department management for review and approval. If approval is granted at the department level, the department will then forward the form to the Human Resources who will review the application for completeness and approve or disapprove the application in accordance with established approval criteria and annual maximums. A copy of the Request for Course Approval will then be returned to the employee's supervisor with indication that the course was either approved or disapproved. If the course was not approved, the reason will be clearly stated.

CRITERIA FOR REIMBURSEMENT

- Requests for reimbursement must be made within a sixty (60) day period following the conclusion of class.
- Exceptions to this criteria require special approval from Human Resources and the appropriate Department.
- Employee must be employed with Outagamie County at the time of request for reimbursement.
- A grade of "C" (or better) or "pass" must be attained.

REIMBURSEMENT PROCESS

Employee must submit to Human Resources, a completed Reimbursement Request Form with appropriate signatures and account numbers and attach the following:

(a) Verification from the educational institution that payment covering or in excess of the reimbursement amount was made.

(b) Verification from the educational institution of the course, credit and grade received by the employee.

Upon verification that all requirements have been met, the Human Resources Department will initiate the payment process. The reimbursed amount will be charged against the "Maximum Amounts" for the calendar year in which the course is completed.

EMPLOYMENT LONGEVITY

Employees that voluntarily terminate employment with the county prior to the completion of two (2) years of employment from the course End Date will be required to pay back a pro-rated portion of their reimbursement amount. The pay back will be 1/24th of the total reimbursement for each month short of twenty-four (24) months employment post course End Date. Authorization to deduct any payback amounts are provided by the employee on the Request for Course Approval form.

Employees who are involuntarily terminated prior to the completion of two (2) years of employment from the course End Date will be obligated to pay back a pro-rated portion of their reimbursement amount. The pay back will be 1/24th of the total reimbursement for each month short of twenty-four (24) months employment post course End Date. This amount may be collected from the employee by the employer in the form of a deduction on the employee's final paycheck, a cash or check payment from the employee, or referred to a

collection agency. Authorization to deduct any payback amounts are provided by the employee on the Request for Course Approval form.

For courses with no established End Date, the date of reimbursement will be considered the End Date.

RECORDS

Copies of all reimbursement related applications, documentation and payments will be scanned and preserved in the accounts payable records in Financial Services.

SEMINARS, CONFERENCES, TRAINING, AND OTHER ITEMS OUTSIDE OF REIMBURSEMENT AND PAYBACK PROCESS

1. Staff submit request directly to their supervisor.
2. Supervisor evaluates appropriateness of request based upon:
  - Applicability to their job function or individual training needs.
  - Cost effectiveness of the seminar.
  - Willingness of the attendees to share the knowledge gained with the organization.
  - Evaluate the number of seminars the individual has attended.
3. The supervisor/manager will then confirm their recommendation with the department head who will either approve or disapprove request.
4. Decisions go to the supervisor and employee.
5. Charges will be applied to the appropriate account within the department budget.



CORRECTIVE DISCIPLINE

The purpose of discipline is intended to correct unacceptable job performance. Disciplinary action is intended to be administered in a corrective fashion, concentrating on performance improvement rather than on punishment. The county will attempt to inform the employee of standards of conduct and performance which are expected. Because all performance criteria which may make disciplining an employee necessary cannot be listed, each employee is expected to follow all county or departmental policies and processes outlined in the Employee Handbook and conduct themselves in a manner which is appropriate to the employment setting.

Normally, when disciplinary actions are required for employees, the concept of progressive discipline will be followed; however, it must also be understood that the degree of disciplinary action will match the severity of the infraction. Therefore, depending upon the severity of the offense and an employee's disciplinary history, the action chosen by management may involve immediate application of one or more of the progressive steps, including immediate discharge, if warranted. Repeated infractions of even minor offenses can and will result in

increasingly severe disciplinary actions. Unless there are mitigating circumstances, the normal sequence of discipline will be:

1st offense - The employee will be given a verbal reprimand. This normally will be done in private. The department head or supervisor will explain to the employee the reasons for being disciplined and also the manner in which the employee should correct their problem in the future to avoid further discipline. A document confirming the conversation will be provided to the employee, at which time the employee should respond in writing acknowledging receipt. The document should then be forwarded to the Human Resources Specialist to be placed in the employee's personnel file.

2nd offense - The employee will be given a written reprimand, with a copy to the Human Resources Department to be placed in the employee's personnel file. This document, like the verbal warning, will give the rule or policy broken and the manner to improve performance. [Note: a Performance Improvement Plan template is available on the HR webpage, for use as appropriate.]

3rd offense - The employee may be suspended without pay. A confirmation letter will be sent to the employee with a copy to Human Resources to be placed in the employee's personnel file.

[Note: Employees considered exempt under the Fair Labor Standards Act will be suspended in weekly increments only, with the exception of a suspension for a major safety infraction or a serious work place conduct violation.]

4th offense - The employee will be terminated. Before any employee is terminated, the matter will be reviewed with the Human Resources Director.

An employee shall be terminated and the employment relationship ended for any of the following reasons:

1. Discharge;
2. Resignation; (Resignation will become effective upon receipt by the county of a written notice of resignation from the employee.)
3. Retirement;
4. Unexcused failure to return to work after the expiration of a leave of absence or period for which Worker's Compensation was paid;
5. Failure to report availability to return to work within five (5) calendar days after notice of recall from layoff or failure to return to work within fourteen (14) calendar days after reporting availability;
6. On layoff for a continuous period of time equivalent to twelve (12) calendar months.



#### COUNTY RESIDENCY

Employees of Outagamie County are not required to reside within the physical boundaries of the county. (Exception: All sworn employees of the Sheriff's Department, according to county

ordinance, must, within six (6) months of employment with the county, establish residency within twenty seven (27) radius miles of Sheriff Headquarters.)



### DEFERRED COMPENSATION

Section 457 of the Internal Revenue Code allows public sector employees to defer a portion of their pre-tax income into an investment account. Employees are allowed to defer up to one hundred percent (100%) of gross income, subject to an annual maximum deferral amount.

The county offers two deferred compensation plans, currently administered by ICMA and Wisconsin Deferred Compensation. Both plans also offer an after-tax Roth option. Additional information is available in the Human Resources Department or on the Human Resources webpage.



### DENTAL INSURANCE

All regular employees who are hired at or are pro-rated at twenty (20) or more hours per week are eligible for dental insurance coverage.

Eligible employees may choose either single, limited family, or family coverage. In the event an employee has a spouse who is also a county employee, that employee and spouse may choose either two single plans or one family plan.

Insurance becomes effective the first day of the month following one full month of employment or eligibility. Coverage continues through the end of the month in which termination of coverage occurs.

Specific details regarding dental premium amounts can be found on the Benefits Summary on the Human Resources webpage.



### ELECTRONIC RESOURCES: COMPUTERS, INTERNET AND EMAIL

The county provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voicemail, fax, scanner, internet, intranet, e-mail, or any other county-provided technology, use should be reserved for business. All communication using these tools shall be handled in a professional and respectful manner.

Employees do not have any expectation of privacy in their use of county computer, phone, or other communication tools. All communications made using county-provided equipment or

services, including e-mail and internet activity, are subject to inspection by the county. Employees should keep in mind that even if they delete an email, voicemail, or other communication, a copy will be archived on the county's systems on a real-time basis.

E-mails that are not job-related have the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through e-mail is not completely secure and that information you transmit and receive could damage the reputation of the county.

The county encourages employees to use communication tools only to communicate with fellow employees, suppliers, and clients regarding county business. Internal and external e-mails are generally considered public records and may also be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside of the county.

Using communications in a manner that violates any county guidelines or policies is strictly prohibited, including but not limited to the Equal Opportunity and Harassment policies, the Conflict of Interest Policy, etc. Delete any e-mail messages prior to opening that are received from unknown senders and advertisers.

It is the county's goal to respect the dignity of employees at all times. Because e-mail, telephone and voicemail, and internet communication equipment are provided for county business purposes and are critical to the county's success, your communications may be accessed without further notice by Information Technology department administrators and county management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

Office telephones are for business purposes. While the county recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Abuse of these privileges is subject to corrective action, up to and including termination. With the exception of emergency situations, personal cell phones should be used at break times or lunch hours.

It is also against county policy to turn off anti-virus protection software or make unauthorized changes to system configurations installed on county computers. Violations of this policy may result in termination for a first offense.

All employees are subject to the Outagamie county Acceptable Use Policy and are required to review such policy provided during new hire orientation.

See the ACCEPTABLE USE POLICY located on the IT webpage.



### EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance.

Outagamie County wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life.

This free, comprehensive counseling service offers employees and their spouse or children three visits per issue each year and a 24-hour hotline answered by professional, degreed counselors. Employees may contact the Employee Assistance Program directly. Contact information can be found on the HR Webpage.

The county encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the county, nor is the county given any information on who chooses to use the services.

The initial appointment to the agency will not be charged to the employee's sick leave or vacation leave; however, should follow-up counseling be required, the employee is expected to use sick leave, vacation, or non-scheduled time.



#### EMPLOYMENT OF RELATIVES

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, Outagamie County will hire or consider other employment per the guidelines below concerning relatives of persons currently employed. This policy applies to all current employees and candidates for employment.

For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents.

Outagamie County will hire or consider other employment only if: a) candidates for employment will not be working directly for or supervising a relative, and b) candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages and leave requests

Current employees who marry each other will be permitted to continue employment with the county provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties. If employees who marry do work in a direct supervisory relationship with each other, the county will attempt to reassign one of the employees to another position for which they are qualified, if such a position is available. If no such position is available, one of the employees may be required to leave the county.



### EMPLOYMENT RECORDS

Information contained in an employee's personnel file is generally considered confidential and is available only to the employee or the employee's designee, the County Executive, Departmental Supervisory staff, Human Resources staff, legal staff, and authorized federal or state representatives who have cause to review the records for official reasons, unless otherwise disclosable under the Wisconsin Public Records Law.

The employer will grant at least two (2) requests to inspect their file by an employee in a calendar year. The employer will provide the employee with the opportunity to inspect the employee's personnel records within seven (7) working days after the employee submits a written request for inspection.



### EQUAL EMPLOYMENT OPPORTUNITY

Outagamie County is committed to a policy of equal opportunity for all candidates and employees without regard to age (over 40), race, religion, color, sex, national origin or ancestry, disability or association with a person with a disability, arrest record, conviction record, sexual orientation, gender identity, marital status, pregnancy or childbirth, military participation, genetic testing, submitting to honesty testing, or use or non-use of lawful products off the employers premises during non-working hours.

The county pledges not to engage in illegal discrimination against employees or applicants in any employment activity including, but not limited to recruitment, hiring, job classification, firing, promotion, demotion, wages, benefits and training.

This section of the handbook sets forth the responsibility for compliance with EEO legislation and the methods of policy communication.

#### RESPONSIBILITY

It is the responsibility of the HR Deputy Director to instruct, counsel and provide training material to management staff on EEO related issues.

It is the responsibility of all participants in employment related decisions to be knowledgeable of, and to comply with the Outagamie County EEO Policy and federal, state and local legislation.

#### COMMUNICATION

Outagamie County complies with federal and state posting regulations by posting the required Equal Employment Opportunity is the Law notices at all facilities.

Each employment advertisement in any medium, or any other public announcement contains the Equal Opportunity Employer statement.

Each Outagamie County job description contains an Equal Opportunity Employer statement.



### EXIT INTERVIEWS

The exit interview is a function of the Human Resources Department and is used as a tool to look at reasons for turnover, recommendations for improvement, and job satisfaction.

This section of the handbook outlines how exit interviews are managed.

#### SCHEDULING THE EXIT INTERVIEW

When termination notification is received in Human Resources, an exit interview link is forwarded by Human Resources via Survey Monkey to the exiting employee. While completing the survey, employees will have the option to notify Human Resources of their desire to meet personally to discuss their exit interview responses in greater detail. This email notification will also include a link to the Termination Frequently Asked Questions document.

The exit interview is voluntary.

The exit interview can be done on paid work time.

#### CONDUCTING THE EXIT INTERVIEW

When an in-person meeting is requested, Human Resources introduces the exit interview purpose, points out that it is voluntary, and reminds the exiting employee that the information obtained will be routed to the Human Resources Director, the employee's department head, the employee's supervisor or manager, and to the County Executive.

#### PROCESSING THE EXIT INTERVIEW

Human Resources will route the questionnaire after the employee's last paid day.

Exit metrics are provided to the Leg/Audit/HR Committee as requested or at least annually.



### FAMILY and MEDICAL LEAVE ACT (FMLA)

Outagamie County complies with the federal and state Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The more generous of the two laws will apply to the employee if the employee is eligible under both federal and state laws.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Whether an employee is eligible is determined by the number of hours they were paid (Wisconsin State FML) or have worked (Federal FML) within the past year of employment with Outagamie County and the health condition requiring the leave.

Reasons for Taking Leave: Under federal law, unpaid leave may be requested for pregnancy and prenatal care; pre-placement activities, birth, adoption, or foster placement of a child; or the serious health condition of a child, spouse, parent, domestic partner, or the employee. State law may have additional reasons defined.

Military Family Leave Entitlements: Under federal law, unpaid leave may also be requested by eligible employees who have any qualifying exigency arising out of the fact that the spouse or a son, daughter, parent, domestic partner, or next of kin of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the armed forces and may use their 12-week entitlement to address certain qualifying circumstances. Qualifying circumstances may include deploying on short-notice, attending certain military events, arranging for alternative child care and school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, engaging in rest and recuperation, and attending post deployment reintegration briefings.

Employees wishing to request either of the Family Medical Leaves, should first have a conversation with their manager/supervisor to inform them of the need for a leave. Following that discussion, the employee should complete a leave request form, found on the Human Resources webpage. The Employee Leave Administrator will then review the leave and process accordingly.

Any employee with a serious health condition that misses more than three consecutive days of work is expected to open an FML claim by completing the online request form.

Outagamie County reserves the right to place a qualifying employee on Family Medical Leave, if the employee refuses to follow the outlined process.

Salary	Fringe Benefits	Total Compensation
\$40,000	\$14,000	\$54,000

### FRINGE BENEFITS

Fringe benefits are types of compensation offered by the county to its employees in addition to wages. Fringe benefits are not offered to lease or employment agency workers.

Each fringe benefit has its own eligibility criteria, such as length of service. In addition, each type of benefit must be examined to determine whether it is available to any particular group of employees, such as regular full-time, temporary part-time, etc.

Unless otherwise stated, part-time employees are generally eligible for prorated benefits at such time as they average twenty (20) hours or more per week during each proration period.

References to "day" and "week" in the county policy refers to the part-time employee's prorated "day" or "week", e.g. a 50% employee's day is equal to 4 hours and a week to 20 hours.

Proration calculations are performed by Payroll and forwarded to each department.

Requirements for eligibility for certain benefits noted in other sections of the Employee Handbook (including, but not limited to, employer portion of health/dental insurance, vacation and sick leave and holidays) are based on the following: Full-time employees must receive pay for an equivalent of their Full Time Factor multiplied by ten (10) for each applicable month; pay to include wages for time worked, in addition to holiday, bereavement and jury duty paid hours,

vacation, holiday, floating holiday, comp or sick hours used); Part-time benefit eligible employees must receive pay equivalent to their Part Time Factor multiplied by ten (10) at minimum. Full time employees have a factor of 8 (except those full time employees in roles working 7.5 hours per day whose Factor is 7.5). Part time factors are determined each Anniversary Date and provided to employees by the Payroll team or employee's department.



### GRIEVANCES/COMPLAINTS

It is Outagamie County's standard to treat all employees equitably and fairly in matters affecting their employment. The county has established this Grievance section for an employee to utilize for matters concerning discipline, termination, or workplace safety covered by this Grievance section. This section of the handbook provides an employee with the individual opportunity to address concerns regarding discipline, termination, or workplace safety matters, to have those matters reviewed by an Independent Hearing Officer, and to appeal to the County Board. Information on the complaint process is available to each employee by contacting the Human Resources Department.

The grievance shall mean a dispute regarding the application of county policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:

1. The name and position of the grievant;
2. A clear and concise statement of the grievance;
3. The issue involved;
4. The relief sought;
5. The date the incident or alleged violation took place;
6. The specific section of the policy or workplace safety rule alleged to have been violated; and
7. The signature of the grievant and the date.

The term "days" means regular business days, Monday through Friday, other than weekends and holidays, regardless of whether the employee or their classification is scheduled to work. The time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.

A "grievant" is an employee of Outagamie County and shall not include employees subject to a collective bargaining agreement addressing employee discipline, termination and workplace safety, statutorily appointed individuals identified specifically in statute as serving at the pleasure of an appointed authority, elected officials, and independent contractors. Any grievant may request a peer or outside representative of their choice to attend meetings related to the grievance. Any cost associated with external representation is the responsibility of the employee.

"Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or county rule related to: safety of the physical work

environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence, and accident risk.

"Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension, performance improvement plans, and demotion. Discipline does not include counseling, job coaching, paid administrative leave for pending investigation, change in job assignment or location, performance reviews, work plans, or corrective actions that do not include a reprimand or other adverse employment action.

"Termination" means discharge from employment. Layoffs (reduction in force), voluntary resignation, failure to return to work from a layoff, absences when not on an approved leave, job abandonment (no call / no show) and loss of license or certification. Inability to perform due to physical or mental condition are not considered terminations and are not subject to this process.

First Step

Within ten (10) days after the facts upon which the grievance is based or should have reasonably become known, the employee shall present the written grievance to their immediate supervisor, who will review the grievance with the department head. The department head shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the Human Resources Director.

An employee who has been notified of termination may process the grievance commencing at Step 3.

Second Step

If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the Human Resources Director within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the Human Resources Director, they or the designated representative of the Human Resources Director will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the Human Resources Director shall respond to the grievance in writing.

The Human Resources Director shall also determine if the grievance is timely and if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the Human Resources Director is aware of other similar pending grievances, the Human Resources Director may consolidate those matters and process them as one grievance.

Third Step

Upon the written request of the grievant in response to an adverse decision, the decision at the second step may be appealed by a written statement forwarded to the Human Resources Director, particularly describing the reason for appeal. The grievance will be referred to an Independent Hearing Officer (IHO), who will be designated by the County Executive. Any costs incurred by the IHO will be paid by the county. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be "a preponderance of the evidence". In termination

and discipline cases, the county shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may apply relaxed standards for the admission of evidence, including allowing the admission of hearsay. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision.

The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have the power to order only the following remedies: withdrawal of a verbal or written reprimand, reduction of suspension, and transfer to original position from demoted position, reinstatement with or without some or all back pay. All other remedial authority shall be subject to the determination and approval of the County Executive.

Fourth Step

Either party may appeal an adverse determination at Step 3 to the County Board, by filing written notice appealing the decision of the IHO in the Human Resources Director's office within ten (10) days of the decision of the IHO. The County Board shall, within thirty (30) days after submission of the appeal, schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence, and testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision, which shall be binding for all parties.

Timelines: Failure to process the grievance by the grievant within the specified time limit or agreed upon extensions shall constitute waiver of the grievance and will be considered resolved on the basis of the county's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the process. To encourage that grievances are addressed in a prompt manner, the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances, and then only upon the express written consent of the parties.

Exclusive Remedy: This section of the handbook constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance section shall prevent any employee from addressing concerns regarding matters not subject to the grievance process with administration, and employees are encouraged to do so. Matters not subject to the grievance process that are raised by employees shall be considered by administration, which has final authority, subject to any applicable Board policy or directive, to resolve the matter.



HEALTH INSURANCE

All regular employees who are hired at or are pro-rated at 20 or more hours per week are eligible for health insurance coverage. Eligible employees may choose either single or family coverage. In the event an employee has a spouse who is also a county employee, that employee and spouse may choose either two single plans or one family plan. Insurance becomes effective the first day of the month following one full month of employment or eligibility due to a change in

status. Coverage continues through the end of the month in which termination of coverage occurs.

**Health Insurance Choices:** The county currently offers a Low-Deductible Health Plan and a High Deductible Health Plan with a Health Savings Account (HSA). Each of these plans are available for single or family coverage. Contribution rates are determined each year during the budget planning process. Specific details can be found on the Benefits Summary.

**Health Savings Account (HSA):** Effective on the first pay period following December 31st for employees who are enrolled in the High Deductible Health Plan, the county will contribute to an employee's Health Savings Account. The amount deposited into this account is also determined each year as part of the budget planning process and is based upon the employee's job status and health insurance coverage level in effect on January 1st of that year. The amount the county deposits into an employee's HSA account is not adjusted during the calendar year for changes to the employee's job status or health insurance coverage levels.

- **HSA - New employees:** For new employees who enroll in the Consumer-Driven Health Plan after January 1st of the calendar year, the county will contribute a pro-rated amount to the employee's Health Savings Account for that calendar year.
- **HSA - Part-Time Employees:** For regular part-time employees who work at least an average of twenty (20) hours per week, the county will contribute to the employee's Health Savings Account an amount equal to sixty-five percent (65%) of the amount contributed on behalf of full-time employees.
- Specific details regarding Health Savings Account contribution amounts can be found on the Benefits Summary.
- **HSA – Payroll Deduction:** As allowed by law, the county agrees to allow employees to contribute, through payroll deduction, additional funds to their Health Savings Account, up to the amount allowed by the IRS.
- **HSA - Hold Harmless:** The county will be held harmless for any employee eligibility issues or tax consequences caused by outside insurance coverage, inappropriate withdrawals, payroll deductions in excess of the allowable limits, or other matters beyond the county's control that would interfere with an employee's Health Savings Account eligibility.

**Leave of Absences:** Employees on official leaves of absence without pay, with the exception of USERRA (Military Leave) which allows COBRA for twenty-four (24) months, may elect continuation for up to eighteen (18) months under COBRA, and must pay the full premium to the County Treasurer by the 25th of the month for the following month's coverage.

Pursuant to 2019 Wisconsin Act 19, Outagamie County will pay health insurance premiums for the surviving spouse and dependent children of a law enforcement officer who dies in the line of duty. This coverage may continue until a surviving spouse remarries or reaches the age of 65, or to a surviving child until they reach the age of 26.

**Retirees:** Early Wisconsin Retirement annuitants and enrolled spouses may remain in the group policy, provided the retiree pays the full premium to the County Treasurer by the 25th of the month for the following month's coverage. Once the retired annuitant becomes eligible for Medicare, Medicare Coverage Parts A & B must be applied for and will become primary payer, while the group plan pays second.

Terminations/Change in Status Resulting in Reduction of Hours: Under federal COBRA regulations, terminated employees (except for terminations due to gross misconduct) and employees with reduction of hours due to change in status into a non-benefit eligible position that are/were enrolled in a county health plan may elect to continue group coverage for up to eighteen (18) months by paying the County Treasurer the required premium by the twenty-fifth (25th) of the month for the following month's coverage.



### HOLIDAYS

The county observes and allows time off with pay for various holidays across departments. Any additional holidays will be designated by the county for each calendar year. The Holiday Calendar can be found on the HR website.

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, it will be observed the preceding Friday. However, if Christmas Day and New Year's Day fall on the weekend, the following Monday will be the observed holiday; and if December 24th or 31st fall on the weekend, the preceding Friday will be the observed holiday.

To be eligible for holiday pay, employees must either work the actual/observed holiday itself, or work the last regularly scheduled workday preceding the holiday and the first regularly scheduled workday following the holiday, unless the employee is on approved paid time off. When a holiday falls within a period of leave without pay, the employee will receive no holiday pay. When a designated holiday falls on an employee's scheduled day off, an additional day off will be substituted. A "regularly scheduled day" is based on the proration amount of the employee, with a maximum of eight (8) hours per holiday.

Employees assigned to those departments that work a 24 hours, seven (7) day a week schedule will follow the specific holiday practices and schedules currently in effect in those departments.

All regular full-time and benefit-eligible part-time employees shall receive their regular compensation for county-observed holidays, based on their proration factor. Employees normally scheduled to work more than their prorated holiday hours may use vacation, floating holiday, or comp time to make up for the difference unless the employee is already scheduled to work on that day. Non-Exempt/hourly employees required to work on a holiday will receive overtime pay of time and one half for all hours actually worked or given compensatory time off at a rate of time and one half for anything worked over 40 hours in the week, in addition to holiday pay. As always the use of compensatory time is to be scheduled at the mutual convenience of the employee and their supervisor and in accordance with the provisions of applicable law, but must be used within the year it was earned. Unless previously granted an exception, exempt employees who are required to work on a holiday will be eligible, based on the departments use of compensatory time, to earn compensatory time for all hours worked over 40 (Grades 1-8) or 45 (Grades 9 and over) in the week. This time must also be scheduled at the mutual convenience of the employee and their supervisor, but does not need to be used within the year it was earned. Departments that do not use compensatory time have the option to allow the employee to flex their schedule due to additional hours worked on the holiday, within the holiday week. Exempt employees are not eligible for overtime for time worked on holidays and not eligible for straight pay for hours paid

over 40 in that week, unless previously granted an exception. For shift pay purposes, the holiday shall be defined to include those shifts which start on the actual holiday.

Floating holidays are paid leave not tied to any particular day (as are county observed holidays), and are available for use at a time mutually agreeable between the employee and their supervisor, and can be taken in increments no smaller than fifteen (15) minutes. Like county observed holidays, full-time employees receive credit for a full day's time, not to exceed eight (8) hours, and part-time benefit eligible employees will receive a pro-rated amount.

Floating holidays will be available for employee use upon hire and must be used within the calendar year granted with the following exception:

New employees hired prior to July 1 are eligible for floating holidays, and those hired on or after July 1 are not eligible for any floating holidays during that calendar year.

If an employee moves from one department, role or shift to another that has a different floating holiday schedule, any floating holidays they are eligible for will be based on the transfer date into the new role or status.

If they move to the new role prior to July 1st, they will acquire the floating holiday count for their new department, role or shift less any hours that they have already used. If they move July 1st or later, there is no change and they will keep the balance they had at the beginning of the year, less any floating holidays used.

Employees are not allowed to use floating holidays during the two weeks of notice to terminate or retire from employment. No pay-out of floating holidays will be made.

The total number of holidays (including observed and floating) that all employees receive annually is 12. A matrix of observed holidays and floating holidays by department/role/shift are listed on the intranet.



### IDENTIFICATION CARDS

Outagamie County is committed to providing a safe and secure environment for its employees and those who visit Outagamie County. In order to maintain a safe and secure environment for employees and visitors, and to ensure the public that individuals providing services on behalf of the county are indeed county employees, all Outagamie County employees shall display an identification card while performing their job. This section will outline the responsibility, identification card information, requirements for wear, new employee process, and replacement and use of employee identification cards.

In most cases, the responsibility to issue identification cards to all Outagamie County employees lies with the Human Resources and Maintenance Departments, with Human Resources issuing the badge and Maintenance establishing security access.

There may be some off-site locations that print and administer their own badging process.

### REQUIREMENTS FOR WEAR

All Outagamie County employees, County Board members, temporary contract workers, State employees assigned to the county location and county emergency personnel shall obtain an identification card. Volunteers may be given a department temporary card or individual card based on length of and type of assignment.

The identification card should be worn while performing duties as an Outagamie County employee, and **must** be used to swipe in and out of employee entrances and exits.

All Outagamie County employees (exceptions may be made by department heads due to safety or uniform requirements) should wear their identification card on the front of their person on their outermost garment.

Outagamie County will provide the cardholders. An employee may obtain their own cardholder.

Departments shall ensure that their employees are wearing the identification card.

Supervisors of volunteers or temporary contract employees should contact the Human Resources Department if a card needs to be issued for an individual.

#### NEW EMPLOYEE IDENTIFICATION CARD PROCESS

New employees will fill out an Outagamie County Employee Identification Card Information Sheet and **will submit a headshot picture to be used for their badge, prior to their first day of hire.**

Contract workers who are determined to need an individual identification card must fill out the Contractor Identification Card form **located on the HR website** and have it filled out and signed by a supervisor.

Badge information created for new employees is provided to the maintenance department, who will then establish facility access for designated departments.

#### REPLACEMENT AND USE

If an employee forgets their identification card, they may obtain a temporary department identification card to wear for that day. This should be obtained through the employee's department.

If an employee misplaces their identification badge, they may use the department temporary card for up to one week. The employee should immediately notify their supervisor or **Maintenance** so the security access can be disabled. If the employee has not located their card in one week, a new card must be obtained through Human Resources.

Upon termination, all employees shall surrender their identification card to their supervisor or Human Resources. **All Supervisors shall collect Id badges as part of the termination checklist process. If an employee refuses to surrender the badge or does not have the badge the supervisor shall immediately contact Maintenance so the badge can be disabled.**

Any employee who is found to have used their identification card for purposes other than for authorized Outagamie County business, or who allows another person to use their identification card for personal use, will be subject to the discipline process.

If an employee changes department or name, the supervisor or employee may contact the Human Resources Department for a new identification card.

If the identification card is broken, worn, or no longer works for security access, the employee should contact Maintenance for a replacement card.

**BADGING IN/OUT OF THE BUILDING**

All visitors MUST use the Main Visitor Entrance and be cleared through CJU security. Visitors must also exit through the public exit near the front door security.

All employees should utilize the Employee Only Entrances rather than the Main Visitor Entrance whenever possible. If an employee forgets their access card, they shall be required to enter at the visitor's entrance and go through security screening. Employees shall not let other employee in through the employee entrances.

When using the Main Visitor Entrance employees will be screened just like the general public. All employees MUST badge OUT of the building when exiting at the Employee Only Entrances (do not need to badge out of exits with green stars on the map) Employees should listen for the beep to ensure their badge was recorded. If a beep is not heard they should rescan their badge.

It is not necessary to close the door between entering/exiting employees, but each employee MUST badge in/out individually.

If you accidentally sound the alarm when exiting, please immediately badge out and the alarm will clear

All building entrances are monitored by video camera.

The CAB West Entrance onto the front lawn/plaza (large purple star on the map) is NOT available to employees or visitors to enter or exit, other than emergency evacuation.





### INCLEMENT WEATHER

The safety of our employees is a priority for Outagamie County. We realize there are emergency situations caused by inclement weather. This inclement weather section outlines how the county will handle notification and pay of employees in such situations.

Inclement weather may make it impossible for employees to come to work, or it may require employees to leave work before the end of normal office hours. Employees may request that this time off be charged to unused vacation, leave without pay, or choose to "make-up" the lost time, consistent with flex, comp-time and Fair Labor Standards Act requirements. **In addition, contrary to the unpaid leave policy, employees may use, leave without pay,, even if they have available vacation to use. All arrangements must be confirmed with department approval.**

Note: Due to the nature of services provided at 24/7 facilities, employees at those locations are expected to make arrangements for safe and timely arrival for all scheduled shifts, wherever possible.

There are no provisions to close the county offices. However, it may be determined that it is appropriate to cancel or postpone work in a particular department because of inclement weather. If this determination is made, a general announcement will be made over the following radio stations: WPKR (99.5 FM), WIXX (101.1 FM), and WNCY (100.3 FM), WTAQ (1360 AM), WHBY (1150 AM), WNAM (1280 AM), and WAPL (105.7 FM).

Updates and announcements will be sent via e-mail and also included on the County Executive Facebook page.



### JOB SHARING

Outagamie County, recognizing the importance of balance between work and family/life issues, supports the concept of job sharing. This section identifies the conditions under which job sharing will be approved and the process for approval.

#### CONDITIONS

Job sharing is not an entitlement. Management retains the right to approve, reject or cancel a job share request or agreement based on the business needs of the county.

Work quality, productivity and level of service cannot be compromised by the sharing of a position.

The value of the work performed must be shared on a relatively equal basis.

Cost (wages and benefits) to the county for a shared job must approximate the cost of the same position when not shared.

The hours of the job may not be expanded to gain a "forced advantage." For example, a 37½ hour position cannot be expanded to 40 hours in order for both to be eligible for benefits.

PROCESS

An employee requesting a job share arrangement should direct a written request to their immediate supervisor/manager.

A supervisor/manager initiating a job share request or in support of an employee request, should document their position relative to the request and route for review and approval by their immediate supervisor, department head and Human Resources.

Components of the job share agreement such as the division of hours, split of duties and other relevant terms will be documented for inclusion in the job share request.

Employees involved in a job share arrangement must sign a Job Share Agreement, which can be obtained from Human Resources.

In the event a job share request is denied, the requestor will be notified by their immediate supervisor of the decision and the reason(s) for that decision.

Copies of the request, all supporting documentation and the signed job share agreement will be maintained in each job share employee's personnel file.

Monitoring of the job sharing process at Outagamie County is the responsibility of the Department and the Human Resources Department.



LAYOFF AND RECALL

If Outagamie County determines that it must reduce employment because of adverse economic or other conditions, then layoffs and recall from layoffs will generally be conducted in a manner that is consistent with Outagamie County requirements and in accordance with the process described below.

Employees shall be laid off as determined by the county until the work force is reduced to the required number. Employees shall be rehired as determined by the county. The employee shall be notified in writing.

The county shall pay the county's share of the premium for Health, Dental, Long Term Disability and Life Insurance for the remainder of the month of layoff where the enrolled employee has not received pay for at least ten (10) regular workdays during the month of layoff, or the county shall pay the county's share of the premium for Health, Dental, Long Term Disability and Life Insurance for one additional month following the month of layoff where the enrolled employee has received pay for at least ten (10) regular workdays during the month of layoff.

Employees who continue on layoff after the county no longer pays the county's share of the premiums may exercise their COBRA rights by paying the full cost of the premium in advance by the twenty-fifth (25th) of the month for the following month's premium. Upon return from layoff, so long as the employee receives pay for at least ten (10) regular workdays during the month of

return, the county shall reimburse to the employee the county's share of the Health, Dental, Long-Term Disability and Life Insurance premiums that the employee had previously paid for that month of return.



