



ROCK COUNTY

ADMINISTRATIVE

POLICY AND PROCEDURE

**January 1, 2020**

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# **Section 1: Introduction**

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INTRODUCTION

This Policy and Procedures Manual (hereinafter referred to as “Manual”) sets forth the policies and procedures of Rock County, Wisconsin. The purposes of this Manual are: (1) to provide management with the information necessary to fulfill its responsibilities to its employees; and (2) to provide for fairness and equity in the treatment of employees. This Manual also informs employees about what the employer may generally expect from them so as to guide employees in their professional duties and in fulfilling their responsibilities as public servants.

None of the statements or policies outlined in this Manual are meant to create any contract of employment, nor do they imply that the employer is guaranteeing employment for any person or changing the at-will employment relationship in any manner. This Manual is not, nor is it intended to be, construed as an employment contract or to guarantee any rights to employees.

To the extent this Manual conflicts with specific language in applicable collective bargaining agreements covering certain personnel, the specific language of the collective bargaining agreement shall control over the language of this Manual.

Final interpretation and implementation of any of the policies or rules in this Manual are vested solely with the County through the County Administrator. The policies are subject to change at any time by the employer and will be reviewed and revised periodically. Additions, deletions, and changes will be distributed to all employees.

The contents of this Manual are not to be used as a substitute for any controlling ordinance, resolution, regulation, state or federal statute, code, common law or other legally binding authority. Detailed descriptions of the health plans are contained in other documents.

The policies in this Manual are intended for all employees of Rock County. **Employees are accountable for reading and understanding these policies and procedures.** The County reserves the right to revise, change, or terminate policies or procedures at any time, with or without notice.

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Josh Smith  
County Administrator

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Date



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COMPLIANCE WITH POLICIES AND PROCEDURES

Rock County has established the policies and procedures found in this Manual in furtherance of the effective operation of the County and to provide high quality service to all Rock County citizens, including those persons interacting with the County government.

The County expects all employees to demonstrate professional, competent and reasonable behavior, and to continually serve, both on duty and off-duty, as positive examples of the high-quality personnel affiliated with this organization and consistent with the high expectations of the public.

Compliance with the policies, rules and general expectations of conduct is of paramount importance in order to fulfill these objectives and for the employee to have a successful career in Rock County government. Failure to comply with these Policies and Procedures, and general expectations of conduct, can undermine these objectives, and the trust and confidence that the public, businesses, employees and officers of the County must have in that employee.

The County treats all violations of policy and procedure, and the general expectations of conduct very seriously. Violations of these Policies and Procedures, and the general expectations of conduct can subject an employee to discipline, up to and including discharge.

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**Rock County Mission Statement**

To enhance the quality of life, health, safety, and trust of all citizens by providing top quality public services through a creative and responsive team committed to excellence, integrity, accountability, and respect.

**Core Values**

Honesty - Integrity - Respect

**Vision**

- **SERVICE** to the public is our fundamental reason for being. We strive to treat citizens with courtesy and as valued customers.
- **COOPERATION** among our staff and departments creates a smooth running organization. These collaborative attitudes and efforts are reflected in our working relationships with other public entities, the business community, nonprofit organizations, and citizens.
- **DILIGENCE** is the foundation of our work ethic. We challenge and inspire all staff to be efficient and effective in carrying out day-to-day tasks and activities.
- **ACCOUNTABILITY** is vital to maintaining public trust. We ensure accountability for our actions by adopting and enforcing policies, procedures, and processes that withstand the test of public review and scrutiny.
- **FISCAL RESPONSIBILITY** is fundamental to the way we conduct business. We maximize our human, physical, and financial resources in order to provide effective stewardship of public funds.
- **COMMUNICATION** and an informed citizenry are essential to the democratic process. We are committed to providing citizens with relevant, accurate, and timely information about our goals, services, and the decisions that will affect the public.
- **INNOVATION** and creativity shape our future. We encourage staff to challenge the status quo and discover new ideas or better methods. We foster staff development in order to respond to changing needs in our community.

- **SAFETY** is critical to a high standard of living. We protect the citizenry through prevention, early intervention, treatment services, and enforcement of the law.
- **ENVIRONMENT** is central to our community. Preservation of our natural environment ensures that generations to come will enjoy the resources we value and preserve. Caring for our social environment ensures that community remains a vital part of our culture.
- **DIVERSITY & INCLUSION** - Rock County commits to a diverse workforce that increases creativity and provides a safe, inclusive, and motivating environment for all employees, citizens, and those we serve. Rock County promotes a workplace that provides respect, fairness, and work-life balance; maintains opportunities for all to excel in their careers; and is void of discrimination and prejudice.

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OPEN COMMUNICATION

At Rock County, we believe that communication is at the heart of good employee relations. Employees should always be fair and courteous to fellow employees, clients, vendors, and the general public. Employees should share their concerns, seek information, provide input, and resolve work-related issues by discussing them with their supervisors until they are fully resolved. It may not be possible to achieve the results an employee wants, but the supervisor needs to attempt to explain in each case why a certain course of action is preferred. If an issue cannot be resolved at this level, the employee is welcome to discuss the issue with the manager of his/her department. The supervisor should set up a time for both of them to meet with the manager. If the employee's concern cannot be resolved with the manager, the employee may discuss it with the Human Resources Department. The manager shall schedule that meeting for the employee.

Regardless of the situation, employees should be able to openly discuss any work-related problems and concerns without fear of retaliation. Managers and supervisors are expected to listen to employee concerns, encourage their input, and seek resolution to the issues and concerns. Often this will require setting a meeting in the near future. Managers and/or supervisors are to set these meetings as quickly as possible, and employees are expected to understand that issues and concerns may not always be addressed at the moment they arise. Discussing these issues and concerns with management will help to find a mutually acceptable solution for nearly every situation.

If an employee has a concern about discrimination and/or harassment, Rock County has special procedures to report and address those issues. The proper reporting procedures are set forth in the organization's Harassment Policy.

Employees are much more likely to resolve work-related concerns by speaking directly with co-workers or their supervisor rather than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post complaints or criticism of the employer or fellow employees to a social media outlet the employee runs the risk of violating Rock County Ordinance Section 18.608.

Rock County is committed to a workforce and culture that seeks out and celebrates the diversity of our County residents and employees. We strive to create an inclusive workplace where we treat others the way they want to be treated, instead of the way in which we want to be treated. We recognize the positive attributes of diversity and value the differences in people and communities. By valuing diversity and focusing on the mutual respect for employee job related differences, we encourage employees to work towards a common goal of serving our citizens where they are at. Our focus on inclusion positively affects client outcomes.

Rock County has woven diversity and inclusion into the mission, vision, and values of the County by incorporating diversity in job recruitment, onboarding, training, transfer, promotion, separation, compensation, and benefits. We do this through inclusion in order to retain and grow our diverse workforce. We are able to achieve positive outcome through embracing a culturally inclusive workforce.

Employees will receive annual training on diversity and inclusion. Rock County is committed to making a good faith effort toward achieving our diversity and inclusion objectives and fostering a culturally competent and inclusive workplace.

## **Section 2: Administration**

Before any county official signs a legal document, they should ask themselves three questions: First, has the County Board and/or the appropriate standing committee authorized the action? Second, has the County Board and/or the appropriate standing committee given anyone the authority to sign the document? And third, has the document gone through the contract review process?

The first two questions deal with policy issues on which the Board must act. The County Board through adoption of resolutions or ordinances exercises the powers of a county as a legal entity. The resolved clauses in resolutions authorize the entry into those legal agreements and designate individuals to sign on behalf of the county. Thus, a resolution run through the committee structure and the County Board is often a precursor or parallel process to a contract review. In some situations, the authority to take an action and sign an agreement may be granted by a standing committee of the County Board.

The third question deals with an administrative process outlined by the Contract Review Policy. The policy requires that all legal documents that accept or convey property rights, or contractually commit Rock County to accept or deliver goods or services for monetary consideration must be routed through the contract review process.

The process is in place for good reason. It establishes a record of what contracts have been authorized in the name of Rock County. The repository of those records is found in the County Clerk's Office. It offers legal protection to individuals who enter into the contract by documenting the fact that they acted in proper authority and oversight. Legal staff examine the language to make sure it is consistent with the intent of the contract and ensure legal protection of the County's interest are in place.

### **Contract Review Process**

1. Department imports the contract into Laserfiche and fills out the review fields. Detailed instructions can be found on the Intranet.
2. Purchasing reviews and assigns the contract to Corporation Counsel.
3. Corporation Counsel reviews, writes legal notes and assigns to Finance.
4. Finance reviews, writes fiscal note and moves to Signature Pending folder.
5. Administration obtains the signature of the County Board Chair or County Clerk, scans signed document into Laserfiche and places in the Signature Pending-Vendor folder.

6. Department monitors the Signature Pending folder and obtains the vendor signature, then imports final contract and assigns to Awaiting Finalization folder.
7. County Clerk finalizes the contract and moves it to the Final folder.

**I. Scope:**

This policy addresses the County's allocation of financial resources to programs provided by outside agencies.

**II. Areas Excluded:**

This policy does not address nor affect:

1. The County receiving contributions/donations which is governed by Wis. Stat. Sec. 59.52 (19) DONATIONS, GIFTS AND GRANTS. The board may accept donations, gifts or grants for any public governmental purpose within the powers of the county.
2. Incidental allocation of, or donation of resources of minimum value and consistent with the County's mission/purpose, subject to County Ordinance 2.217 - Disposal of Unsuitable or Unusable Goods. Example: the Land Conservation Department donates unsold tree stock to local schools with a value of approximately \$400.
3. In-kind services provided by a County staff person to an agency subject to approval by department head and may be for a time-limited basis.
4. Rock County contracts for services with the organization.
5. A Rock County department participates in a conference sponsorship as part of a community collaboration
6. The organization receives county funding as a condition of a grant that requires community collaboration.

**III. Criteria:**

1. The organization making the request is a non-profit.
2. Rock County and the organization serve the same client base, primarily but not exclusively targeted towards low to moderate income.
3. Allocation of resources furthers the County's Mission.
4. The allocation would be provided primarily with tax levy funding.

#### **IV. Process for Requesting County Resources:**

The County's budget process would be used for agencies requesting county funding.

Requests will be placed in a separate allocation section of the budget and would not be part of a particular department or governing committee section.

The agency would submit the following minimum information at the same time departmental budgets are due to the County Administrator's Office:

- A. Amount requested
- B. Proposed use of county funds
- C. Number of and type of clients served
- D. Description of how county funding will improve service to county clients
- E. Description of how county funding will decrease county costs
- F. If the agency received funding in the prior year, the agency would submit a written report on services provided for the funds allocated.

#### **V. Process for Determining Resource Allocation:**

1. County Administrator reviews all requests and will seek input from department heads and other county staff as appropriate.
2. County Administrator will advise County Board Staff Committee of tentative funding recommendations in advance of submission of Recommended Budget.
3. County Administrator will include funding recommendations in Recommended Budget for consideration by the County Board of Supervisors.
4. Amounts provided in prior years are subject to change and not a guarantee of future funding. Any funding is contingent on availability of funds and competing priorities.

## **Section 3: Health and Safety**

All Rock County Departments will comply with all federal (OSHA) and State requirements to ensure a healthy and safe work environment for all employees.

Should any employee become aware of conditions he/she believes to be unhealthy or dangerous to the safety of employees, patients or clients such employee shall report the condition immediately to his/her supervisor. All conditions deemed unsafe or unhealthy shall be remedied as soon as is practicable.

All Rock County Departments shall use the following forms and adhere to the following programs:

- Rock County First Report of Injury  
The form requires the employees to fully describe how any accident or injury occurred. It needs to be filled out within 24 hours of the event and given to the employee's immediate supervisor. It is generally used for worker's compensation purposes. The form is located on the employee intranet under the Safety and Security tab.
- Security and Safety Report  
This form is used for physical attacks, threats, damage or stolen property. It needs to be filled out within 24 hours and given to the supervisor. The form is located on the employee intranet under the Safety and Security tab.
- Supervisors Accident/Injury Incident Report  
This form is used by the employee's supervisor to investigate and document any event that leads to a First Report of Injury. The form is located on the employee intranet under the HR Department page, Managers Section, Safety tab.

The Rock County Health and Safety programs are located on the employee intranet, under the Safety and Security tab. These programs include:

- Asbestos Abatement Program
- Blood Borne Pathogens Program
- Confined Space Program
- Hazard Communications Program
- Hearing Conservation Program
- Lead Paint Program
- Lock Out/Tag Out Program
- Personal Protection Equipment Program
- Respiratory Protection Program

### **Automated External Defibrillator (AED)**

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only to be applied to victims who are unconscious and showing no signs of circulation (i.e. normal breathing, coughing and movement). The AED will analyze the heart rhythm and advise the operator if a shock able rhythm is detected. If a shock able rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

#### **Responsibilities**

The Chair of the Safety Committee (or designee) shall be responsible for:

- Coordination of training for designated and volunteer emergency responders,
- Coordination of equipment and accessory maintenance (replacement AED batteries/AED pads/ AED items and First Aid Kit supplies),
- Notification to appropriate Local Emergency Medical Response Agencies of AED acquisition and installation – Appendix A will be distributed to the appropriate agencies,
- Revision of this policy as required and,
- Monitoring the effectiveness of this system.