### LIFE INSURANCE

Outagamie County provides group life insurance for full-time employees. All employees are eligible the 1st of the month following six (6) full months of continuous employment.

The cost of this coverage is paid for in full by the county and coverage is \$50,000.

Within thirty-one (31) days of termination, the employee shall have the opportunity to elect conversion to a personal policy. Application can be obtained through the Human Resources Department.

In the event of an unpaid leave of absence or layoff, employees can elect up to twelve (12) months of continuation by paying the group rate premium to the county Treasurer by the 25th of the month for the following month's coverage.

If the unpaid leave is a medical leave, the county will pay the premium during the elimination period for the waiver of the life premium until the waiver of the life premium begins or until the waiver of life premium is denied.



### LONG-TERM DISABILITY

All regular, full-time employees are eligible for long-term disability coverage. Premiums are fully paid by the county.

Coverage becomes effective the first of the month following three (3) full months of continuous employment of eligibility.

Provisions of the plan are contained in the plan booklet.

In the event an employee is on an unpaid leave of absence or layoff, they can elect up to three (3) months of continuation by paying the group premium to the Outagamie County Treasurer by the 25th of the month for the following month's coverage. If the unpaid leave is a medical leave, the county will pay for the six (6) month elimination period.



### MEAL AND REST BREAKS

While lunch and rest breaks are not mandated by law, the county encourages departments to provide a break of at least 30 minutes at or near the usual meal period, whenever operationally possible.

Employees are eligible for a 15-30 minute unpaid meal break each day. If a non-exempt / hourly employee is required to work through a meal break, they will be paid for the meal period. Meal and rest breaks will be scheduled by the department supervisor or manager. It is not acceptable to skip a normally taken lunch break in order to shorten the workday.

As coverage needs allow, employees may also be able to take two paid personal breaks of fifteen (15) minutes throughout their workday. Such fifteen (15) minutes shall be computed from the time the employee leaves their work station until they return to said work station.

Employees under the age of 18 must be given a 30 minute unpaid, uninterrupted meal break if they have worked six hours or more.



### MILITARY LEAVE

#### GENERAL INFORMATION

All Outagamie County employees who are serving, have served, or will serve in the uniformed services are covered under this policy, regardless of length of employment or part-time or full-time status. "Employee", however, does not include contracted staff, and may not include seasonal or temporary staff who worked for a brief, nonrecurring period where there is no reasonable expectation that the employment would have continued indefinitely or for a significant period.

"Service in the uniformed services" covers all categories of military training and service, including duty performed on a voluntary or involuntary basis, in time of peace or war, and includes a period of absence for an examination to determine the fitness of the employee to perform such duty, absence for the purpose of performing authorized funeral honors duty, as well as travel time to allow the employee to arrive at the duty station fit to perform the service and, depending on the duration of service, the amount of notice received, and the location of the service, additional time to rest or to arrange affairs and report to duty.

Uniformed services includes the U S Armed forces; Army National Guard and Air National Guard when engaged in Federal orders for active duty for training, inactive duty training, or full-time National Guard duty; the commissioned corps of the Public Health Service; any other category of persons designated by the President in time of war or national emergency; and service as an intermittent disaster response appointee of the National Disaster Medical System (NDMS) when federally activated or attending authorized training in support of their Federal mission.

#### PRIOR TO BEGINNING THE LEAVE

It is the employee's responsibility to inform Outagamie County in advance, whenever possible, of the intent to be off work for military leave. This notice can be verbal or written.

A copy of the military orders or a Leave and Earnings Statement (LES) is required by the county in order for the employee to take advantage of any military stipend pay and/or validate the right to claim the county's share of the Wisconsin Retirement System (WRS) contribution be made on their behalf upon reemployment.

Additional information regarding benefit coverage may be forwarded to the employee depending on the length of time the employee is expected to be off work.

**DURING THE MILITARY LEAVE**

During the period of uniformed services, the employee is considered on the employment status of "leave of absence" and is entitled to length of service-based benefits. Specifically, Outagamie County length of service-based benefits include:

**Military stipend.** The applicable Union contract, or Employee Handbook may provide for additional pay for a short period of time, if the military pay is less than the pay the employee would have received from the county for that same period of time. Proof of the amount of military pay received must be provided to Payroll in order to calculate any amount due.

**Insurance coverage.** County sponsored health, dental, life and long term disability insurance coverage will continue through the end of the month in which the employee is last paid prior to the start of the military leave of absence. Effective the first of the following month for military leaves expected to exceed 30 days, the employee is eligible to exercise their COBRA rights by paying the full premium for health and dental insurance for up to twenty-four (24) months.

If the employee returns to work with an absence of fewer than thirty-one (31) days, the premium amount paid for that COBRA continuation will be refunded to the employee. Also effective the first of the following month, the employee is eligible to continue the long term disability insurance coverage for up to three (3) months and life insurance coverage for up to twelve (12) months by paying the full premium.

**Step increases and base salary increases.** The length of time the employee is on military leave of absence will be credited towards any step increase(s) and/or base salary increase(s) he/she would have otherwise been awarded during that absence. Those adjustment(s) in the wage rate will be made following the employee's reemployment with Outagamie County.

**Seniority.** Where seniority exists in an applicable collective bargaining agreement, the length of time the employee is on military leave of absence will be credited towards seniority as though the employee was not absent.

During the period of uniformed services, the employee is considered on the employment status of "leave of absence" and is not entitled to non-length of service-based benefits. Specifically, Outagamie County non-length of service-based benefits include:

**Holiday pay.** Employees are required to be paid a certain number of scheduled day(s) prior to and following the fixed holiday(s) that are listed in the Employee Handbook in order to be paid the holiday pay.

Floating holiday pay. Employees who are awarded one (1) or more floating holiday(s) at the beginning of a calendar year are able to use that / those day(s) during military leave upon request and with approval of their supervisor. Note that floating holiday(s) do not carry over into a new calendar year. If the floating holiday(s) are not used prior to the end of a calendar year, they are lost and will not be reinstated.

Vacation allotment. Earning vacation time is tied to satisfying the definition of "full month of service". The definition of "full month of service" can be found in the Employee Handbook. For each full month of service an employee satisfies that definition, they earn one-twelfth (1/12th) of their allotment of vacation for use during the following anniversary year. Conversely, for those months when an employee does not satisfy that definition, they do not earn any vacation time. Any earned vacation hours not spent prior to or during an employee's military leave of absence will be held in trust pending the reemployment of that employee.

Sick leave accrual. Sick leave accrual is tied to the employee satisfying the definition of "full month of service". The definition of "full month of service" can be found in the Employee Handbook. For each full month of service an employee satisfies that definition, they earn one (1) day of sick leave time available for use the first of the following month. "Day" is defined as the number of hours an employee normally works, with full-time status equaling seven and one-half (7½) hours or eight (8) hours and part-time status equaling a prorated amount compared to full time status. Any earned sick leave not spent prior to an employee's military leave of absence will be held in trust pending the reemployment of that employee.

Wisconsin Retirement System (WRS) contributions. WRS is a contributory defined benefit plan with a vesting schedule as well as employer and employee required contributions. During a military leave of absence, no WRS contributions will be made to the employee's account. Additionally, no creditable service will be deemed unless a USERRA certification is completed. Adjustments may be made following the employee's reemployment.

#### GENERAL ELIGIBILITY REQUIREMENTS FOR REEMPLOYMENT.

To be considered for reemployment following their military service, the employee must have met all of the following conditions:

- a) The employee must have given reasonable advance notice, most often at least thirty (30) days, to the county of their intent to leave work for military service. That notice can be either verbal or written, may be informal and is not required to follow a certain format. [Note: Submission of specific documents is, however, required for Wisconsin Retirement System (WRS) purposes.] In the event an employee is unable to provide advance notice because of, for example, the classified nature of the service, Department of Defense regulations allow an "appropriate officer" to give notice on the employee's behalf. [Note: Under Wisconsin law, an employee enlisted in the U S Armed Forces is not required to give their employer advance notice of the need for leave.]
- b) The employee has been absent from work for Outagamie County because of their military service for a cumulative five (5) years or less in any combination of U S Armed Forces service and / or National Guard Federal duty. In addition, other military leaves may also not qualify in the five (5) year maximum (see USERRA 1002.103 for complete list). [Note: National Guard members who serve under State orders are allowed a cumulative maximum absence of up to four (4) years.] Regardless, it is the employee's responsibility

to provide documentation as to the exact length of the cumulative military leave of absence, upon request of the county.

- c) The employee returns to work or applies for reemployment, either verbally or in writing, in a timely manner.

An employee returning from U S Armed Forces duty or Federal National Guard duty must report to work or submit a timely application for reemployment depending upon the length of service as follows:

- a) Period of Service less than thirty-one (31) days or for a period of any length for the purpose of a fitness examination. The employee must report to work no later than the beginning of the first full regularly scheduled work period on the first full calendar day following the completion of the period of service and the expiration of eight (8) hours after a period allowing for safe transportation from the place of that service to the employee's residence.
- b) Period of service more than thirty (30) days but less than one hundred and eighty one (181) days. The employee must submit an application for reemployment, which can be written or verbal, not later than fourteen (14) days after completing service.
- c) Period of service more than one hundred and eighty (180) days. The employee must submit an application for reemployment, which can be written or verbal, not later than ninety (90) days after completing service.
- d) If, however, the employee is hospitalized for or convalescing from an illness or injury incurred in or aggravated during the performance of the service, they must report to or submit an application for reemployment at the end of the period necessary for recovery from the illness or injury. Absent extenuating circumstances, this period may not exceed two (2) years from the date of the completion of service.
- e) The employee has not been separated from military service with a disqualifying discharge or under other than honorable conditions; is not absent from service without authority for more than three (3) months; is imprisoned in a civilian court; or was dismissed by court martial. [Note: the employee may be required to provide documentation to prove the condition(s) of the military separation.]

#### REEMPLOYMENT RIGHTS AND BENEFITS

Absent other circumstances and so long as the criteria listed in this policy have been met, the employee has the right to prompt reemployment. As an example, "prompt reemployment" is considered generally practicable by the next scheduled work day following National Guard duty; and within two (2) weeks of the employee's application for reemployment following several years of active duty in the U S Armed Services.

Generally speaking, the employee is entitled to reemployment in the position they would have attained with reasonable certainty if not for the military absence. This "escalator principle" takes into consideration such factors as the position the employee left, the employee's length of service, qualifications, and disability (if any). The reemployment position may be either the escalator

position; the pre-service position; a position comparable to the escalator or pre-service position; or the nearest approximation to one of these positions, depending on the circumstances.

The employee may be required to take qualifications tests, become relicensed or recertified, or be retrained in order to assume such position. The course of action will be determined by Outagamie County on a case-by-case basis.

The county's obligation to grant the returning service member reemployment rights may result in adverse consequences and cause an employee to be laid off, or even terminated.

The wage rate paid to the employee on reemployment will take into account the escalator principle, and in combination with language found in an applicable collective bargaining agreement or Employee Handbook and employment practice(s), will result in the military leave of absence time being allowed to "credit" time towards a step increase(s) and/or longevity increase(s) that would have occurred with reasonable certainty if the employee had not been away in military service.

The time-in-grade toward any next step increase(s) and/or base salary increase(s) that were missed because of the employee's military leave of absence, will be determined and their rate of pay will be adjusted accordingly so that the rate of pay on reemployment will begin immediately upon the employee's reemployment.

A reemployed employee who belongs to a Union with seniority rights will be granted seniority credit equal to the military leave of absence time as though the employee had had no military leave of absence.

A reemployed employee who would otherwise be eligible for Federal or Wisconsin Family and Medical Leave (FML) but for the military leave of absence, will be credited with the number of hours of work they would have normally been scheduled to work during that military leave of absence, toward their eligibility requirements for the FML.

Upon reemployment, the employee must make a choice regarding catch-up contributions to the WRS. An employee can choose to make all, some or none of the employee required make-up contributions. Contributions can be made within a timeframe beginning with the date of reemployment and ending either three (3) times the period of military service or five (5) years, whichever is shortest. Be advised the degree to which the county's contribution to the employee's WRS account will be made is determined by the degree to which they make their own WRS contribution. However, any vested amount already in the employee's WRS account will not be affected by the decision whether to participate in making up the missed contribution(s).

Reinstatement of health, dental, life and long term disability insurance coverage is not subject to a waiting period, although service-related injuries or illnesses may create an exclusion of coverage. If there has been a lapse in coverage, the employee must complete enrollment applications within thirty (30) days of the date they returned to work. Reemployed employees are subject to the same insurance carrier(s) and plan(s) as those offered to all other Outagamie County employees.

Any sick leave or vacation balance(s) will be available to the reemployed employee without a waiting period, and future accruals will be subject to the satisfaction of the definition of "full month of service" provisions of the Employee Handbook. If the employee's anniversary date passed during their military leave of absence, they will be credited with one-twelfth (1/12th) of their

vacation allotment earned prior to the beginning of the leave of absence for each of the months they satisfied the definition of "full month of service". Specific approval of a request(s) to use vacation time following reemployment is subject to the practices of the reemployed employee's department and the Employee Handbook language in effect at the time of the request.

If a reemployed employee whose most recent period of military service was:

- a) between thirty-one (31) and one hundred and eighty (180) days, they must not be terminated without cause during the first one hundred and eighty (180) days following his/her date of reemployment; or
- b) greater than one hundred and eight (180) days, they must not be terminated without cause during the first one (1) year following his/her date of reemployment.

DISCLAIMER

This information is published to provide a general overview and encourage a basic understanding of the interaction of the various military leave laws and the practices of Outagamie County. It is not, however, intended to be an exclusive or all-inclusive document that will cover all parameters of all the various regulations that impact the employee and/or Outagamie County when an employee takes a military leave of absence. Management staff and employees are encouraged to contact Human Resources for additional information or to obtain answers to questions or concerns that may arise.



OFF DUTY CONDUCT

Generally, employees are held accountable for their actions and behaviors while working. However, as a public organization providing services to our community, there are certain instances where employees may be held accountable for actions or behaviors while off-duty, as well.

FIRST AMENDMENT RIGHTS

The content of free speech (both online and offline) covered under the First Amendment by an employee is not restricted but for a narrow category. Employee protections under the First Amendment apply in most but not all circumstances. First, speech is only protected by the First Amendment when you are speaking as a private citizen. If their speech is part of their official job duties, then the employee may be disciplined including up to termination. Second, even if an employee is speaking as a private citizen you can be disciplined by your employer for certain conduct. If you are speaking as a private citizen on a matter of public concern, the First Amendment will not protect your speech. If you are speaking on a matter of public concern, the First Amendment will not protect your speech if your right to speak freely is outweighed by the County's interest in efficiently fulfilling its public services. This determination can consider factors such as whether the speech could interfere with the performance of the employee's duties, the nature of the relationship between the speaker and those toward which the speech was directed, and whether the speech could create a hostile work environment.

OTHER OFF DUTY CONDUCT

Employees who engage in certain conduct while off duty may also be subject to discipline if substantially related to the County's interests. Whether or not an action or behavior is substantially related is determined on a case by case basis. Employees may be disciplined, suspended or potentially terminated if they engage in any of the following:

- 1) Illegal Conduct, regardless of whether the conduct results in arrest or conviction, which substantially relates to the job duties of the position held by the employee, or the interests of the County.
- 2) The use or possession of illegal drugs, including prescription drugs which have not been prescribed to the employee, and where the use and/or possession bears a substantial relationship to the job duties of the employee or the interests of the County.
- 3) Harassment of any person, where such harassment creates a negative effect on the work environment for an employee of the County, a vendor who provides services for the County, a client of the County, or any individual who has a substantial relationship with Outagamie County such that the harassment creates a hostile environment.



OVERTIME

When required by the needs of the business or by County policy or contract, employees may be required to work or get paid for overtime. Overtime is generally due to working hours in excess of 40 hours in a workweek for most county employees with various exceptions that follow in this section or appendix. Unless noted elsewhere, non-exempt employees, will be paid time for overtime at one and one-half their regular rate of pay for all hours worked over 40 hours in a work week. For the purposes of computing overtime, all authorized paid leaves of absence are considered time worked. All overtime must be approved in advance by a supervisor or manager.

Sheriff's Department: Overtime in certain Sheriff's Department areas are determined by Section 7(k). Section 7(k) of the Fair Labor Standards Act provides that employees engaged in law enforcement may be paid overtime on a "work period" basis. A "work period" may be from seven (7) consecutive days to 28 consecutive days in length. For work periods of at least 7 but less than 28 days, overtime pay is required when the number of hours worked exceeds the number of hours that bears the same relationship to 171 as the number of days in the work period bears to 28. For example, law enforcement personnel must receive overtime after 86 hours worked during a 14-day work period.

Eligibility for overtime compensation is determined by individual department and in accordance with the Fair Labor Standards Act as noted below.