The contact listed for each individual AED shall be responsible for:

- Checking each AED and/or First Aid Kit he/she is responsible for.
- Complying with all equipment and accessory maintenance as suggested by the manufacturer.
- Notifying the Chair of the Safety Committee about changes/updates/replacements etc. needed for AED's and accessories, and First Aid Kit Supplies.
- Post Use Maintenance

## Equipment Maintenance

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness.

- Monthly Check - Once each calendar month, the appropriate contact will conduct and document a system check. This check shall include the following elements:
  - a) AED emergency supplies (each AED will have one set of adult-defibrillation electrodes, two pair of latex-free gloves, one set of trauma shears and one facemask barrier device), and
  - b) AED battery life.
- Post Use – Following the use of emergency response equipment, all equipment will be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to procedures outlined in the county’s Blood Borne Pathogen Policy. All supplies will be replenished as necessary.

## **Emergency First Aid Kit**

Every County building should have at least one Emergency First Aid Kit that is OSHA and ANSI compliant. The first aid kit should be appropriate for the employees working in the building where it is located. (i.e. The Highway Shop should have burn cream in their kit). Employees should be aware of where the kit is located.

Equipment Maintenance: All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness.

- Anytime anyone uses something from the first aid kit, they need to document what was used, the date, and for whom. (A form for this purpose will be inside each kit.)
- Monthly Check - Once each calendar month, the appropriate contact will conduct and document a first aid kit check. All supplies should be replenished as necessary.

## **Responder Protocol**

Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to emergency response only to the extent that they are comfortable. The emergency medical response of these individuals may include CPR, AED or medical first aid. If conscious and oriented, the victim has the right and responsibility the right to determine his/her health care needs, and the response to those needs. In circumstances involving a victim who is unconscious or not oriented, calling 911 is the

appropriate response. Rock County employees who offer emergency assistance will be covered by the “Good Samaritan Law.”

The county has also designated employees at the following locations to respond to medical emergencies, when able:

- Rock County Courthouse
- HCC
- Job Center
- Franklin Street
- Youth Services Center
- Department of Public Works
- Department of Public Health (Janesville and Beloit)
- Rock Haven Nursing Home
- Sheriff’s Office

A list of designated responders is located next to each AED and First Aid Kits.

### Training

Designated Emergency Responders will need to complete state-approved AED course including CPR training every two years. Training will initially be obtained from the American Heart Association and paid for by the County. Updated training will be provided every two years. Designated emergency responders will also be trained in universal precautions against blood borne pathogens and offered the Hepatitis B vaccination free of charge. The Human Resources Department will maintain training records for designated emergency responders.

### Procedures – Medical Emergencies

If a serious injury or illness occurs on county property and the victim is conscious and oriented, the victim has the right and responsibility to determine his/her own health care needs, and the response to those needs.

- Asking the victim if he/she would like you to call 911 is the appropriate response.

If a serious injury or illness occurs on county property and the victim is not conscious and oriented,

- calling the designated emergency response number (911) is the appropriate response.

Give your name, describe the nature and severity of the medical problem and location of the victim. Do not hang up until released by the 911 operator. Have someone wait outside for the emergency medical responders so that they can be taken directly to the victim. Once 911 has been called, contact one of the designated AED responders previously mentioned in this policy based on the location of the victim. Keep the victim still and comfortable until advanced medical help arrives. Do not move the victim.

#### Post Event Documentation

It is important to document each use of an AED. The Rock County Safety and Security Report form shall be completed by the emergency responder and sent to the Rock County Human Resources Office. Forms are available on the Rock County intranet under the Safety and Security tab.

#### Post Event Review

Following each use on the AED, a review shall be conducted to learn from the experience. The Chair of the Rock County Safety Committee (or designee) shall conduct and document the post event review. All key participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing as appropriate.

## Appendix A – AED/First Aid Kit Site Information For Rock County

Company Name: Rock County

Address: 51 South Main Street, Janesville, Wisconsin 53545

Type of Business: County Government

AED Questions: Please contact the Human Resources Department

Telephone #: (608) 757-5520; Fax #: (608) 757-5512

Email: [humanresources@co.rock.wi.us](mailto:humanresources@co.rock.wi.us)

Number of AED's: 15 plus the Sheriff's Department's squad cars

### Location & Description of AED's:

- **Rock County Courthouse**

- # 1 Location: Courthouse, Sheriff's Office Secure facility (first floor, court side of building)  
Manufacturer: Lifepak 1000, Physio-Control

- # 2 Location\*: Courthouse, 5<sup>th</sup> floor, copy room (across from Meeting rooms N1 and N2)  
Manufacturer: Zoll

- **Health Care Center Building (HCC) – DHS and other Departments**

- # 3 Location\*: Outside the Crisis Unit on the first floor  
Manufacturer: Zoll

- **Job Center**

- # 4 Location\*: Adjacent to the Reception Desk, Main Entrance  
Manufacturer: Zoll

- **Franklin Street**

- # 5 Location\*: Front Lobby  
Manufacturer: Zoll

- **Youth Services Center**

# 6 Location: Secure Hallway, Adjacent to gym (First Aid Kits are in both Shelter Care and Secure Care)

Manufacturer: Zoll

- **Department of Public Works**

# 7 Location: Hallway on the south wall to the main entrance of the lunchroom, between the

lunchroom door and the men's locker room.

Manufacturer: Zoll

- **Department of Public Health (North Office - Janesville and South Office - Beloit)**

# 8 Location: North Office Clinic

Manufacturer: Cardiac Science

# 9 Location: South Office Staff area

Manufacturer: Cardiac Science

- **Rock Haven Nursing Home**

# 10 Location: Limestone East

Manufacturer: Zoll

# 11 Location: Sandstone East

Manufacturer: Zoll

- **Sheriff's Office**

# 12 Location: Medical Unit

Manufacturer: Medtronic Lifepak 500, Physio-Control

# 13 Location: Central Control

Manufacturer: Medtronic Lifepak 500, Physio-Control

# 14 Location: Booking  
Manufacturer: Medtronic Lifepak 1000, Physio-Control

# 15 Location: Booking  
Manufacturer: Medtronic Lifepak 1000, Physio-Control

This is also a unit in every Sheriff's squad car:

20 – Manufactured: Lifepak 500, Physio-Control

6 – Manufactured: Lifepak 1000, Physio-Control

It is the goal of the Sheriff's Office to purchase a Lifepak 1000, Physio-Control each year to replace the obsolete Lifepak 500 series.

**\*These locations have a first aid kit in the AED cabinet as well.**

Local Fire / EMS / Police Departments

This information will be shared with Local Fire / EMS / Police Departments through the Rock County 911 Communications Center.

### Breastfeeding Employees

Section 4207 of the *Patient Protection and Affordable Care Act* (also known as Health Care Reform), amended the Fair Labor Standards Act (FLSA), or federal wage and hour law. The amendment requires employers to provide reasonable break time and a private, non-bathroom place for nursing mothers to express breast milk during the workday, for one year after the child's birth. The new requirements became effective when the Affordable Care Act was signed into law on March 23, 2010.

#### County Responsibilities:

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:

- Milk Expression Breaks

Breastfeeding employees are allowed to breastfeed or express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use personal leave or may make up the time as negotiated with their supervisors.

- A Place to Express Milk

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, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. 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. Expressed milk can be stored in general department refrigerators or in the employee's personal cooler. (A list of rooms at each work site can be found on the Employee Intranet Page-Rock and Wellness-Pregnancy and Milk Expression:

[http://earth2/images/intranet\\_documents/committees/wellness/pregnancy/Locations%20for%20Milk%20Expression.pdf](http://earth2/images/intranet_documents/committees/wellness/pregnancy/Locations%20for%20Milk%20Expression.pdf).)

- Breastfeeding Equipment

If necessary the Rock County Public Health Department will work with mothers and fathers to secure the proper equipment. Note: The County's health plan covers durable medical equipment.

- Education

Prenatal and postpartum breastfeeding informational materials and support are available through the Rock County Public Health Department for all mothers and fathers.

- Staff Support

Supervisors are responsible for alerting pregnant and breastfeeding employees about the County's worksite lactation support program. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

Employee Responsibilities:

- Communication with Supervisors

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 County.

- Maintenance of Milk Expression Areas

Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean the pump and area around it. 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.

- Milk Storage

Employees should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee's milk. Each employee is responsible for proper storage of her milk using department refrigerators or personal storage coolers.

- Use of Break Times to Express Milk

When more than one breastfeeding employee needs to use the designated lactation room, employees can use the sign-in log provided in the room to negotiate milk expression times that are most convenient or best meet their needs.

The following shall be the County's policy on the use of portable electric space heaters:

**General:** Every effort should be made to maintain an employee's work area to a "comfortable" temperature without resorting to the need for a personal space heater. This is not easy given that "comfortable" for one person may not be comfortable for another. Employees often have to share space and share control of the temperature. Some county buildings/windows/offices are not as air tight as others, making it difficult to maintain a temperature that all employees feel is comfortable.

Electric space heaters should only be used when there is a need for an additional degree of comfort over and above what a facility's heating system can deliver. With the use of portable electric space heaters comes the increased risk of fire, damage to other equipment and potential injury. Therefore, it is necessary to establish and maintain strict guidelines for the use of such heaters and for an assurance by each employee using such a heater that they will maintain the heater in accordance with this policy.

**Approval for use.** Approval for an employee to bring a portable electric space heater into an office building where the employee works will only be granted after General Services has attempted to raise the temperature in the work area, and such attempts have not resolved the temperature issue.

[For Rock County employees in buildings not owned and/or maintained by the County's General Services Department, the same provisions shall apply but the entity doing the inspections will be the maintenance staff for that building, a building manager or a Department Head/or his/her designee.]

To be acceptable for use the space heater must meet the following criteria:

- Non-electric heaters, such as fuel powered propane or kerosene space heaters, including propane fired open flame heaters like "Mr. Heater Buddy", will not be permitted in any building for employee use under this policy.
- The space heater must have a thermostat for heat regulation. The thermostat will sense when an area has reached a certain temperature and will shut off until called to heat. Heaters without thermostats that only have an on/off, high/low switch will not be permitted.

- Space heaters must be fan driven.
- Heaters with metal coils are not permitted.
- Space heaters must have a tip-over shutdown feature.
- Space heaters must only be located on the floor, nothing should ever be placed on top of the space heater.
- At least three (3) feet of clearance must be maintained around the heater at all times. (This includes keeping waste baskets, plastic containers, storage boxes, etc. away from the space heater.) The heater must be kept out of traffic paths.
- Heaters must be unplugged (not just turned off) at the end of the work day.
- Heaters must be inspected by their owner prior to their use each year and any time a new device is introduced into the workplace.
- Space heaters are classified as a personal item. The County will not provide space heaters and will not be responsible for damage to, or the theft of a personal space heater.

In order to reach the nearest electrical outlet a space heater may be plugged into a power strip under the following conditions: The power strip must be approved by the Underwriters Laboratory (UL) or Factory Mutual (FM), the Canadian equivalent to UL. The power strip must be in excellent working order, with no frayed cords or exposed wires. The model for the power strip must be capable of accommodating the space heater along with any other equipment that might be plugged into it. If the model is overloaded and shorts out it cannot continue to be used.

Certain buildings or areas of buildings may not allow the use of any personal portable electric space heaters (e.g. the 911 Communication Center Building dispatch room).

In buildings and areas where personal portable electric space heaters are permitted, they will only be allowed in office areas for temporary use and only after the following conditions are met:

- (A) Rock County employees in Rock County buildings requesting the use of a portable electric space heater shall inspect their heater and fill out the “**Employee Safety Inspection Check List**” form. Forms can be obtained through the General Services Department or on the employee intranet under the Safety tab.

Employees who want to utilize a portable electric space heater shall physically inspect it and its work location on a daily basis for compliance with

the *Rock County Policy and Procedures Regarding the Use of Electric Space Heaters*. Any electric space heater not in compliance with Rock County policy and procedures will not be allowed. To assist employees with determining compliance, the following safety checklist is provided.

All checklist questions must have a "Yes" answer for compliance with the *Policy and Procedures Regarding the Use of Electric Space Heaters*. A "No" answer to any of the following questions means the electric space heater cannot be used.

- (B) The employee shall sign the "**Employee Acknowledgement Form**" stating that the employee has read and understands the policy regarding the proper use of said heaters. Forms can be obtained through the General Services Department or on the employee intranet under the Safety tab.
- (C) Employees who have inspected their portable electric space heaters and determined that it is in compliance; and who have signed the acknowledgement form, should turn these forms into their supervisor, Department Head or his/her designee.
- (D) The Department Head or his/her designee will then have the space heater inspected by the General Services Department (or the building maintenance staff if it is not a County owned building).
- (E) General Services (or the building maintenance staff) shall inspect the electric space heater, any power strip it is plugged into and its location to determine compliance. They shall use the "**Employer Safety Inspection Report**" form.

The Department Head or his/her designee will be notified of the determination by General Services.

- Those that are approved shall be issued a permit and tagged "Approved for Use" by General Services. All appropriate information on the permit shall be completed by the General Services Department.
  - The Department Head or his/her designee of an employee with a non-conforming electric space heater will notify the employee's supervisor.
  - Employees will be notified by their supervisor and the non-conforming equipment/situation shall either be corrected or the employee will be directed to take the space heater off the premises.
- (F) The Rock County General Services Department shall maintain the Inspection Reports for County Buildings and a list of all approved

portable electric space heaters. Department Heads for all buildings which County employees have offices shall also maintain a file.