- Non-exempt employees are eligible for overtime pay at the rate of time and one-half for all hours worked in excess of forty (40) in a given work week. Where applicable within the department, compensatory time may also be used, also at a rate of time and one-half.
- Exempt employees are not eligible for overtime. Unless previously granted an exception, exempt employees are only eligible to earn compensatory time, if the department allows,

- for hours worked over 40 in a week for Grades 1-8 or over 45 hours in a week for Grades 9 and over.
- Brewster Village: As determined by the Fair Labor Standards Act, all applicable seven day a week health care and maintenance staff will earn overtime over 8 hours in a day and over 80 in a two week period. All other Brewster Village staff will earn overtime over 40 hours in a workweek.
  - Sheriff Department staff exceptions when paid overtime or different than general categories:
    - Correctional Officer - Over 171 hours in a 28 day cycle or outside of their normal schedule. Part- time staff will only earn over 171 hours in a 28 day cycle.
    - Operations Assistant - For 5/2 and 5/3 shift staff, over 40 hours in a work week or outside of their normal schedule.
    - Telecommunicator - For 5/2 and 5/3 shift staff, over 40 hours in a work week or outside of their normal schedule. Part-time staff will only earn over 40 hours in a one week period.
    - Records Specialist - Over 40 hours in a work week. Telecommunications Supervisor - Over 40 hours in a work week.
    - Staff Sergeant - Earn comp time at straight-time regular rate but are paid overtime on any hours worked outside of their normal schedule.
  - Highway (with the exception of eligible Recycling and Solid Waste department employees) - Earn overtime over 10 hours in a day and/or 40 hours in a workweek and for all hours on Sunday. Recycling and Solid Waste department eligible employees only earn overtime over 40 hours in a workweek.

For Brewster Village employees, holidays, vacations, sick leave, and bereavement leave shall be considered time worked for the purpose of overtime, provided, however, that employees on a seven (7) day per week schedule shall not have the hours of holiday pay (8) considered as time worked for the purpose of computing overtime, unless such holiday falls on a scheduled workday and the employee is given the day off as holiday off time. Employees who work a double shift at the direction of the county shall receive eight (8) hours pay at the straight-time rate for the first shift and eight (8) hours overtime pay (time and one-half) for the second shift and may be provided with a meal during the second shift at no cost to the employee.



**PAID ADMINISTRATIVE LEAVE**

Administrative leave occurs when an employee must temporarily leave their position and work duties for a certain time period. Administrative leave differs from a leave of absence because a leave of absence is an authorized absence from work for an extended time period and granted due to dispensary reasons. Any paid administrative leave must be approved by Human Resources and the Department Head prior to communicating to the employee or entering a personal action.



#### PARKING

Designated employee parking spaces are required for each county facility to ensure ample parking for all employees.

Maintenance Department issued parking permits are required for all workers (County/State employees, and contract workers) based at the Outagamie County Government Center and parking on county-controlled lots within the Outagamie County Government Center. Although all reasonable attempts shall be made to afford free parking to employees, such a benefit is not guaranteed.

For employees who move to the Outagamie County Government Center from an outlying campus (Highway/Solid Waste, Airport, UW Extension/Ag/Brewster), the employee must complete and submit a parking permit request form to the Maintenance Department. The permit will be issued and sent to the employee via interoffice mail.



#### PAY REMITTANCE AND DEDUCTIONS

Pay can be viewed via self-service functionality in the Human Resources-Payroll system. If a pay day falls on a federal holiday, employees will receive their pay on the preceding workday. Pay is directly deposited into the employee's checking and/or savings accounts. Direct deposit is mandatory for all employees.

The following deductions are mandatory and are made each pay period, unless exempt by law:

- a) Federal Withholding Tax
- b) Social Security
- c) State Withholding Tax
- d) Wisconsin Retirement Plan

Various deductions may be made from the employee's pay when so authorized by the employee. Noted below are a few examples:

- a) Deferred Compensation
- b) Insurances
- c) Flexible Spending
- d) Health Savings Account

Circumstances in Which Outagamie County May Make Reductions from Pay for Exempt/Salary Employees: Reductions in pay are permissible when an exempt employee is: absent from work for a partial day or one or more full days for personal reasons other than sickness or disability and/or for absences of a partial day or one or more full days due to sickness or disability, if the reduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness, to offset amounts received as jury or witness fees or for military pay; or for

unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

Also, Outagamie County is not required to pay the full salary in the initial or termination week of employment for penalties imposed in good faith for infractions of safety rules of major significance or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial-day or full-day reductions may be made.

Outagamie County Policy for Employees Paid on a Salary Basis: It is Outagamie County's policy to comply with the salary basis requirements of the Fair Labor Standards Act. Except as noted, any county official is prohibited from making any improper reduction from the salary of exempt employees. Outagamie County wants its exempt employees to be aware of this policy and to know that Outagamie County does not allow reductions that violate the Fair Labor Standards Act.

What to Do If an Improper Reduction Occurs: If an employee believes an improper reduction has been made from their salary, the employee should immediately report this to their supervisor or the Human Resources Director. Reports of improper reductions will be promptly investigated. If it is determined that any improper reduction has occurred, the employee will be promptly reimbursed for any improper reduction. The provisions of this section apply to Fair Labor Standards Act exempt employees and are in accordance with the county's policy of ensuring public accountability of its employees.



### PERFORMANCE EVALUATIONS AND SALARY ADMINISTRATION

The purpose of the annual performance evaluation is to assess an employee's work effectiveness and to discuss good performance while also identifying areas for development. Performance evaluations are considered in decisions affecting placement, salary advancement, overtime assignments, promotions, demotions, termination, order of layoff, reemployment, and training. Acknowledgement of the performance evaluation discussion must be completed in Tyler-Munis before a personnel action for the resulting step increase is submitted. No step increase will occur until the evaluation discussion has occurred. Performance evaluation are not required for Casual Call employees, as they are not eligible for step increases.

Human Resources is responsible for the overall administration of the employee performance evaluation and salary administration processes and takes an active role in advising and assisting employees, supervisors, and department heads to ensure that performance evaluation processes are handled according to the provisions of the program and result in meaningful discussions for the employee.

The purpose of salary administration is to fairly allocate each position in the county to a wage grade in such a manner as to maintain equity between positions, balancing such job duties/factors as education required, impact of errors, and supervision exercised. It also sets initial hiring rates and salary ranges, as well as promotion guidelines, and sets standards and processes for performance evaluations and step increases.

The Human Resources Director can recommend necessary amendments in the compensation program to the County Executive and County Board's Legislative Audit / Human Resources Committee.

The County Executive may seek the input of the various committees, commissions, and boards, as needed in the evaluation process.

New employees will normally be hired at the lower end of the pay grade established for their position. However, a new employee's starting wage may be at a higher step of their pay grade if warranted by such reasons as exceptional qualifications or competitive market conditions. Discussion with the Human Resources Recruiter and approval of the department head and the Human Resources Director is required before a starting salary above the pay grade minimum may be offered to a new hire.

At twelve month intervals following the employee's date of hire, reclassification, or promotion, the employee will be eligible to advance to the next highest step within the employee's pay grade. Regular part-time employees in the Sheriff's Office (in positions formerly a part of the OCJCA employee group) will be eligible for step increases as long as their proration is 20 or more hours per week after 12 months. Conversely, in the Sheriff's Office, full time employees who take a part time position that is less than 20 hours per week will be frozen at their current step and will not be eligible for step increases while in that part time status.

At twelve month intervals following the employee's date of hire, reclassification, or promotion; both the employee and the employee's manager/supervisor will complete a comprehensive evaluation of the employee's performance for the previous twelve months and will establish goals or areas of focus for the coming year. For all employees, the manager/supervisor will then finalize the evaluation by determining approval, denial, or delay of step increases performance or other wage schedule requirements.

The Step Program is dependent on budget conditions and may be put on hold by approval of the County Executive and County Board.

Other than in the case of annual step progression within the Deputy Sheriff's Association, advancement in the pay grade is predicated on the employee meeting the key expectations of their position and as defined by the job description, as well as the standard county evaluation categories outlined in the evaluation form. Step increases shall occur at the beginning of the pay period following the employee's date of hire or adjusted date of hire.

In cases of poor performance, the department head or County Executive may, after conferring with the Human Resources Director, reduce the pay of an employee by up to 3.0% or withhold a scheduled general base salary adjustment for an employee. These actions apply to those situations where the employee's job performance is unsuitable for the employee's step position within their pay grade. Disagreement with the performance evaluation is not grievable under the Employee Complaint process.

An employee promoted or reclassified to a position in a higher pay grade will be put at that step in their new pay grade which typically provides for an increase of between 3% and 10%. Any promotional or reclassification increases of more than 5% of the employee's current wage will require approval from Human Resources before offering the position. Promotional or

reclassification increases of more than 10% may only be given if needed to bring the employee up to the Minimum Step of the employee's new pay grade.

An employee who is promoted, demoted, or reclassified to a position in a lower pay grade may be paid at any step in their new pay grade as recommended by Human Resources and approved by the County Executive. All step increases will become effective on the first pay period following the anniversary date of that event.

Upon the recommendation of Human Resources, the County Executive may authorize specific salary adjustments due to extraordinary circumstances, subject to availability of appropriated funds. The Legislative Audit / Human Resources Committee will be notified of all such salary adjustments.

In order to reflect necessary increases in the minimum and maximum rates appropriate for each job, the salary structure recommended will be reviewed and updated annually as part of the annual budget process.

In a situation where the assignment or scheduling of work requires an employee to perform in a higher level classification (higher pay grade or pay range), a temporary pay rate may be established for the period of that assignment or work schedule. This action requires the recommendation of the department head, as well as the approval of the Human Resources Director or the County Executive. This practice will not be applied to vacation replacement.



### PERSONAL APPEARANCE

Outagamie County allows departments and their employees the flexibility to "**Dress for Your Day.**" The "Dress For Your Day" policy is intended to be relaxed when you have a workday that does not include meetings with clients, vendors or business associates. The expectation is that employees will wear clothing appropriate for the nature of our business and the type of work performed. It gives employees the flexibility to dress in a way that adheres to their schedule for that day. If you are at a client, training/conference, recruitment activity, or other professional circumstances, employees must dress in business attire.

At the discretion of the Department Head, an employee not otherwise required to wear a uniform may wear casual, yet appropriate, work attire (including wearing denim jeans) on days when the employee has no obligations to interact in-person with clients, visitors, customers, vendors, and/or the public. Department Heads may determine what positions or duties constitute an employee's ability to wear casual work attire. Even though the dress code is casual, it is important to project a professional image to our customers, visitors, and co-workers, consistent with the environment in which an employee works. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste.

Supervisors should communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Not adhering to this policy may result in disciplinary action or the removal of the "Dress for Your Day" option.

Below are some guidelines to help employees differentiate what is appropriate. Any questions about the department's specific guidelines for attire should be discussed with a supervisor.

APPROPRIATE FOR CASUAL DAYS	APPROPRIATE FOR BUSINESS DAYS	INAPPROPRIATE
<ul style="list-style-type: none"> <li>• PANTS: leggings under a dress or long shirt, (the length of the shirt should reach the person's fingertips when arm is facing downward), jeans (must be clean and free of rips, tears and fraying; may not be excessively tight or revealing).</li> <li>• SHIRTS: denim or flannel shirts, non-hooded plain sweatshirts.</li> <li>• SHOES: dress sandals or open toe shoes.</li> </ul> <p><i>Note: Casual attire may be further defined by departments based on the expected dress for specific work related activities.</i></p>	<ul style="list-style-type: none"> <li>• PANTS: dress slacks, khakis or corduroys, business suit.</li> <li>• SHIRTS: blazers/sport coats, collared knit or golf shirts, oxford shirts, County logo wear, short-sleeve blouses or shirts, sweaters</li> <li>• SHOES: Closed toe dress shoes such as loafers, flats, deck shoes, and dress boots.</li> </ul> <p><i>Note: Business attire may be further defined by departments based on the expected dress for specific work related activities.</i></p>	<ul style="list-style-type: none"> <li>• PANTS: jeans that are frayed, damaged, washed-out, dingy or dirty with holes, shorts/skorts, yoga/exercise pants, sweat pants and form-fitting leggings.</li> <li>• SHIRTS: t-shirts, tank tops, halter tops, tops with spaghetti straps, shirts with lettering or logos larger than 4"x4", hooded sweatshirts, off-the-shoulder tops, low-cut/sheer blouses/shirts or shirts that bare the midriff, sports attire (unless communicated otherwise by Human Resources or the County Executive Office), beachwear.</li> <li>• SHOES: Thong sandals, flip flops, athletic shoes, tennis shoes, croc-like shoes.</li> </ul>

CLOTHING ALLOWANCES

Airport, Plamann Park, Maintenance and Custodial employees who are required to wear uniforms will be provided with the following initial allotment:

- 2 summer shirts
- 2 summer pants
- 2 winter shirts
- 2 winter pants
- 1 summer jacket
- 1 summer cap
- 1 winter jacket
- 1 winter cap

The county will pay fifty percent (50%) of the replacement cost of such uniforms, up to a maximum of one hundred dollars (\$100.00) per employee per calendar year. Employees shall submit receipts for such replacement cost of uniforms two times per year, no later than the work day immediately prior to July 1 and January 1. The county will pay for and provide any identification patches required to be placed on the uniforms.

Highway and Recycling / Solid Waste Employees: The county agrees to provide, at such employee's option, either a pants and shirt or coveralls, to an employee classified as a mechanic to be used by such employee when that employee is performing mechanic's work, and to an employee who is assigned as the gasman. Employees will be provided with a hard hat, vest, goggles, and fuel cards, which will be their responsibility to replace if they are lost or stolen, provided that if there is clear evidence of forced entry, the employee will not have the responsibility to replace the item. These items will be inventoried on an annual basis. The county shall make disposable coveralls available to employees as set forth below. The Employee shall

reimburse the county for its cost of such coveralls, except those employees who are required to change oil will receive two (2) pair of disposable coveralls per year, free of charge. The Employer agrees to provide employees normally assigned to perform body shop work during the year and the one employee normally assigned to perform welding during the year with each employee's option of either pants and a shirt or coveralls, to be used by these employees when they are performing body shop work or welding.

The amount and administration of the clothing allowance for uniformed Sheriff's Office staff will be made in accordance with existing policies, with a summary of current policies provided below:

- Sheriff, Chief Deputy, Commander, Corrections Administrator, Captains, Jail Lieutenants, Telecommunications Supervisor and Communications Shift Supervisor shall receive a \$275 initial allowance and an annual \$275 allowance.

- Patrol Lieutenants shall receive a \$375 initial allowance and an annual \$375 allowance.

- Operations Assistants and Telecommunicators will receive an initial \$275 allowance and then an annual \$250 allowance after that. The Sheriff's Office Mechanic is required wear safety shoes and is responsible for purchasing and wearing safety shoes/boots to comply with the County's Personal Protective Equipment policy and is eligible to receive an annual (per calendar year) reimbursement up to \$40 for purchase of safety shoes, with presentation of proper receipt to your supervisor. The Sheriff's Office Mechanic will be reimbursed for tools purchased up to \$250.00 per year, payable upon the submission of a receipt substantiating the purchase.

- All employees paid during the pay period in January each year when the clothing allowance has been disbursed (typically the 2nd payday in January), will be paid the full annual rate for clothing allowance for that year. As an example: if you were hired in Feb or Dec of 2017, you will receive your clothing allowance as a new employee in Feb or Dec of 2017 and in January of 2018 you will receive the 2018 annual clothing allowance. The only exceptions are for new employees hired Jan 1 through the pay period of the uniform allowance, as they will receive just their initial hiring allowance; whereas those not leaving in good standing during that disbursement pay period will not receive the allowance. All uniformed Sheriff's Office staff, including part-time, shall receive a clothing allowance on the above basis, excluding the Administrative Supervisor, Systems Analysts, Staff Accountant and Records Specialists.

All uniformed Sheriff's Office staff, including part-time, shall receive a clothing allowance on the above basis, excluding Operations Assistants, Process Servers, and Health Records Specialists.

Any questions or complaints regarding the appropriateness of attire should be directed to your department head or the Human Resources Department.



### PET POLICY & SERVICE ANIMALS

Outagamie County prohibits employees from bringing a pet to work or having a pet in Outagamie County controlled buildings and premises, with the exception of service dogs for a person with disabilities or in the case of certified therapy dogs/cats for specific departments or as part of the

K-9 unit in the Sheriff's Department. Animals other than service dogs or certified therapy dogs/cats are not allowed at work or in any Outagamie County controlled buildings.

SERVICE ANIMALS

According to the Americans with Disabilities Act (ADA), a service animal is defined as "any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items."

A person with a disability uses a service animal as an auxiliary aid. In compliance with the ADA, service animals are welcome in all buildings on company property and may attend any class, meeting or other event. There may be an exception to certain areas.

Employees requesting accommodation for a disability that includes a service dog or service dog in training, must contact the Human Resources (HR) Department and complete a Documentation of Disability form. All service dogs must be registered with the Risk Management Administrator.