- (G) The Rock County General Services Department will be responsible for monitoring purposes which will be done by maintenance and custodial staff.

**EMPLOYEE SAFETY INSPECTION CHECK**  
**LIST**  
**to be completed by the Employee**

<b>SAFETY INSPECTION CHECKLIST to be completed by the Employee</b>	<b>YES</b>	<b>NO</b>
Does the heater bear a listing label from Underwriters Laboratory (UL) or Factory Mutual (FM), the Canadian equivalent to UL, which indicates that the model has been evaluated and found to operate in a safe manner when the manufacturer's instructions are followed?		
Has the heater and its cord been inspected to ensure that it is operating in a safe manner and showing no signs of wear or damage?		
Does the heater have all its parts (guards, knobs, feet, etc.)?		
Does the heater contain a built-in circuit to shut off the appliance if accidentally tipped over?		
Does the heater have a low center of gravity to minimize the potential for tipping over?		
Is the electric space heater plugged directly into an electrical outlet or an appropriate UL or FM approved power strip?		
Has the heater been placed in a well-ventilated space for heat to escape and for air to circulate around it?		
Has the heater been placed at least three (3) feet away from all combustible materials (e.g. furniture, paper, curtains, clothing, plastic containers, waste baskets, etc.),		
Has the heater been placed at least three (3) feet away from other equipment so that it does not cause a meltdown of the case or internal components of the other equipment (e.g. computers, monitors, etc.)		
Has the heater been properly located so there is a means of egress around it and no one will trip over it? (e.g. no cords crossing a doorway, paths of travel, corridors, etc., or in any high traffic area)		
Is the heater turned off and left unplugged at the end of the working day?		

All questions must be answered "YES" in order to use the space heater.

**ELECTRIC SPACE HEATER POLICY**  
**EMPLOYEE ACKNOWLEDGEMENT FORM**

**(Page 2)**

I have read, reviewed, and fully understand the *Rock County Policy and Procedures Regarding the Use of Electric Space Heaters* and the attached Electric Space Heater Safety Checklist. I agree to comply with said policy and procedures. Should my space heater not meet any of the requirements of this policy in the future, I agree to immediately remove it.

Location of heater: \_\_\_\_\_

Building: \_\_\_\_\_

Room Number: \_\_\_\_\_

Department: \_\_\_\_\_

Date Heater Placed in Service: \_\_\_\_\_

Type of Heater: \_\_\_\_\_

Employee Name (please print):  
\_\_\_\_\_

Signature:  
\_\_\_\_\_

Supervisor's Name and phone number:  
\_\_\_\_\_

Keep a copy of this form for yourself  
Give a copy to your supervisor  
Give the Original to your Department Head or his/her designee

**ELECTRIC SPACE HEATER POLICY**  
**EMPLOYER SAFETY INSPECTION**  
**REPORT**

All checklist questions must have a "YES" answer for the use of the electric space heater to be approved.

A "NO" answer to any of the following questions shall prevent the employer from allowing the employee to put the electric space heater into service.

<b>EMPLOYER SAFETY INSPECTION REPORT</b>	<b>YES</b>	<b>NO</b>
Will the electrical circuit for the room where the space heater is located safely accommodate the use of a portable electrical space heater and/or power strip?		
Does the space heater bear a listing label from UL (Underwriters Laboratory) or Factory Mutual (FM), the Canadian equivalent to UL, for its intended use?		
Has the space heater and its cord been inspected and checked for signs of wear and/or damage?		
Does the heater have all its parts (guards, knobs, feet, etc.)?		
Does the space heater have a low center of gravity to minimize its potential for tipping over?		
Does the space heater contain a built-in circuit to shut off the appliance if accidentally tipped over?		
Is the space heater located far enough away from paper and other combustibles (3 feet) to insure that there is no chance of starting a fire?		
Has the heater been placed at least three (3) feet away from other equipment so that it does not cause a meltdown of the case or internal components of the other equipment (e.g. computers, monitors, etc.)		
Has the employee requesting the use of the space heater in their work area signed the <i>Electric Space Heater Employee Acknowledgement Form</i> stating they have read, reviewed and fully understand the County's policy and procedures in regard to electric space heaters, and agree to comply with them?		
Has the space heater been inspected, approved and has a tag/label been attached to the unit with room number and building in which the unit will be used?		

**ELECTRIC SPACE HEATER POLICY**  
**EMPLOYER SAFETY INSPECTION REPORT**  
**(Page 2)**

Date Inspected by General Services or other appropriate entity: \_\_\_\_\_

Name of person who did the inspection: \_\_\_\_\_

Approved (  )      Denied (  )

If denied a permit, state the reason why and what (if anything) the employee can do to correct the situation:

General Services will keep the Original Employer Inspection Report  
Copy to Employee

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The following Safety and Security Programs can be accessed on the County's Intranet site under Safety and Security.

Asbestos Abatement

Bloodborne Pathogens

Confined Space Entry

Hazard Communications

Hearing Conservation

Lead Paint

LockOut/TagOut

Protective Equipment

Respiratory Protection

Link: <http://earth2/safety-security>

The following shall be the County's policy on the use of personal furniture in the work place:

**General:** Rock County makes every effort to provide employees with the furniture they need to complete their job. At times, employees may want to bring in their own personal furniture for comfort. The use of personal furniture in the workplace creates concerns about liability for damage to property, liability for injury when moving and using furniture, sanitation or cleaning concerns, safety issues, and the maintenance of a professional appearance. This policy outlines rules for personal furniture allowed in offices and work sites in county buildings.

**Permissible Furniture:**

Employees may use personal furniture items including, but not limited to, desk chairs, sit/stand desk, bookcases, tables, and small file storage to supplement County furniture. Employees who utilize personal furniture will be required to sign a waiver of liability.

**Prohibited Furniture:** Personal Core Balls, Fitness Balls, Exercise Balls, or chairs for these balls are not permitted.

Employees will be allowed to bring in their own personal furniture if the following conditions are met:

- (A) The employee shall sign the "**Release of Waiver and Liability**" stating that the employee has read and understands the policy regarding the use of Personal Furniture. Forms can be obtained through the employee intranet under the Safety tab. <http://earth2/safety-committee>
- (B) The Employee will then have the furniture inspected by the Facilities Management Department. Employees will utilize the on line Work Order System to request an inspection.
- (C) Once the furniture is inspected, the Facilities Management Staff will sign the "**Release of Waiver and Liability**" form
- (D) The employee will return the completed "**Release of Waiver and Liability**" form to the Purchasing Department.