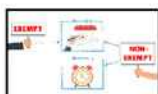
REQUIREMENTS OF SERVICE DOGS OR CERTIFIED THERAPY DOGS/CATS AND THEIR OWNERS:

- All animals need to be immunized against rabies and other diseases common to that type of animal. All vaccinations must be current.
- Animals must wear a rabies vaccination tag.
- All service dogs and certified therapy dogs/cats must be licensed per state law.
- Service dogs and certified therapy dogs/cats must wear an owner identification tag (which includes the name and phone number of the owner) at all times.
- Service dogs in training, must wear the designated service animal vest throughout their training period.
- Animals must be in good health.
- Dogs must be on a leash, harness or other type of restraint at all times, unless the owner/partner is unable to retain an animal on leash due to a disability.
- The owner must be in full control of the animal at all times. The care and supervision of the animal is solely the responsibility of the owner/partner.
- The owner/partner must provide the HR department staff with information as to how the service dog accommodates for the individual's disability.

Reasonable behavior is expected from service dogs while on company property. The owners of disruptive and aggressive service dogs or certified therapy dogs/cats may be asked to remove them from Outagamie County facilities. If the improper behavior happens repeatedly, the owner may be told not to bring the service/therapy animal into any facility until the owner takes significant steps to mitigate the behavior.

Cleanliness of the dog/cat is mandatory. Consideration of others must be taken into account when providing maintenance and hygiene of animals. The owner/partner is expected to clean and dispose of all animal waste.

Animal owners are responsible for any injury, death or damage caused by their animal.



### POSITION CLASSIFICATION

Position classification is the process used to allocate a position's defined duties and responsibilities to a job standard. The position classification process involves the department, Human Resources, and at times an external market analysis, reviewing the duties and responsibilities assigned to a position and determining the appropriate classification for the position.

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Outagamie County follows Fair Labor Standards and classifies its employees as shown below. Outagamie County may review or change employee classifications at any time.

**Exempt:** Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay, based on criteria established by the Fair Labor Standards. Some exceptions may apply by county policy.

**Non-Exempt:** Non-exempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours, based on criteria established by the Fair Labor Standard or county policy.

**Full-Time Regular Employee:** Works a regular schedule of 37.5 or 40 hours per week or meets the hours requirements of Section 7(k) of the Fair Labor Standards Act (FLSA).

**Part-Time Regular Employee:** Works a regular schedule that is, on average, less than 37.5 hours per week, with the exception of Section 7(k) for Sheriff Department employees. Part-time employees, on a pro-rated basis, are entitled to the same benefits as full-time employees, with the exception of Life Insurance and Long Term Disability Insurance, provided they are hired at or averaged at least 20 hours per week for the 12 months preceding their anniversary date. Under federal laws, part-time employees are treated the same as full-time employees under the Fair Labor Standard Act concerning minimum wage and overtime pay.

**Job Share Employee:** Job sharing means that two (or more) workers share the duties of one full-time job, each working part-time. Employees involved in a job share arrangement must sign a Job Share Agreement.

See the Job Share section of handbook for additional details.

**Casual-Call Employee:** One who is hired to satisfy or meet the needs of a department which are cyclical and recurring in nature. They may have a regular/consistent, infrequent, or variable schedule and may work as needed throughout the year but they may not work more than 960 hours in a 12-month period. A department may hire casual call employees for approved positions on their Table of Organization as their budget allows in order to meet the needs of the department. If an employee is anticipated to work beyond 960 hours within a 12-month period, the supervisor should speak with Human Resources to determine whether the status of the employee should be changed.

**Temporary Employee:** A direct hire temporary employee is an hourly appointment used to fill a classified job title in the county. A temporary employee is one who will be with the county for less than a year and one who has a specific expiration date. Temporary employees are eligible to earn leave and are covered by Social Security and unemployment compensation but do not receive any other fringe benefits.

Seasonal Employee: Any employee who works one hundred twenty days a year or less for the county. These days need not be consecutive. The work being provided does not fulfill a classified job title in the Table of Organization. For example, if an employee works for the months of January, July, and October, then the employee is a seasonal employee.

Intern: A student who works, sometimes without pay, at a trade or occupation in order to gain practical work experience as part of an academic requirement. Internships will most often be viewed as employment, unless described below, relating to other academic compensation. Interns who qualify as employees typically must be paid at least the minimum wage and overtime compensation for hours worked over 40 in a work week. There are some circumstances under which individuals who participate in internships or training programs may do so without compensation. This may apply to interns who receive training for their own educational benefit, if the training meets certain criteria. The determination of whether an internship or training program meets this exclusion depends upon all of the facts and circumstances of each such program.

Contract Workers: Typically hired to cover for absent employees (such as those who are on medical or disability leave) and temporary vacancies or to fill gaps in a county's workforce. Contract workers are typically hired through a temporary staffing agency -- in which case the temp is on lease with the staffing county but not an employee of the county. Contract workers may be contracted to perform work in a range of industries, such as system support, labor, education, information technology, and healthcare. Some temporary jobs may lead to regular employment where appropriate. More often, however, departments procure contracted staff for a specific business purpose while avoiding the cost of hiring regular employees.

Contract workers may work full or part-time but are not eligible for county benefits. Any benefits a worker may be eligible for would be provided by the contracting agency, where applicable. The maximum contract assignment for any temporary contract worker is twelve (12) calendar months. Any assignment needed beyond twelve (12) months must be approved by Human Resources.

*Note: Contract workers are not considered benefit eligible employees of Outagamie County and would not fall into the category of Employee as it pertains to this Employee Handbook.*

Throughout one's employment with the county, an employee's status may change, whether by voluntary or involuntary means. They may be granted a promotion, make a lateral transfer, get laid off, terminate the employment relationship, or become part or full-time. Since changes such as address and marital status are quite straight forward, they will not be discussed here. Instead, following is an explanation of the usual types of changes that may occur.

Temporary to Regular Status: A temporary employee is one who occupies a temporary slot on the Table of Organization, holds a position of limited duration for a specified period of time, or is hired to perform a specific project. A regular employee is one who occupies a regular slot on the Table of Organization and is expected to remain employed by Outagamie County so long as the work is required and the individual performs in a satisfactory manner. Temporary and regular employees may be either part-time or full-time. A temporary employee who, through continuous employment, obtains regular status in the same job classification in the same department, will have their date of employment for the purpose of determining wage rate and date of hire, vacation eligibility, and sick leave accrual established as of their date of employment as a temporary employee.

Promotion: A promoted employee is one who accepts a job assignment in a higher classification with a higher pay range. Upon moving to this new position, the employee will receive an adjusted date of hire.

Demotion: A demoted employee is one who is assigned, either voluntarily or involuntarily, to a job in a lower classification with a lower pay range. Whether the employee receives an immediate decrease in salary is determined by the circumstances at the time of the demotion and the spread of the new salary range. Demotions may be made in lieu of layoff, may be used as a disciplinary measure, or can be voluntary. Demotions must be approved in advance by the Human Resources Director. Upon moving to this new position, the employee will receive an adjusted date of hire.

Reclassification: Reclassification is the reassignment of a position from one class to another to recognize a change in the duties and responsibilities of a position or to correct a misclassification in the original assignment. Reclassifications must be approved by the Legislative Audit / Human Resources Committee and County Board. Upon moving to this new position, the employee will receive an adjusted date of hire.

Full-Time / Part-Time: In response to changing business needs or priority, the time allotted to a particular job may change from part-time to full-time, or vice versa. In those cases where a part-time position is expanding to fill full-time hours, or where a full-time position is reducing to part-time, the posting process is not normally followed. Instead, the employee who has the part-time or full-time position expands or reduces his/her hours. Occasionally, when the situation warrants, job sharing one full-time position may be allowed.

Lateral Transfer: When necessary, Outagamie County may change an employee or group of employees from one job to another within the same pay grade. When an employee is transferred to a position in the same pay grade, they will not receive an adjustment in pay nor an adjusted date of hire.

An employee in good standing may also request to transfer to another comparable vacant position for which they are qualified. Requests for such voluntary transfer should be made to Human Resources and requires the approval of the employee's department head.

Termination: This is a term used to refer to the removal of an employee from the payroll for voluntary or involuntary reasons including dismissal, resignation, retirement, or death.

Layoff: A layoff is the involuntary separation of an employee due to lack of work, lack of funds, the abolishment of a position, or other reason. Layoff plans must be approved by the Human Resources Director before they are implemented. No regular employee will be laid off while there are temporary workers serving in the same classification in the same department. Layoffs are based on job performance and seniority. Regular employees will receive at least ten (10) business days' notice prior to layoff, and each laid-off employee will be notified of all of their rights, including reinstatement eligibility and benefits. Laid-off employees will be held in a layoff pool for a period of time equal to their length of service but no longer than one year. Employees in the layoff pool have a priority for reinstatement when a vacancy occurs for which they are qualified. A laid-off employee loses their reinstatement rights if they do not return to work within ten (10) calendar days after notification. This does not apply to sunset or grant positions.



### PROPERTY INSPECTION

The county provides desks, filing cabinets, lockers and/or other storage devices, electronic or otherwise, for employee's convenient safekeeping of work materials and personal items. The storage devices remain the property of the county, and the county makes no assurance of an expectation of privacy regarding the contents thereof. Further, the county reserves the right to inspect any and all such storage containers or devices at any time and may inspect personal property on county premises where reasonable suspicion exists that the container or device may contain stolen items, firearms, drugs, alcohol, or other contraband. Further, county information in or on personal containers or devices may be accessed, if necessary, by the county.



### RECRUITMENT

The standard of the county is to recruit and select the most qualified persons for county positions. Recruitment and selection is conducted in compliance with all applicable laws. Whenever possible, vacancies are filled from current county employees, providing they meet qualification standards and are the most qualified candidate. The filling of Union positions is done in accordance with the applicable bargaining agreement. Recruitment is the responsibility of the Human Resources Department, who works in conjunction with the department in need of staff.

This section sets forth general process guidelines to be used by Outagamie County management personnel relative to the employment function. It is understood that adjustments to this process may be made as dictated by special circumstances. The following process will be the recognized process for employment functions at Outagamie County.

#### JOB OPENING

Open positions are either identified by a vacancy created or upon approval for an additional position by the County Executive and Board of Supervisors. Positions being requested from the Not Posted list will require approval from the HR Director or their designee.

The hiring manager will complete a requisition request form in the applicant tracking system for submission to Human Resources.

Human Resources will verify the opening against the Table of Organization (TO).

The HR Recruiter, in conjunction with the hiring manager, will review the position job description and update as required.

#### POSTING

Except as noted below for internal department/division promotions or transfers, the position will be posted for a minimum of five days (excluding holidays and weekends).

- Human Resources will develop the posting using the duties and requirements found in the job description/class spec and review the posting with the hiring manager.
- Postings will be on the Current Openings sections of the Outagamie County intranet site and internet sites. In addition to the official posting sites, Human Resources and the hiring manager may identify other industry and recruitment sites where the position will be posted.
- Postings will remain on the official posting sites until the position has been filled or a suitable amount of applications have been received.
- Once a position has been posted, the hiring manager(s) can view applicant data within the applicant tracking system and determine next steps within the system.

**Internal Department/Division Promotions or Transfers Only** – Hiring Managers are allowed to fill open positions in their department without posting the job for the minimum five (5) day requirement, if they fill it with an active employee from the same department and division.

To hire someone internally from within their department and division, the hiring manager must complete a requisition request in NeoGov and the departmental employee must complete the inter-department application in NeoGov. Once the application has been completed the hiring manager can then move the applicant to hire in NeoGov to begin the hiring process. While this approach may help departments fill vacancies more rapidly, hiring managers must still select the best candidate for the job based on skills, education, and performance factors reflected in satisfactory performance evaluations.

If a department or division wants to hire someone from another department or division, they must post the job internally for five (5) days at minimum, following the procedures outlined above.

#### RECRUITMENT/SOURCING

Methods and timing of external recruitment will be determined by Human Resources and the hiring manager on a case-by-case basis.

Advertising should be coordinated through and tracked by the Human Resources Department. Advertising costs may be charged back to the department.

#### APPLICANT FLOW

In order to be considered for a position, an applicant must submit their application electronically via the applicant tracking system. Only electronic applications will be accepted. Inquiries received in other departments should be directed to apply via the Outagamie County internet/intranet sites.

Unsolicited applications will not be accepted.

All applicants must apply separately for each posted opening.

Human Resources will maintain applicant data and hire records within the applicant tracking system.

#### SCREENING OF CANDIDATES

The HR Recruiter will work with the hiring manager to determine on a case-by-case basis the process for screening applicants. As requested by the hiring manager, Human Resources will assist in reviewing resumes and applications.

Candidates will be evaluated based upon their qualifications for the job being filled without regard to gender, race, color, religion, age, national origin, sexual orientation, gender identity, genetic testing, and military service or on the basis on any other protected status.

In general, consideration will be given to applicants in the following order:

- In the case of county employees who are members of a bargaining unit and who may have contractual rights related to the open position within that same bargaining agreement, primary consideration will be given according to the contractual language.
- In the case of non-union employees, selection of candidates for job openings will be determined by the county from the available internal and external applications.
- As a best practice, hiring managers should contact current managers of internal applicants with questions related to overall performance. It is expected that all internal applicants be provided either a telephone or in-person conversation.

**INTERVIEWING**

The hiring manager will coordinate and conduct interviews of candidates. The HR Recruiter will be available for consultation or to participate in the interview process.

Human Resources should be involved in interviews involving managerial or critical positions.

Hiring managers should establish and utilize set interview questions for all applicants and keep separate notes and comments on candidates interviewed. Notes and comments are not to be recorded on the original resume or application.

Employees are encouraged to discuss their interest in open positions with their supervisor. However, supervisor approval is not required to submit an application if the employee meets all eligibility requirements. When an employee is selected to be interviewed for an opening, the employee must notify their supervisor that they are being considered for a particular opening. Such notification must take place before the interview. Non-exempt/hourly employees will not be paid for the time they are interviewing or testing. They will be allowed to make up that time or take as some sort of leave time. Exempt employees should adjust their schedule accordingly.

Upon completion of interviewing, all accompanying notes and comments should be uploaded to the applicant tracking system by the hiring manager or their designee.

**TESTING**

The HR Recruiter, in conjunction with the hiring manager, will determine testing needs based on requirements of the position and will determine the point in the interviewing process where testing will be administered.

All testing will either be coordinated through the Human Resources Department or within their respective department.

Test results will be shared with the hiring manager and become part of the candidate's file.

Results of testing will remain valid for a period of six (6) months.

**SELECTION**

The hiring manager makes the hiring decision. Prior to acting on any employment decision, the hiring manager should consult with the appropriate department head and the HR Recruiter.

**REFERENCE CHECKS**

Whenever possible, a minimum of two (2) references should be secured prior to any offer of employment being extended. References are to be obtained by the department designee. Human Resources is available for assistance. Documentation of references should be maintained in the employee's personnel file or uploaded into the applicant tracking system.

**OFFERS OF EMPLOYMENT**

Starting wage rates will be determined by Human Resources in conjunction with the hiring manager in accordance with established bargaining agreement and compensation administration guidelines.

Start dates of all new hires coincide with the orientation calendar to ensure new hires are beginning employment on an orientation day and complete the necessary steps to be placed on the payroll. There may be exceptions allowed in this timing based on critical business needs. Any exceptions must be discussed with the HR Recruiter and approval obtained from the HR Director or their designee.

Verbal offers of employment may be extended by the hiring manager after consultation with the appropriate department head and HR Recruiter. Hiring managers will complete the hire process in the applicant tracking system in order to initiate the written offer letter.

Written offer letters should be drafted by the HR Recruiter. Signed offer letters and applicable new hire paperwork will be provided electronically or in hard copy to the HR Recruiter who will then attach these documents to the exam plan in the applicant tracking system.

New hire details will be provided to the HR Administrative team for entry into HR system.

**CONTINGENT OFFERS OF EMPLOYMENT**

Offers of employment are contingent on appropriate background check, POPEs (Post Offer Pre Employment Screens), education records, required certifications, and/or driver's license requirements.

Education levels will be verified for any position that requires a particular degree level. Verification will consist of receipt of transcripts or direct contact with the educational institution. The Human Resources Department is responsible to ensure that proper verification has been obtained. Documentation regarding education level verification will be filed in the personnel files located in the Human Resources Department.

Human Resources will process the appropriate background request forms upon receipt of signed release of information statements. Sheriff's department will perform investigations and administer appropriate background checks for their hires or those county employees working within the Sheriff's department. Releases must be received and background checks run prior to the

employee beginning employment. Exceptions to this will be considered based on Human Resources Director approval.

With the exception of the Sheriff's department, Human Resources will review the report information. Results of background investigations will be forwarded to the hiring manager as applicable. In the case of negative results, a course of action will be determined with the hiring manager and input from Corporation Counsel when appropriate.

Contingency documents will be stored in the employee's personnel file.

#### RELEASE OF INTERNAL CANDIDATES

It is the responsibility of the hiring manager and the selected employee's current manager to mutually agree on the starting date for the new position. In general the new starting date should be within 20 days (excluding holidays & weekends) of the accepted offer and should begin at the beginning of a pay period.

#### NOTIFICATION OF UNSUCCESSFUL CANDIDATES

All internal candidates not selected will be notified directly (in person, by phone or e-mail) by either the hiring manager or Human Resources.

Notification to external candidates interviewed but not selected, will be communicated by either telephone or using the notification functionality within the applicant tracking system.



#### SAFETY AND ACCIDENT PREVENTION

Outagamie County has a long-standing philosophy of taking pride in its practices to ensure the safety, health and well-being of all its employees. This section serves to provide guidance to all employees on the standards the county expects its employees to adhere to.

Employees injured on the job must report the injury to their supervisor immediately. All reports must be filed within twenty-four (24) hours of the injury. Suggestions from all employees regarding safety are welcome and encouraged. See Worker's Compensation section of this handbook for additional details related to reporting an injury.

Employees who transport county clients in their own personal vehicle (excluding motorcycles) and whose vehicle suffers damage during that transport may be eligible for partial reimbursement for damages.

Additional information regarding vehicle usage and insurance coverage requirement can be found on the Risk Administration webpage.



### SEPARATION FROM EMPLOYMENT

Employment with Outagamie County is governed by the common law doctrine of "at-will" employment. An employee may be dismissed at any time at the option of the county. In such case of involuntary separation, the employee's supervisor or department head will discuss the proposed action with Human Resources prior to taking action. Employees involuntarily terminated or who resign due to misconduct or poor job performance are not eligible for rehire without department head and Human Resources approval. An employee may quit employment with the county at any time. The publishing of this Employee Handbook does not guarantee or make a promise of employment nor does it create a contractual employment relationship.

Employees are encouraged to provide a two-(2)-week written notice of intent to terminate their employment. **The two weeks' notice begins the day after they turn in their notice.** This allows the county time to begin a search for the employee's replacement and/or to realign the duties within the department. An employee is considered as having terminated in good standing if they gave the fourteen-(14)-day notice or if their employment was terminated by the county for reasons other than performance or misconduct, at the discretion of the HR Director. Furthermore, failure to give proper notice will affect sick leave payout, earned and accrued vacation payouts, etc. In addition to providing a two-(2)-week notice, resigning employees must work on their last day of employment, with the exception of those on an approved medical leave, in order to be considered to have left in good standing. Other paid leave restrictions within the two-week notice period may apply and could impact the employee's ability to leave in good standing, as outlined on the Retirement/Resignation Notice on the county intranet.

In most cases, Human Resources or a department representative will collect all county property as appropriate and to discuss final pay. The exit interview is conducted by the Human Resources Department with an employee who is separating from employment with the county and is intended to gain insight into the effectiveness of county practices, to determine where personnel guidelines and processes are in need of review or revision, and to determine where supervisory or managerial practices need modification or improvement. Exit interviews will be provided whenever possible, regardless of reason for leaving, position held, or length of service.

Return of county equipment: Employees leaving county employment must return county identification cards, cars, books, manuals, keys, tools, equipment, and other county-owned items on or before their last day of work. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.



### SHORT-TERM DISABILITY

Short-Term Disability pays the employee a portion of their income for a specified period of time, as determined by the plan. The Short Term Disability plan provides coverage for injuries and

illnesses that occur outside of work. Employees are eligible if they are an active full-time employee who works at least 37.5 hours per week on a regularly-scheduled basis. Active part-time employees are eligible if their current pro-ration is at or above the threshold for benefit eligibility (i.e., health and dental insurance).

Employees may purchase coverage that would pay a percentage of the employee's weekly earnings. The maximum Voluntary Short-Term Disability Insurance benefit is determined by the plan.

Short-term disability benefits run concurrently with the Family and Medical Leave Act and/or any other leave where permitted by state and federal law. Employees on Unpaid Medical Leave while receiving Short-Term Disability payments are not required to use sick leave or vacation leave balances.



#### SICK LEAVE

Every full-time employee shall earn one (1) sick day (eight (8) hours or 7.5 hours) for each month of full-time, regular service with the County, regardless of department. Part-time employees earn one prorated day for each full month of service. A full month of service is any month in which an employee received pay for at least ten (10) times the employee's factor (Full Time Factors: 8 and 7.5; Part Time Factors: As assigned by Payroll or employee's department).

New employees that are eligible to earn sick leave can use it once it is available on the first of the month following their hire date. Any leave taken prior to having it available would be without pay.

Unused sick leave may be accumulated to a total of one hundred and twenty (120) days. Part time employees may accumulate up to 120 days times your factor.

Employees absent from work on legal holidays, during sick leave, vacation, for disability arising from injuries sustained in the course of their employment, or for other authorized leaves of absence with pay shall continue to accumulate sick leave at the regularly prescribed rate during such absence as though they were present for duty.

An employee eligible for sick leave with pay may use such leave upon approval of the manager/supervisor/department head for absence due to an employee's illness, injury, exposure to contagious disease, dental or medical appointments or due to illness in the employee's immediate family (i.e., the employee's spouse, or dependent children living in the employee's household) hospitalization, illness or dental/medical appointment requiring the employee's personal attendance. An employee on sick leave shall inform their immediate supervisor of the fact and reason therefore as soon as possible and failure to do so within reasonable time may be cause for denial of pay for the period of absence. The department head may request a doctor's certificate before approving such leave with pay if three (3) or more consecutive workdays are missed. If an employee is eligible for Family Medical Leave, that employee is required to complete FML paperwork after more than three (3) consecutive workdays are missed. Questions regarding qualifications for FMLA should be directed to the Employee Leave Administrator. The department

head may also request a doctor's certificate, for any sick leave use, before approving such leave with pay after four (4) instances of sick leave, without a doctor's certificate, are taken in a calendar year.

In order to use sick leave for serious health conditions of family members not in the immediate family, it must be covered under FMLA. Sick Leave pay may only be used for baby bonding and serious health conditions of family members not in the immediate family under Family Medical Leave.

In the event that an employee becomes ill on the job, the time actually spent off the job shall be charged to sick leave.

Absences for a fraction or part of a day that are chargeable to sick leave in accordance with these provisions may be charged in no less than fifteen (15) minute increments. Sick leave usage of less than fifteen (15) minutes must still be reported as fifteen (15) minutes.

SICK LEAVE AND RETIREMENT - Employees hired prior to January 1, 2014 who are retiring under Wisconsin Retirement will receive a 100% payout of accumulated sick leave. Employees hired on or after January 1, 2014 who are retiring under the Wisconsin Retirement System will receive a graduated percentage payout of up to 120 days of accumulated sick leave based on their length of service with Outagamie County so that: after ten (10) years of service the employee is eligible for a fifty percent (50%) payout of sick leave accumulation; after fifteen (15) years of service the employee is eligible for a seventy-five percent (75%) payout of sick leave accumulation; and after twenty (20) years of service the employee is eligible for a one hundred percent (100%) payout of sick leave accumulation. In the event of the death of an employee, the County will make the same 100% payment to the employee's estate. If an employee does not participate in the life insurance program, the employee may specify a beneficiary with the Human Resources Department for the purpose of this Section.

SICK LEAVE AND RESIGNATION – Grandfathered and accreted employees hired prior to January 1, 2014 who terminate in good standing will receive a 50%-100% payout up to 120 days of accumulated sick leave, based previously agreed to terms.

For all other employees, sick leave is cancelled upon resignation.



### SOLICITATION & BULLETIN BOARDS

In order to protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on "working time." "Working time" is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after their shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in "working areas," which includes all office areas. "Working areas" do not include break rooms, parking lots, or common areas shared by employees during non-working time.

All required governmental postings are posted on the boards located in the break rooms of county buildings. These boards may also contain general announcements. The county reserves the right to refuse permission to post or to take down any announcement.

Visitors may not solicit or distribute materials anywhere on county property, at any time.



### TELECOMMUTING

Telecommuting allows employees to work remotely for all or part of their workweek. Outagamie County considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a county wide benefit, and it in no way changes the terms and conditions of employment with Outagamie County. This guidance provides a general overview and does not attempt to address each unique situation or technology need.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

#### PROCEDURES

Telecommuting can be informal, such as working remotely for a short-term project or a formal set schedule of working away from the office as described below. Either an employee or manager can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the supervisor/county. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

#### ELIGIBILITY

Individuals requesting formal telecommuting arrangements must typically be employed in their current role for a minimum of six (6) months of continuous, regular employment and must have a satisfactory performance record. Department Heads have the discretion to authorize remote work prior to **the employee's first six months of employment**, if applicable.

Before entering into any telecommuting agreement, the employee and manager, with the assistance of the Human Resources and Information Technology departments, will evaluate the suitability of such an arrangement, reviewing the following areas:

Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.

Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.

Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework. This can be done in person or virtually, as requested.

Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

The employee understands that they are responsible for all equipment needs related to a home workspace, with the exception of a county provided laptop/tablet. The County will provide supplies related items such as: paper, ink, pens, etc. The county will not provide laptops for the purpose of working remotely. Only employees identified as having a need for a laptop when working onsite will be provided a county laptop, which can then be used for remote work as needed.

If the employee and manager agree, and the Human Resources department concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of telecommuter performance during the trial period will include regular interaction, by phone and e-mail between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and manager will evaluate the arrangement and make recommendations for continuance or modifications.

**EQUIPMENT**

With the exception of a county issued laptop, the employee will be responsible for providing/acquiring the appropriate equipment needs (including hardware, software, high speed internet, secure Wi-Fi, phone lines and other office equipment) for each telecommuting arrangement, at their own expense. The Human Resources and Information Technology departments will serve as resources in this matter. Outagamie County reserves the right to make determinations as to appropriate equipment, subject to change at any time, and in ensuring proper security is in place to protect County related data.

Outagamie County will supply the employee with appropriate office supplies (pens, printer ink, paper, etc.) as deemed necessary. Outagamie County will also reimburse the employee for business-related expenses, such as phone calls and mailing costs that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within their home for work purposes. Outagamie County will not be responsible for support of personally owned equipment, costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. Outagamie County Information

Technology Department will not provide technical support for personal equipment, even when co-mingled with county provided equipment. For liability reasons, Information Technology will also not remote into personal equipment and some technical issues for county equipment may need to be addressed onsite.

#### SECURITY

Employees must adhere to all Federal State and local confidentiality laws including *but not limited* to 45CFR160-164 Wis. Stat. §146.81 and .82 (HIPAA protected health information), Wis. Stat. Chapters 51, 54 and 55 (Mental Health and Guardianship Information), and Wis. Stat. Chapters 48, 938, and 118 (Protected Juvenile Information). Employees who choose to operate under this agreement are responsible for ensuring that all confidential information deemed to be confidential under these or any other applicable state, federal or local law remains confidential. Maintaining confidentiality includes working in a location where third parties, including family members, will not be able to overhear or see confidential information in any format, written, verbal or electronic. Employees must also take steps to secure this information including the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

#### SAFETY

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Outagamie County will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries preferably by the end of the work shift, or as outlined in a departmental policy. The employee is liable for any injuries sustained by visitors to their home worksite.

Employee request forms and supervisor assessment forms can be found on the Human Resources webpage located on MyOC.



#### TERMINATION

The Human Resources Department wants terminations to be conducted accurately and efficiently for both the employee and Outagamie County. Based on the type of termination, certain information must be provided to Human Resources.

This section will define the steps required to process an employee's termination, whether it is an involuntary termination, voluntary termination, or retirement.

Involuntary Termination: Determination by the employer that the employee's services are no longer needed. Misconduct has occurred or the employee is unable to perform satisfactorily. Note: Does not include layoff which is considered a temporary arrangement with return to work possible.

Voluntary Termination: Determination by the employee where they desire to continue the employment relationship with Outagamie County no longer exists.

Retirement: Voluntary withdrawal from one's position with Outagamie County, similar to voluntary termination, but receives a Wisconsin Retirement annuity.

#### INVOLUNTARY TERMINATION

Prior to termination, the Human Resources department will need to be contacted and a file review will need to be completed. No involuntary terminations can take place without approval from the Human Resources Director.

In the case of involuntary termination, a meeting should be scheduled with the employee, the employee's manager, and a member of the Human Resources team to discuss the details of the termination. If there are any safety concerns regarding the employee's reaction or behavior after notification, notify someone in the Sheriff's department in advance of the termination so a deputy can be placed on standby.

All involuntary terminations should be done with two persons present with the employee.

Prior to or immediately after, make arrangements for Information Technology to discontinue system access and to contact department IT resource to discontinue any department specific access.

Meet with the employee in a neutral area, such as a conference room. Inform the employee of their last day and termination reason.

Inform the employee that benefits information will be mailed to them and encourage the employee to contact the Employee Benefits Specialist for detailed benefits information. The exiting employee should also be given a copy of the Termination Frequently Asked Questions document.

Retrieve all keys, the ID badge, and any other county property before the exiting employee leaves the building.

Complete a Personnel Action in HR System to notify HR, Payroll, IT, and Maintenance. The Personnel Action should indicate if the employee is eligible for any normal payouts.

#### VOLUNTARY TERMINATION

Obtain a signed resignation from the employee indicating the employee's last day of work and complete a Personnel Action in HR System to notify HR, Payroll, IT, and Maintenance. The Personnel Action should indicate if the employee is eligible for any normal payouts.

Employees must provide two weeks' notice in order to be considered as Leaving in Good Standing. Direct the employee to the Leaving in Good Standing policy indicating what needs to be done or can be done their last two weeks.

Human Resources will contact the employee regarding an exit interview.

For employees subject to annual audiogram requirements, the supervisor will contact an appropriate medical provider to obtain an exit audiogram prior to the employee's last day of work. Contact the Risk Administrator for assistance.



### TIME REPORTING

Accurately reporting time worked is the responsibility of every employee and their supervisor/manager. Outagamie County must keep an accurate record of time worked to calculate employee pay and benefits.

Accurate time reports showing all time actually worked or time to be paid are required. These records are required by governmental regulations and are used to calculate regular and overtime pay. At the end of each pay period, the employee and their supervisor must submit the time record attesting to its accuracy, before final submission for processing.

Highway Employees: Time and equipment used must be prepared by the employee daily and submitted to the foreman.



### TOBACCO FREE WORKPLACE

A tobacco-free environment helps create a safe and healthy workplace. Outagamie County recognizes the hazards caused by tobacco use and exposure to second-hand tobacco smoke. Our goal is to provide a safe and healthy workplace environment for all employees and visitors.

No use of tobacco products including, but not limited to, cigarettes, e-cigarettes, and "spit tobacco" will be allowed within the facilities of Outagamie County, and employees must abide by department vehicle policies at all times.

Smoking or tobacco use shall be permitted only during break times and in designated smoking areas located at least 20 feet outside of the building entrance.

All materials used for smoking in designated smoking areas, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers.



### TRAVEL

Travel regulations as set forth herein are subject to approval by the Outagamie County Board of Supervisors. Included are mileage reimbursement rates, portage tips, moving expenses, temporary lodging allowances, meals and lodging rates and other employee travel related expenses. All travel paid or reimbursed to employees from county-administered funds must be done in compliance with these regulations, regardless of the funding source. Anticipated travel expenses are to be appropriated as part of the annual budget process.

Employees who travel are expected to exercise good judgment when incurring travel costs. An employee may be reimbursed for reasonable and necessary travel expenses actually incurred in the performance of official duties in accordance with the provisions herein. Reimbursement is generally limited to the most reasonable cost-effective transportation available.

A claimant shall not seek reimbursement for goods or services provided free of charge, not personally paid for by the claimant, reimbursed by another source, or which will be paid or reimbursed from another source. Any reimbursement which is received by the employee from another source for the same costs reimbursed by Outagamie County shall be deposited back to the county funding source which was initially charged.

Only travel expenses related to the conduct of Outagamie County business, including meetings, conferences, and other appropriate departmental activities, may be reimbursed.

See the My OC webpage <http://myoc.org/departments/financial-services> for additional details related to this policy.



### UNPAID LEAVES OF ABSENCE

The reason for Unpaid Leaves of Absence is for the county to allow time off, flexibility for employees, or reduce county expenses by providing an opportunity for employees to voluntarily take time off without pay. Additionally, Unpaid Leaves of Absence may be required if an employee does not have any paid leave balances, as outlined below.

#### ELIGIBILITY

All full-time and part-time employees of Outagamie County. This leave is not to be used in lieu of Unpaid Medical Leave.

#### PROVISIONS

Typically, participation in the program is subject to approval of the employee's supervisor and/or department head when an employee has exhausted their paid leave balances.

Requests to take unpaid time off will be reviewed on a case-by-case basis and may be granted at the sole discretion of the county, department or division.

Leave may be granted as a continuous block of time or in 7.5, 8, or part-time hour increments. Less than eight-hour increments may be allowed at the discretion of the department head.

An employee's vacation, floating holiday and compensatory time balance(s) MUST be exhausted before they can utilize an unpaid leave of absence.