**Assembly or Repair of Furniture:** The assembly or repair of an employee's personal furniture is the responsibility of the employee. Facility Management Staff will not assemble or repair any employee owned furniture.

**Removal of Furniture:** If Department Heads, Supervisors, Managers or Facilities staff observes inappropriate furniture or an unsafe or unsanitary condition in any office or any area of County buildings, they should direct the removal of the personal furniture by the owner. When an employee leaves employment with the County or transfers employment within the County, resulting in vacating of a workplace in any office or area of a County building, the employee shall be responsible for removing any personal property or furniture from the work area. If the employee fails to remove such personal furniture or belongings, the furniture or belongings will be disposed of as abandoned property by the County pursuant to County Ordinance.

Failure to comply with this policy may result in disciplinary action against the offending employee, up to and including termination of employment.

## **Section 4: IT Policies**

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## POLICY STATEMENT

Electronic mail (e-mail) is defined as written or typed messages, such as memos or letters, sent and delivered by communications link from person to person. E-mail often consists of the primary text of the message and any attachments, such as word processing files, spreadsheet files, documents, and graphics. Employees should use the e-mail system for business use. The e-mail system should not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations. E-mail and other information systems are not to be used in a way that may be disruptive, offensive to others, or harmful to morale. E-mail and other information systems must not be used for display or transmission of sexually explicit images, messages, or cartoons or any communication that contains ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs. All messages sent over the e-mail system are organization records. Rock County reserves the right to access and disclose all messages sent over its e-mail system.

Individual users should not attempt to gain access to another individual's personal mail files without permission.

### PROCEDURES AND RESPONSIBILITIES:

This policy provides guidelines for procedures and responsibilities for all Rock County staff.

#### **Departmental Management**

- Ensure that employees are properly trained in the use of e-mail.
- Monitor the use of e-mail, respond to complaints regarding its misuse, and take appropriate disciplinary action against individuals in violation of this policy.

#### **Information Technology Staff**

- Ensure that the e-mail system is properly maintained and updated.
- Ensure that each user's mailbox is properly set up, with security adequate to ensure confidentiality.
- Refrain from accessing or attempting to access another individual's e-mail messages without the permission of the Director of IT or County Administration.
- Ensure that user mailboxes for terminated or separated employees are removed in a timely manner.
- Ensure that a current backup copy of the e-mail system is maintained in an off-site storage location.

## All Users

- Treat e-mail with the same privacy and confidentiality as regular County mail.
- Use e-mail for conducting County business.
- Use proper and professional language, which another individual would not find obscene, harassing, or profane.
- Target messages only to appropriate individuals.
- Exercise caution regarding the content of e-mail, as messages may be forwarded to persons other than the intended recipient.
- Delete or purge older or sensitive e-mail messages in a timely manner.

### GENERAL INFORMATION:

Rock County recognizes and encourages the use of computers and the e-mail system in its daily business and communications. The organization currently uses an e-mail system on the countywide network. Rock County's e-mail system is a valuable tool that can assist in eliminating telephone tag and reduce the production and circulation of hard-copy memorandums and other correspondence. Each individual has responsibility as outlined in this policy relating to the professional use of the electronic mail system.

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## **POLICY STATEMENT**

A variety of information may be considered sensitive to Rock County if obtained by the wrong parties. This policy provides guidelines for determining the sensitivity level of the organization's information assets and for creating procedures to protect them.

All County personnel will adopt measures to protect the organization's information assets.

Information assets include, but are not limited to, the following:

- Computers, modems, and other hardware attachments
- Terminals and workstations
- Printers
- MICR equipment
- Scanners
- Telephones
- Pagers
- Local area networks (LANs)
- Wide area networks (WANs)
- Telecommunications networks
- Computer storage media, including tapes, disks, diskettes, CD-ROMs, and similar media
- Physical sites housing information assets
- Persons with systems and technology knowledge and skills who are responsible for operating an information asset
- Operating software and related documentation
- Application software and related documentation
- Information produced, delivered, or maintained by another information asset
- Licenses, contracts, and other records relating to information assets

The County views unauthorized copying, modification, or theft of information assets as a serious offense and will pursue all legal means to prosecute persons violating this policy.

## **PROCEDURES AND RESPONSIBILITIES**

This policy specifies procedures and responsibilities for management, all users, and information technology (IT) personnel.

### **Management**

- Safeguard all information assets.

- Ensure the safeguarding of information assets by establishing procedures and assigning responsibilities for use of information assets.
- Establish information asset usage privileges and access in accordance with the security administrative policy.
- Work, where appropriate, with IT in the replacement of old technology with new technology.
- Allow only authorized personnel access to sensitive information assets.

### **All Users**

- Obtain authorization from organization management to use an information asset.
- Share technical knowledge as requested with other users of information assets.
- Protect the accuracy, integrity, and confidentiality of information that has been produced, delivered, or maintained by another information asset.
- Report misuse, damage, or theft of an information asset immediately to the next highest level of management or directly to the security department.
- All equipment must be moved by IT Staff.
- At no time should unauthorized equipment be attached to a county computer.
- Any abuse of County equipment will not be tolerated.

### **IT Staff**

- Assist in the orderly and systematic replacement of older technology with newer technology.
- Preserve the integrity of the control environment in user departments as equipment is replaced.

## **GENERAL INFORMATION**

Personnel information is typically viewed as sensitive by many organizations, but the County may consider a wide variety of other information sensitive if the wrong parties obtain the information. For example, law enforcement and court-related documents would be extremely sensitive and should be carefully controlled. Also, technology planning and annual business planning information may be viewed as highly sensitive to the County.

### **Evaluating the Sensitivity Level**

To assist in evaluating the sensitivity of information, consider the following criteria:

- *Availability of information.* Information that is generally available to the public does not need the same security as information that can be derived only after considerable effort and research.
- *Cost of information.* Information that is costly to obtain implies that few organizations will incur the costs to obtain similar information.
- *Timeliness of information.* Information that is dated or stale has less value than current, timely information.

- *Purpose of information.* Information that is created or developed to assist management in planning future activities and strategies is more valuable than information produced to assist daily operations.

## **Classifications**

Examples of sensitivity classifications include:

- *Public or unclassified.* This information may be minimally protected in its various forms.
- *For internal use only.* This information could have minimal controls internally, but strict controls to prevent its disclosure outside the organization.
- *Sensitive.* This classification implies that the information is confidential and should be tightly controlled within the organization.