If an employee is ill and does not have paid sick leave available, the employee will be required to substitute and exhaust remaining vacation, floating holiday, and/or compensatory time balance(s) before becoming eligible for unpaid time off.

If the leave is initiated by the department, the employee's current benefits (i.e.: vacation and sick leave accrual, and county sponsorship of the insurance programs for which the employee is a current participant) and status (full-time or part-time at a specific proration) will be maintained.

If unpaid leave is not initiated by the department, benefit eligible employees will be responsible to ensure they are paid enough hours within a month to maintain health and dental benefits or will be responsible for the entire portion of the benefit contribution to maintain their benefits. Unpaid Leave may also affect the proration of a part time employee as unpaid hours are not counted into proration calculations. If the leave is two (2) weeks or longer and/or may affect the employee's ability to have ten (10) times their Factor worth of pay on their timesheet in a month, the Unpaid Leave of Absence Request Form must be completed and sent to Human Resources. The form may be found on the intranet.

If an observed holiday occurs during an employee's unpaid leave, or occurs either the normally scheduled work day(s) prior to and / or normally scheduled work day(s) following an observed holiday, the employee will not receive his/her normal holiday pay for that holiday. The holiday may be paid in the case of a department initiated leave.

Employees who are receiving Short Term Disability (STD) payments from the voluntary STD insurance plan must be on an Unpaid Medical Leave, if not already on FMLA, in conjunction with the STD. Similarly, employees are not eligible to be on another leave while on an unpaid leave of absence.

The county reserves the right to rescind or modify the program with or without notice, and at its sole discretion.

PROCESS

Employees requesting an unpaid leave of absence must notify their immediate supervisor of their need for leave and the day(s) requested. If the leave request is approved and this is the first time the employee is requesting an unpaid leave of absence, the supervisor must inform the payroll department to add this pay code to the employee's self-service timesheet.

If the absence is 2 weeks or longer an Unpaid Leave of Absence Form must be completed. Instructions for completion are on the form.

The employee must record time used as Unpaid Leave of Absence as part of the time reporting process.



### UNPAID MEDICAL LEAVE

An employee who has exhausted or is not yet eligible for paid sick, vacation or compensatory time and who still is unable to work because of the employee's non-work related illness or injury may, upon prior written request may be granted an unpaid medical leave of absence not to exceed six (6) months by the Human Resources Director (or their designee). Such leave may be extended up to an additional six (6) months by the Human Resources Director (or their designee) upon prior written request. Where it is impossible to make a prior written request, such request shall be made as soon as possible.

Such requests shall be submitted to Human Resources and shall be accompanied by a doctor's certificate substantiating the need for such medical leave of absence. An employee granted such medical leave under this provision shall be required, at the discretion of the Human Resources Director (or their designee), to furnish the county with a medical report from their doctor for each six (6) weeks of leave.

An employee who is on an extended medical leave of absence may be placed in a similar position within one (1) year with a doctor's certificate. While the county may rely upon the determination of the employee's doctor regarding the employee's request for a leave or any extension, or for the employee's return to work, it shall have the right to obtain a second opinion from another doctor, mutually agreed upon by the employee and the county, for any extension or return to work with which a final determination will be made. If the county requires a second opinion from another doctor, the county will pay the cost of such opinion. In the event a second doctor is not mutually agreed upon, the employee and the county shall each submit three (3) doctors qualified in the area of illness or injury involved. From those six (6) doctors, five (5) names will be drawn. The parties shall then proceed to alternately strike names from that panel until a doctor is selected. The striking order shall be determined by a coin toss.

Employees on an unpaid leave of absence because of such non-work related illness or injury who are enrolled in the group health and/or dental insurance program shall be permitted to continue their participation in such programs while on such leave, under the applicable COBRA provisions. The county shall pay the county's share of the premium for any month in which a full or part time employee received pay for at least ten (10) times their Factor in a month.

Employees on an unpaid leave of absence because of such non-work related illness or injury who are enrolled in the life insurance plan can elect up to twelve (12) months of continuation by paying the group rate premium to the County Treasurer by the twenty-fifth (25th) of the month for the following month's coverage. However, for absence caused by such non-work related illness or injury, the county shall pay the life insurance premiums during the elimination period for the waiver of life premium. The cessation of this county sponsorship for the life insurance plan shall be triggered by the end of the nine (9) month time frame, employee's return to work, denial of the waiver premium by the life insurance company, or death, whichever occurs first.

Employees on Unpaid Medical Leave while receiving Short-Term Disability payments are not able to use sick leave or vacation leave balances.



### VACATION

Outagamie County recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The county provides paid vacation time to full-time and benefit-eligible part-time employees for this purpose, and employees are encouraged to take vacation during the year. Part-time employees who are regularly scheduled to work 20 or more hours per week will be eligible for paid vacation on a pro-rated schedule.

Vacation is determined by an anniversary year system, where on the anniversary date of hire, the employee is granted a new allotment of vacation benefit. The exact allotment granted is determined by the years of continuous service, the full-time/part-time status, and the employee's continuity of service.

Vacation benefits for full-time employees are accrued at the rate of one-twelfth (1/12th) of the employee's authorized vacation for each full month of employment in the previous anniversary year. A full month of employment is any month in which an employee received pay for at least ten (10) times the employee's Factor (Full Time Factors: 8 and 7.5; Part Time Factors: As assigned by Payroll or employee's department).

Part-time employees meeting the benefits-eligibility requirements of the county receive a pro-rated portion of the vacation allotment, according to actual time worked in relation to a full-time employee with the same number of continuous years of service. Vacation hours are determined on the employee's anniversary date of hire by Financial Services, taking into account the hours paid during the twenty-six (26) pay periods immediately prior to the anniversary date.

Vacation granted upon hire within the first year of employment may be adjusted if an employee takes a new position or posting. For example, if a part time employee takes a full time posting within the initial year of hire, his or her vacation balance will be increased based on the number of months in the full-time position. Conversely, for example, if a full time employee takes a part time position within the initial year of hire, his or her vacation will be reduced based on the number of months in the part time position.

Vacation can be taken at times mutually agreed upon by the employee and their supervisor. Employees are encouraged to take their vacation in half day, full day, or full week increments. However, a department head may allow vacation time to be used in as small as fifteen (15) minute increments.

An employee who presents an acceptable medical excuse from their physician as proof of illness, and which includes the dates of the illness, may have that portion of their vacation leave converted to available sick leave.

Vacation allowances are not cumulative from year to year. However, on those occasions when an employee has not used all their vacation allotment prior to reaching their anniversary date, a maximum of five (5) days will be automatically carried over into the employee's next anniversary year. Any accumulated vacation over five (5) days will only be carried over with written approval of the department head and Human Resources. Benefit eligible part-time employees vacation

carryover will be prorated. This carry over vacation must be used prior to the employee's following anniversary.

Upon leaving in good standing from county service and following one (1) year of employment, an employee shall be paid for all unused vacation leave at the time of their leaving county employ due in the current anniversary year plus a pro-rated amount of vacation allowance due in the succeeding anniversary year, based on length of service subsequent to the employee's anniversary date. Leaving in good standing includes death and retirement and also voluntary termination, where the employee gives notice thereof at least fourteen (14) calendar days prior thereto and remains in active employment during such fourteen (14) day period, and termination caused by layoff, but it does not include discharge for disciplinary reasons. Such pro-rated amount will be computed on the employee's eligibility as of the time of termination, during the second year – pro-ration of two weeks, etc. In the event of the death of the employee, any wages and vacation payments due the employee will be made by a check issued to the employee's life insurance beneficiary, or if none is designated, to the estate of the employee. If an employee does not participate in the life insurance program, the employee may specify a beneficiary with the Human Resources Department for purposes of this Section.

Those employees who terminate in good standing, following one year of service, will be paid for earned but unused and/or accrued vacation allowance. However, if the employee terminated employment prior to completing an anniversary year of continuous service, they are not eligible for any vacation payout. Employees satisfying the service criteria will receive payment for accrued vacation allowance on a pro rata basis from the previous anniversary date to the date of termination (computed to the nearest one-quarter (1/4) month) and based on their eligibility level as of the date of termination and the provisions of the definition of "full month", above.

Retiring employees may extend their final date of retirement up to 30 days, by using unused vacation days, provided they satisfy the adequate fourteen (14) day notice provisions.

Employees who are leaving in good standing must have any vacation requests for time off during their fourteen (14) day period of notice re-approved by their department head, and cannot have vacation as their last day of pay, unless the absence was pre-approved, due to medical leave, or the result of retirement.

Employees who are on Federal Family Medical Leave will be required to use their vacation accumulation if they remain off work and have exhausted their sick leave accumulation following their choice period, unless on short-term disability.

A full-time employee's earned vacation to be taken during their anniversary year is determined as of the anniversary date of employment. Service shall be construed as full-time regular service with the county, regardless of department.

Each department head/manager/supervisor shall approve vacation in accordance with operating requirements, and insofar as possible, based upon a request of the employee.

Below is a table outlining the vacation schedule for all employees.

	Upon Hire	After three years of service	After eight years of service	After 15 years of service
ALL EMPLOYEES (excluding DSA)	Two Weeks	Three Weeks	Four Weeks	Five Weeks



### VISION INSURANCE

The county offers single, employee plus one, employee plus children, and family voluntary vision insurance for those that are benefit eligible. Vision Insurance is paid 100% by the employee.

Vision insurance coverage provides an opportunity for employees to save money on routine vision exams, contacts, eyeglass frames, and lenses. Additional details regarding this benefit can be found on the Human Resources webpage.



### VOLUNTARY SHARED LEAVE

The Outagamie County Human Resources Department administers a County Executive initiative called Voluntary Shared Leave which allows one employee to assist another employee by donating earned vacation in case of a prolonged, life-threatening medical condition or accident which exhausts the employee's available paid leave sources, i.e. sick leave, vacation, floating holiday and compensatory time, and forces the employee to be on a leave without pay.

Because Voluntary Shared Leave is a County Executive initiative, authorizations and approvals under this program are at the sole discretion of the County Executive.

This section of the handbook describes the conditions under which an employee may be eligible to receive or donate leave, the process of application for receipt or donation of leave, and provides forms for those purposes.

Voluntary Shared Leave is intended to be used by employees with a prolonged, life threatening medical condition and one that is likely to require an employee's absence from work for a prolonged time.

Voluntary shared leave does not apply to incidental, normal, and/or short-term medical conditions or illnesses. This includes conditions such as short-term, sporadic recurrence of chronic allergies or conditions; short-term or sporadic absences due to contagious disease; or short-term, recurring medical or therapeutic treatments. These examples are illustrative only, and are not intended to be all inclusive. Each case will be examined and decided based on its conformity to policy intent.

Voluntary shared leave is not intended to circumvent the requirement of management to have duties performed, or limit management's right to deny a request for leave without pay.

RESPONSIBILITY

Human Resources responsible for coordinating this program and interacting between the employees involved, the County Executive or their designee, and Payroll staff.

GUIDELINES

Donated hours can be used while an employee is on a Family and Medical Leave or unpaid Medical Leave as described in the Employee Handbook, or Collective Bargaining Agreement. When an employee is on unpaid Medical Leave and using shared leave, the income generated by the shared leave will not disqualify the employee from eligibility for the unpaid Medical Leave.

Employees on worker's compensation are not eligible to participate in Voluntary Shared Leave as a recipient.

Employees who are receiving Short Term Disability (STD) payments from the voluntary STD insurance plan available through Outagamie County are not eligible to participate in Voluntary Shared Leave as a recipient.

Program participation is limited to 1,040 hours (prorated for part-time recipients), either continuously or, if for the same condition, on a recurring basis. Additional verification from the physician may be required. The number of hours of leave an employee can receive is equal to the projected recovery or treatment period (up to a maximum of 1,040 hours), less the employee's combined vacation and sick leave balance as of the beginning absence, including Family and Medical Leave.

The employee must exhaust all available vacation, sick leave, floating holiday, and compensatory time (comp time) before using any donated shared leave.

Shared leave ends when the employee returns to work, even for a part of the employee's regular shift. In the event that there is a balance of donated leave when the employee returns to work, the donated leave will be returned to the donator(s) in reverse order of the date the donation was received in Human Resources.

The establishment of a leave bank for use by unnamed employees is prohibited. Leave must be donated on a one-to-one personal basis.

An employee may not directly or indirectly make any attempt to intimidate, threaten, or coerce any other employee for the purpose of soliciting leave. Such action is considered a personal conduct issue and subject to disciplinary action, including dismissal.

All information from the applicant and the donator will be kept strictly confidential, including the identity of the donator. In the event the applicant wishes to divulge any information, medical or otherwise, they may do so. However, there will be no release of information by Outagamie County, Human Resources, or Payroll, with the exception of a short announcement if the recipient grants permission to disclose their information.

ELIGIBILITY

Any county employee who is eligible to accrue vacation may participate in this program and may apply to receive leave donations at any time when faced with a prolonged, life threatening medical condition.

A prolonged, life-threatening medical condition is one which has already or is likely to require an employee's absence from work for a prolonged period. A prolonged period is generally considered to be at least twenty (20) consecutive work days.

An exemption to the twenty (20) day requirement may be made if the employee has had previous, random, and excessive absences for the same condition as that for which shared leave is currently being requested; or if the employee has had a different but prolonged, life-threatening medical condition within the past twelve (12) months.

**PROCESS**

An eligible employee may apply to receive shared leave by submitting a completed Application to Receive Voluntary Shared Leave form to the Human Resources Department.

Only those applicants who currently have a zero balance in all paid leave accounts, i.e. sick leave, vacation, compensatory time, and floating holiday, will be considered.

The employee requesting the shared leave must provide a physician's statement describing the specific nature of the medical condition, prognosis, and the estimated recovery or treatment time. To do this, the employee can either attach such certification to the application form, or, in the event the employee is currently on Family and Medical Leave, they can choose to use the Health Care Provider Certification that justified that leave, so long as the date of the Family and Medical Leave Certification is within twelve weeks of the date of the Voluntary Shared Leave application. If an employee has used all of their Family and Medical Leave and is now applying for or is currently receiving unpaid Medical Leave, they must once again provide a certification from their physician justifying the need for the continued absence.

Human Resources will research the requesting employee's attendance history, provide information as to paid leave balances; and present the application form to the County Executive or their designee who will approve or deny the request.

The employee requesting the shared leave will be informed by Human Resources as to the results of the approval process.

**DONATION PROCESS**

Any eligible employee, i.e. one who currently has earned vacation in their vacation account, can donate vacation leave to another eligible employee. Attempts to donate sick leave, compensatory time or floating holidays will not be approved.

An employee may donate shared leave by submitting a completed Voluntary Shared Leave Donation form to the Human Resources Department.

An employee may not donate more than his/her available earned vacation amount.

The minimum allowable donation must be equal to the donator's full workday increments, whether in eight (8) hour, seven and one-half (7.5) hour, or prorated (part-time) blocks.

A full-time employee's donated hours, whether eight (8) hour or seven and one-half (7½) hour blocks, will be received by the full-time applicant in that same increment. That is, if an employee who normally works a seven and one-half (7½) hour day donates a day to an applicant who normally works an eight (8) hour day, the donation will be credited as seven and one-half (7½)

hours. Likewise, if an eight (8) hour employee donates a day, it will be received by the seven and one-half (7½) hour recipient as eight (8) hours. In the event a part-time employee donates one of their regular days, for example a four (4) hour day, to a full-time employee, that recipient will receive four (4) hours. In the event a full-time employee donates an eight (8) hour day to a part-time employee, the part-time recipient will receive eight (8) hours. At no time will a recipient be paid for more than the number of hours they normally work. In all cases, donations will be credited to the first day the recipient has been unpaid. For example, if the recipient had unpaid days beginning June 2nd, and on July 10th they received a donation of one (1) day, that donation would be paid out on the current check cycle but credited to June 2nd.

Human Resources will confirm that an employee who wishes to donate earned vacation actually has the vacation, will coordinate the donation with Payroll, and will inform the employee that their donation has been accepted or rejected.

DISCLAIMER

The Voluntary Shared Leave Program is an initiative of the County Executive and may be continued or discontinued at any time and without recourse by the participants in this Program.

The form to request Voluntary Shared Leave can be obtained from Human Resources.



VOLUNTEERS

Outagamie County recognizes the value of the contributions made by volunteers to the community and in support of county programs. However, volunteers also expose the county to potential risk and liability. Proactive risk management efforts can control and minimize liability exposures and help ensure that the use of volunteers is a positive experience for the volunteers, Outagamie County and its residents.

This section of the handbook sets forth minimum requirements for the use of volunteers in support of county objectives. Due to the nature of various volunteer programs throughout the county, additional steps, training or safeguards may be prudent or required and are not limited by this section.

A volunteer of Outagamie County is defined as an individual recognized and authorized by Outagamie County or one of its officials, agents or employees to perform services on behalf of Outagamie County without receipt of salary or compensation other than expense reimbursement.