## **Procedure Components**

Standard procedures for protecting various forms of sensitive information should be developed and implemented. The following components should be identified:

- The “creator” and/or “owner” of the information and the individual or group responsible for ensuring its security
- The custodians (those who have “authorized possession” of the asset (e.g., the data processing function or a service center)) and the users of the information (those who have access to the asset)
- The method of securing the information, including specific procedures that relate to the class of information being protected
- Retention guidelines for the information
- Methods of safely storing the information
- Methods of disposal or disposition of the information

## **POLICY STATEMENT**

It is the policy of Rock County that property and facilities of the County are to be used exclusively for the purposes of fulfilling the county's mission of public service. Rock County Internet access is a purchased service to provide employees with communication links to better perform their public service mission. Employees may not use Rock County's Internet access in any manner that violates existing County Policies (Please refer to the "Micro-Computer Policy Approval, Control and Support" and "E-Mail Use, Control and Monitoring Policy" documents found in the "Rock County Policy and Procedure Manual") and procedures or State and Federal law.

Violations of these policies will be handled through existing disciplinary procedures. Infractions may result in discipline up to and including termination.

## **PROCEDURES AND RESPONSIBILITIES**

This policy provides guidelines for procedures and responsibilities for all Rock County staff.

### **Departmental Management**

- Ensure that employees are properly trained in the use of the Internet.
- Oversee the use of the Internet; respond to complaints regarding its misuse, and take appropriate disciplinary action against individuals in violation of this policy.
- Assure that access to the Internet is accomplished only through the Internet service provider contracted by the County. Departments are prohibited from negotiating separate agreements for Internet services.
- Prohibit County-owned or State-supplied computers to be used to gain access to "personal" Internet access providers or accounts.
- Limit Internet access to those employees who have a documented need.
- Request employee Internet access using the IT System Access Request form. These forms are available from the IT department. The request form must document the need for access under "Justification" and be signed by the department head.

### **Information Technology Staff**

- Provide a firewall to safeguard the County's Wide Area Network
- Provide filtering capabilities to block inappropriate Internet sites. Users are encouraged to use proper judgment if they encounter an unblocked and inappropriate site.
- Configure Internet access for authorized employees and verify that virus detection software is in place. Virus detection software must be used on all files acquired on the Internet. The virus detection software may not be removed or disabled for any reason.

- Provide basic Internet training. No employee will be allowed access until he/she has had training or can demonstrate the ability to use the Internet.
- Download application software upon request and evaluate such software for their usefulness and compatibility with the County network. If no conflict exists, the program may be made available where needed. Downloaded software is subject to the County's software procurement, licensing, and inventory procedures.
- Keep a log of Internet usage activities. The log includes, but is not limited to, the following: Web sites accessed and Internet usage time. Department heads and Human Resources may request information pertaining to individual usage activities. Information regarding the questionable use of the Internet by employees may be referred to department heads or Human Resources for appropriate action.

### **All Users**

- Understand that all Internet-related activities, including external e-mail, file transfer, and Web usage, are monitored. Auditing mechanisms are in place to report each individual's Internet use and identify excessive or abusive conditions.
- Do not use Rock County's E-Mail, Web browsers, or Internet software for personal gain.
- Use Internet E-Mail in a manner consistent with the rules, policies and provisions contained in the "Electronic Mail" portion of the policy, which governs the use of the County's internal E-Mail system.
- Do not use the County Internet connection as a medium of expression that is unrelated to the programs or operations of the County.
- Do not use the Internet for recreational reading or for personal entertainment. These restrictions apply during and outside normal working hours.
- Use the County's computer equipment, software and network access in a manner consistent with policies and procedures found in the County Personnel Policy.
- Do not use the Internet in any manner that violates state or federal law.
- Do not interfere with the ability of other employees to make effective use of the County's computing and network resources.
- Do not exchange usernames and passwords with anyone.
- Do not download application programs such as ".exe", ".bat", or ".pif" files under any circumstances. Employees are directed to contact the Information Technology Department with requests to download application programs.

### **GENERAL INFORMATION**

Rock County recognizes the value and encourages the use of the Internet in its daily business and communications. Each individual has responsibility as outlined in this policy relating to the professional use of the Internet within the County.

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## **POLICY STATEMENT**

Rock County requires the development of access and internal controls for applications that relate to or affect mission-critical systems.

This policy applies to internally developed or purchased applications.

## **PROCEDURES AND RESPONSIBILITIES**

This policy provides guidelines for procedures and responsibilities concerning work group or individual users, and IT staff.

### **Work Group or Individual User**

- Ensure that any purchased or acquired commercial software product for departmental, work group, or individual use is properly obtained and licensed.
- Ensure that any bulletin board or freeware program acquired for departmental, work group, or individual use is approved by the Information Technology (IT) department before installation by authorized IT staff.
- Establish proper backup procedures for those departmental, work group, or individual-use software products and associated data files that are not routinely backed up as part of the County's network backup procedures (i.e., the software product is maintained solely on personal computers). These backup copies should be retained in a secure location for those applications that have a mission-critical function. Documentation relating to the use of such software should be secured and a backup copy retained off-site.
- Ensure that departmental, work group, or individual-use applications containing information of a sensitive or confidential nature adhere to County policies on protection of information resources (see information assets policy).
- Request assistance from the IT department in the design and development of computer applications.
- Work with IT department personnel, as necessary, when large volumes of data are to be transferred to support a work group or individual client/server application. Likewise, consult with IT department personnel when the application outputs large print volumes.
- Determine whether ad hoc client/server applications that are used frequently are candidates for institutionalizing as departmental systems. The user is responsible for consulting with IT department personnel to determine whether more efficient methods exist to execute frequently used applications.
- Ensure that remote access to departmental, work group, or individual-use applications that contain sensitive or confidential information is limited and that such access is secured.
- Ensure that work group or individual-use applications that are mission-critical (or affect mission-critical applications) are developed in a manner that ensures data integrity. Applications with financial data implications should include reconciliation and

balancing internal controls, and an audit trail of transactions in such systems must be maintained.

- Recognize that work group or individual-use mission-critical applications are subject to the same management procedures implemented for all County applications.

### **IT Staff**

- Assist work groups and users in the design and development of individual-use applications as requested.
- Assist work groups and users in “institutionalizing” frequently used individual applications that have a departmental impact.
- Assist work groups and individual users in determining the resource impact of individual applications that use network facilities.

### **GENERAL INFORMATION**

Applications developed by work groups or individuals that interface with mission-critical applications or affect the County’s information resources are subject to the same standards and guidelines observed for other applications. Users are responsible for adhering to certain standards regardless of whether the applications are purchased or developed. Any user application, particularly if acquired from an outside source, has the potential to compromise the integrity of County information resources. It is therefore necessary for all work groups and individual users that acquire or develop these stand-alone applications to follow a minimum set of user standards.