RESPONSIBILITY

It is the responsibility of the management staff of each department utilizing volunteers to ensure the provisions of this section of the handbook are followed and that any additional steps, training or safeguards which would minimize exposure to liability are instituted.

The Human Resources Department, Risk Administrator, Corporation Counsel and other departments are available as needed to assist with evaluation of technical issues associated with the operation of the volunteer programs.

INSURANCE COVERAGES

General Liability. The county's general liability insurance policy provides that any expressly authorized volunteer of the county, while acting within the scope of their volunteer service, is covered by the policy, subject to its terms, conditions and exclusions.

If a volunteer's actions cause physical injury or property damage to another and the injured party files a claim against or sues the volunteer, the county or its insurer will defend the volunteer and be responsible for any financial judgment incurred, provided that the volunteer was acting within the scope of their responsibilities, gives notice of the claim to the county and cooperates in the defense or litigation.

Automobile Liability. The county's automobile liability insurance policy states that anyone operating a county owned vehicle with the permission of the county, or their personal vehicle while conducting county business, is an insured subject to policy terms, conditions and exclusions. However, when using a personal vehicle, the county's automobile liability coverage is secondary, or excess, over any other insurance available to the volunteer. Volunteers who use their own vehicle to conduct county business should confirm with their insurance provider that there is coverage for such use. The county does not provide any physical damage coverage for the volunteer's personal vehicle.

For any volunteer that is likely to drive in the course of their service, the Department is required to obtain and maintain on file a Certificate of Insurance or Insurance Identification Card that verifies automobile insurance coverage at least equal to the Wisconsin minimums. The Department will also obtain evidence of continued coverage if the volunteer's insurance expires during the term of service with the county. State minimums are listed on The Risk Administration website under the "Insurance Info" tab.

Volunteer Accident Policy. The county provides accident insurance to all volunteers which covers medical, dismemberment and death benefits to a maximum of \$25,000 per occurrence along with a \$1,000 dental benefit. These benefits are payable for an injury sustained while on the county premises and participating in authorized volunteer work or while traveling in connection with volunteer activities while under direct supervision of the county. The county does not provide any coverage for loss of income, permanent disability or other non-monetary damages or injuries.

Reporting. Volunteers must report all incidents/accidents related to their volunteer service to their supervisor as soon as possible and complete a Volunteer Report of Injury or Accident (Addendum 3) which must be forwarded to the Risk Administrator within 48 hours. Verbal notification to the Risk Administrator should be made as soon as possible.

MINIMUM PROCEDURAL REQUIREMENTS

All volunteer candidates should be screened and interviewed based on interests and suitability for the responsibilities of the assignment by the supervising department. References should be obtained, documented and retained.

Basic information will be collected and maintained by the supervising department or agency for all individuals retained as volunteers prior to the provision of any services on behalf of the county. The basic information will include: Name, Telephone Number, Address and Date of Application.

An Outagamie County Volunteer Information Form is attached (Addendum 1). Use of this particular form is optional. Based on the nature of the volunteer assignment, additional information may be required.

Criminal Background Investigations will be required for volunteers who are assigned tasks in which there will be unsupervised interaction with clients and/or where the handling of money or sensitive information is involved. The Human Resources Department will pay for Criminal Background Checks and will assist with processing the checks as necessary. Any questionable information obtained in a background check should be discussed with the Human Resources Department or Risk Administrator.

Motor Vehicle Operations Checks are required for all volunteers whose responsibilities will include driving any vehicle (county or personal) in the fulfillment of their assignments. Any check that reveals an infraction within the past 3 years must be reviewed with the Risk Administrator. Details for completing Motor Vehicle Operations Checks can be found on the Risk Administration website under the "Insurance Info" tab.

The supervising department or agency will provide all volunteers with a written description of their responsibilities and duties and should include at a minimum: volunteer title, supervisor or point of contact, objective of the position, duties of the position, and requirements necessary to perform the duties. The supervising department or agency will control the time and activities of the volunteer and maintain records which will, at a minimum, indicate the beginning and end of volunteer service for each individual.

All volunteers should receive basic training on how to carry out their responsibilities. Based on the complexity and responsibility of the assignment, instruction will vary from an informal orientation to a formalized training program. Training will include safety issues and incident reporting information.

It will be the responsibility of the supervising department or agency to monitor the performance of volunteers and ensure that volunteers are performing up to standards and in the best interests of the county. Those not performing up to expectations will be relieved of their responsibilities.

**RECORDS RETENTION**

Records of each volunteer's basic information, begin and end dates, and any other pertinent information will be retained by the supervising department or agency for a period of seven years. In the event a juvenile is retained as a volunteer, those records will be kept for a period of seven years from the date the individual reaches the age of majority (18).

A copy of the Volunteer Form can be obtained from Human Resources.



**WHISTLEBLOWER PROTECTIONS**

A whistleblower as defined by this policy is an employee of Outagamie County who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this

Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities include but are not limited to violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the Human Resources Director or their designee. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas – confidentiality, and anti-retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. Outagamie County will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the Human Resources Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

In the event that such a report requires disclosures of trade secrets, the D TSA provides for immunity to the employee for certain disclosures of trade secrets.

Pursuant to 18USC1893(3) and Wis. Stat. § 134.90(1)(c), the term "trade secret" means all forms and types of financial, business, scientific, technical, economic, or engineering information, including patterns, plans, compilations, program devices, formulas, designs, prototypes, methods, techniques, processes, procedures, programs, or codes, whether tangible or intangible, and whether or how stored, compiled, or memorialized physically, electronically, graphically, photographically, or in writing if— (A) the owner thereof has taken reasonable measures to keep such information secret; and (B) the information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable through proper means by, another person who can obtain economic value from the disclosure or use of the information.

Defend Trade Secrets Act (D TSA) Compliance: "Immunity from Liability for Confidential Disclosure of a Trade Secret to the Government or in a Court Filing:

(1) Immunity—An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that—(A) is made—(i) in confidence to a federal, state or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

(2) Use of Trade Secret Information in Anti-Retaliation Lawsuit—An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if

the individual—(A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order.”



### WISCONSIN RETIREMENT SYSTEM

Employees expected to work 1200 hours and at least one year are eligible to participate in the Wisconsin Retirement System (WRS) as administered by Employee Trust Fund (ETF). This State-administered program covers employees from the first day in a qualifying position; however, employees hired on or after July 1, 2011 will be subject to a five (5) year vesting requirement.

The retirement plan consists of two parts: an employee-required portion and an employer-required portion. Outagamie County pays the employer portion, and employees are responsible for paying the employee-required portion. However, Sheriff’s Department protective status management staff hired prior to July 1, 2011 will have the same Wisconsin Retirement System contribution arrangement as the Deputy Sheriff’s Association. Contribution rates are determined by the Trust Funds Board and are subject to change.

A separation benefit from the Wisconsin Retirement Fund can be taken upon termination of employment. The termination must occur any time prior to age 55 for general category employees, or if over 55, a separation benefit would be available to participants who are not vested. A separation benefit is a lump sum withdrawal of the employee contribution balance which will include all employee contributions (whether deducted from the employee’s salary or paid on the employee’s behalf by the county) plus accumulated interest. The employer-required contributions are forfeited.

On retirement, employees vested in the Wisconsin Retirement System can apply for a lifetime monthly annuity based on the plan’s available formula calculation or other options as allowed by ETF. Employees severing their employment status with the county should contact the Human Resources Department to obtain the applicable forms and information regarding their retirement account. Retiring employees are encouraged to contact ETF at least six (6) months in advance of their anticipated retirement date.



### WORK WEEK AND HOURS

Outagamie County maintains work hours which are compatible with state law, departmental functions, and the maintenance of effective work schedules. The county reserves the right to modify the normal schedule of hours.

Each payroll period is two weeks long, beginning on a Sunday and ending on a Saturday, and is known as a bi-weekly payroll, with the exception of certain Highway employees who are on a semi-monthly schedule. Payday for most county employees is every other Friday.

With the exception of Section 7(k) Sheriff Department employees, the normal work day for regular full-time employees shall generally be 7.5 - 8 hours and a normal work week shall generally be 37.5 - 40 hours. Employees on a 37.5 hour work week schedule shall be compensated at straight-time pay for all hours worked between thirty-seven and one-half (37.5) and forty (40) hours per week.

Brewster Village: Full-time regular Brewster Village employees shall work a normal day of eight (8) hours and a normal work period of forty (40) hours or eighty (80) hours, depending on assignment. Brewster Village nursing staff will receive a shift differential as defined on the wage schedule. The work schedule will be posted at least two (2) pay periods in advance and posted on the respective neighborhoods. In the event of a layoff, the work schedule shall be made two (2) weeks in advance of the effective date of the layoff and posted on the respective neighborhoods. Any deviation from this schedule, if requested by an employee, shall be the responsibility of the employee to have someone to work in their place as long as it does not involve overtime pay. Exceptions may be made in cases of illness, bereavement leave, or vacation.

Sheriff's Department: The normal work week for full-time employees classified as Telecommunicator, Correctional Officer, and Jail Operations Assistant will typically be 5 on – 2 off, 5 on – 3 off, and the normal work day for such employees shall consist of an eight and one-third (8.20) hour shift. Shifts for Communication Center Personnel and Jail Operations Assistants shall be assigned as determined by the county. Other assignments to the various shifts may be made by the county as needed.



### WORKER'S COMPENSATION

It is the policy of the Outagamie County to provide a workers' compensation program at no cost to employees. This program covers any injury or illness sustained in the course of employment.

Workers' compensation is a "no-fault" system that provides compensation for reasonable medical expenses and wage losses to employees who are injured or who become ill because of employment.

Outagamie County has self-funded workers' compensation insurance with a third-party claims administrator. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job. Worker's Compensation begins on the employee's first day of work.

The County abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, the employee is required to notify the Supervisor and/or Risk Administration. The employee will complete and sign an Injury Report. The Supervisor will also complete an injury report and return both the employee's and their form to the Risk Administrator who will file the claim. In cases of true medical emergencies, the employee should report to the nearest emergency room and notify his or her supervisor as soon as possible.

In the case of serious work-related injury which requires the employee to leave work to seek medical attention on the date of the injury, a full day's pay will be allowed for the first day, regardless of what time of day the injury was sustained after the official starting time. Per Wisconsin

statutes, Chapter 102, if an employee misses work due to a work injury (or work illness), workers' compensation will pay up to two-thirds of the employee's gross average weekly wage. A three-day waiting period may apply. To receive any wage benefit, missed time must be authorized by the employee's treating physician.

No employee will be allowed to take sick leave for an occupational injury except as cited above, as per ruling of the Wisconsin Division of Workers' Compensation. Compensation is always paid on legal holidays falling on a work day, and when an employee is off work due to an injury over a holiday, they cannot receive holiday pay from the County. Compensation is figured at six (6) days per week.

If an employee returns to work after an injury and they have to go back to their doctor for treatment or checkup, such time can be charged to sick leave. If any employee is off from work at the close of the year because of occupational injury and still has unused vacation time, such time can be taken in the following year, with authorization from the Administrator.

During the time an employee is receiving temporary-total Worker's Compensation benefits, the County will continue paying its share of the Health Insurance premium, for a maximum of twelve (12) months.

Worker's Compensation Differential Pay for Correctional Officers, Telecommunicators, Process Servers, Operations Assistants & Records Specialists (former OCJCA employee group): In the event a full time employee becomes entitled to and receives Worker's Compensation payments for temporary-total or temporary-partial disability under Chapter 102 of Wisconsin Statutes, the employee's Worker's Compensation payments will be supplemented so that the employee will receive eighty percent (80%) of their full salary during said period up to a maximum of twenty-six (26) calendar weeks from the date of the original injury or illness. This shall be accomplished by the County paying the employee the difference between the employee's Worker's Compensation check and the employee's normal salary for the period covered by said Worker's Compensation check. For purposes of this paragraph only, an employee shall be considered as entitled to Worker's Compensation payments for temporary-total or temporary-partial disability during the first three (3) days of any illness or injury, notwithstanding the provisions of Chapter 102 of Wisconsin Statutes. Part time employees in these positions do not qualify for this differential pay.

Workers' compensation benefits (paid or unpaid) will run concurrently with the Family and Medical Leave Act, if applicable, and where permitted by state and federal law.

Information on how to report an injury can be found on the Risk Administration webpage <http://myoc.org/home/showpublisheddocument/4646/638047862218330000>

## GLOSSARY OF TERMS

*The following definitions are in alphabetical order and are presented here as resources for your use as you use the handbook.*

**Active Employment:** Performing actual work for the county for which the employee receives pay.

**Adjusted Date of Hire:** A date used as a starting point to track such things as time in grade.

**Allocation:** The assignment of a position to a class.

**Anniversary Date:** The date an employee begins county employment. Also known as "Date of Hire".

**Board:** The Outagamie County Board of Supervisors.

**Class:** One or more positions which are sufficiently alike in duties and responsibilities to warrant using the same title, similar qualifications, selection processes and the same pay range.

**Class Specification:** A written description of a class containing the class title, a general statement of the duties and responsibilities, examples of typical duties performed, and minimum qualifications required.

**Class Title:** The official designation or name of the class as stated in the class specification. The class title shall be used on all personnel records and other official personnel actions.

**Classification Plan:** The sum total of all job class specifications in the county service and a system showing salary and classification relationships.

**Compensatory Time:** The hours absent from duty granted to compensate for authorized overtime worked.

**Continuous Service:** The total length of employment with the county without break or interruption.

**Demotion:** The assignment of an employee from one class to another class with a lower pay range.

**Department:** A unit of government having a separate operational budget, usually reporting directly to the County Executive.

Department Head: A county official with the responsibility for the operation of a county department and that department's budget.

Disciplinary Action: The action taken to discipline an employee for cause which may include any action from a verbal reprimand up to and including discharge.

Effective Date: The date at the beginning of a payroll period on or following the eligibility date for which a change in pay is to be implemented.

Eligible: A person certified as meeting the training, experience, and skill requirements and as successfully completing all parts of the selection process when formal selection devices are used.

Eligibility Date: The date an employee becomes eligible for benefits and/or change in salary.

Eligibility List: A list of persons eligible to fill positions in a particular job class.

Emergency Appointment: An appointment not to exceed thirty calendar days which may be made in case of unforeseen emergency and when necessary to prevent impairment of county service.

Employee: An individual who is employed by the county and is paid in part or whole through the county payroll. This specifically excludes leased, employment agency and independent contractors.

Employee Complaint: A formal employee complaint regarding alleged poor working conditions, unjust application of discipline, or unfair application or violation of the personnel rules and regulations of the county or the department for which the employee works.

Entrance Pay Rate: The rate at which an individual not currently on the payroll will normally be paid upon joining the county service.

Full Month of Service: Minimum of ten (10) times an employee's Factor (Full Time Factors: 8 and 7.5; Part Time Factors: As assigned by Payroll or employee's department); 10 is derived from 10 days of service in a month.

Immediate Family: Includes spouse, child, parent, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent, stepparent, stepchild, stepbrother, or stepsister.

Jurisdictional Committee: That committee established by the County Board to be the policy and budget oversight committee for a particular department.

Layoff: The involuntary separation of an employee because of lack of work, lack of funds, or the abolishment of a position.

Leave: An authorized absence from regularly scheduled work hours which has been approved by proper authority.

Overtime: Time an employee is directed and authorized to work in excess of forty (40) hours in one work week, or other hours as determined by Federal or State law for applicable law enforcement or Brewster Village staff.

Pay Plan: A schedule of pay ranges for all classes of positions in the county service.

Pay Range: The minimum and maximum rates of pay established for each class of positions.

Position: A grouping of duties and responsibilities to be performed by an employee. A position may be filled or vacant, full-time or part-time, regular or temporary.

Promotion: The assignment of an employee from one class to another class with a higher pay range.

Reclassification: The reassignment of a position from one class to another to recognize a change in the duties and responsibilities of a position or to correct an error in the original assignment.

Reinstatement: The action by which a former employee may be reinstated to a position with pay and/or fringe benefits comparable to that received at the time of separation or as may be appropriate at the time.

Reprimand: A written notice to an employee that the supervisor believes a deficiency exists in the employee's work performance or conduct and improvement is needed, which is filed in the employee's Human Resources Department personnel file.

Supervisor: The person responsible for the assignment, direction and evaluation of the work of another employee.

Termination: The removal of an employee from the payroll for voluntary, or involuntary reasons, including dismissal, resignation, retirement, or death.

Transfer: The assignment of an employee from one position to another in the same class or to a class with the same pay range.

Vacancy: A duly created position which is not occupied and for which funds have been provided.

## ADDITIONAL RESOURCES

Internal Outagamie County Website (for employees only)  
<http://myoc.org/>

External Outagamie County Website  
<https://www.outagamie.org/>

Administrative Rules & County Executive Newsletter  
<http://myoc.org/departments/county-executive>

Human Resources Webpage  
<http://myoc.org/departments/human-resources>

Tyler-Munis Employee Self-Service  
<https://outagamie.munisselfservice.com/>

Various Policies and Procedures  
<http://myoc.org/applications/policies-procedures>