## **DECLARATION**

I have read, understand, and acknowledge receipt of Rock County's Information Assets, User Standards, Internet Use and Electronic Mail policies. I will comply with the guidelines set out in these policies and understand that failure to do so might result in disciplinary action up to and including termination, and/or legal action.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Signature: \_\_\_\_\_

## **Policy Statement**

### **POLICY STATEMENT**

Social media, defined as various forms of user-created content such as social networks, blogs, video sharing, pod casts, wikis, message boards, and online forums, is fundamentally changing the way Rock County can communicate with residents. Rock County encourages the use of work-related social media websites to provide notice of events, announcements, and other public education. This medium provides a low cost method to increase traffic to the Rock County website, enhance customer service, increase citizen involvement, and to further the goals of Rock County.

The purpose of this policy is to define the expectations of Rock County to ensure the appropriate use of social media. This document establishes a social media policy, protocols, and procedures intended to mitigate risks associated with the work related use of social media.

### **PROCEDURES AND RESPONSIBILITIES**

- All Rock County social media website proposals shall be submitted in writing using the form provided on Page 4. These proposals will describe the need for the website, goals, any costs or savings, target audience, and how much time will be associated with maintenance and monitoring. The proposals will be subject to approval by the Department Head and reviewed by Rock County Administrator's Office. Social media websites shall be utilized for business use in accordance with Rock County goals and objectives, not for personal use.
- County social media websites are an extension of the County's communication infrastructure. Rock County's official website (<http://www.co.rock.wi.us>) will remain the County's primary and predominant internet presence. Whenever possible, content posted to Rock County social media websites should contain links directing users back to the County's official website for in-depth information, forms, or documents.
- Rock County social media websites shall be established as a business page identified as a governmental body and use a County email address; use of personal email for this purpose is not permitted. Conversely, Rock County email addresses shall not be used to establish personal social media accounts. Rock County social media websites shall contain the Rock County seal or other identifiable characteristics marking it as an official County website. Department Heads shall designate a primary person to maintain the website. This person will regularly post materials and monitor the website for content. The Department Head or management designee shall have access to the social media site to review content and act as backup for posting materials.
- All Rock County social media websites shall comply with all appropriate Rock County ordinances, policies and procedures listed in the Personnel Ordinance and the Administrative Policy and Procedures Manual and appropriate department work rules.

- Any content maintained in a social media format including a list of subscribers and posted communication, is a public record and could be subject to a public records request. Content related to County business shall be maintained in an accessible format that can be produced in a timely manner. Any private messages sent on behalf of the County or received from a member of the public via a social media website are considered public records and should be treated as e-mails.
- The County has developed a centralized archival mechanism to ensure appropriate retention and retrieval of social media records. The Rock County Administrator's Office will advise the user about how to properly use it.
- Wisconsin State law and relevant Rock County records retention schedules apply to social media formats and their content. Social media websites shall clearly indicate that any content posted or submitted for posting are subject to public disclosure. Users and visitors will be notified that public records requests shall be directed to Rock County Corporation Counsel.
- Each Rock County social media account is the sole property of Rock County. When the person maintaining the website changes, that individual shall surrender all rights, including administrative authority and passwords, to these accounts. All social media websites shall clearly indicate that they are owned and maintained by Rock County and shall have Rock County contact information prominently displayed. If the person maintaining the website fails to surrender administrative authority and passwords to the social media accounts, the Department Head shall access the account and promptly reset the password.
- Rock County reserves the right to restrict or remove any content posted by the public and further reserves the right to suspend or discontinue any social media website when content and/or site maintenance is deemed in violation of the Terms of Use Agreement, or any applicable law. Department Heads or management designee will monitor the social media sites periodically to ensure policy compliance. The Terms of Use Agreement or a link to the full document shall be posted on the social media website.
- Any employee found to have violated this policy may be subject to appropriate disciplinary action, up to and including termination of employment. A signed acknowledgement form shall be placed in the personnel file of each Rock County employee who maintains social media websites.

## **SOCIAL MEDIA TERMS OF USE AGREEMENT (For the Public)**

It shall be the policy of Rock County that the following agreement will be conspicuously posted on each social media site established and maintained by Rock County. If such a capability does not exist, a link to the agreement can be found on the Rock County website (<http://www.co.rock.wi.us>).

Please keep your comments clean and appropriate. Inappropriate comments are subject to deletion by the administrator of this social media webpage. If you do not comply with terms of use outlined below, the administrator will contact you and your comment will be removed. If you post inappropriate content a second time, the administrator will contact you and your profile will be blocked from posting any more information to the website.

This website is not monitored at all times. DO NOT use this site to report emergency situations or time-sensitive issues.

Please remember the following items when posting:

- All content is subject to the Wisconsin public records law.
- Content should be related to the subject matter of the social media site where it is posted.
- If your post falls into a category listed below, it will be deleted:
  - Graphic, obscene, or explicit.
  - Abusive, threatening, hateful, or intended to defame anyone or any organization.
  - Clearly off topic
  - Suggests or encourages illegal activity.
  - Promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, gender identity or expression, sexual orientation, arrest and conviction record, or military service history.
  - Posted by persons whose profile picture or avatar, username or e-mail address contains any of the aforementioned prohibited content.
  - Solicits or advertises (spam), including but not limited to promotion or endorsement of any financial, commercial, or non-governmental agency.
  - Attempts to defame or defraud any person or financial, commercial, or governmental agency.
  - Infringes on copyrights or trademarks.
  - Compromises the safety or security of the public or public systems.
- Website participation is at your own risk and the user must take personal responsibility for his/her comments, username, and any information provided.
- The appearance of external links on this website does not constitute official endorsement by or on behalf of Rock County.
- Please note that the views expressed on the social media website may not reflect the views of Rock County or the County Board of Supervisors.
- Any public records request for information found on Rock County social media websites shall be directed to Rock County Corporation Counsel.

**SOCIAL MEDIA POLICY – DEPT WEBSITE REQUEST FORM**

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Justification for Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Social Media Website (e.g. Facebook, Twitter, etc.): \_\_\_\_\_

Estimated Hours per Week for Website Posting/Maintenance: \_\_\_\_\_

Estimated Costs or Savings: \_\_\_\_\_

I agree to use County-approved social media websites for County business as appropriate and in compliance with the Social Media Policy. I understand that I must have prior approval from my Department Head and have this request reviewed by Rock County Administration to create a social media account on behalf of the County. I also understand that I am responsible for all postings made by me on County social media sites, including those made in the comments sections.

I acknowledge that all Rock County-approved social media websites are considered to be County property and any violations of the Social Media Policy may be subject to appropriate disciplinary action, up to and including termination of employment. I further agree to immediately forward all public records requests to Corporation Counsel for response.

I understand that content on County social media websites shall be managed according to the Social Media Terms of Use Agreement. I agree to immediately remove all content in violation of the Social Media Terms of Use Agreement and retain the time, date, and identity of the poster.

I agree to review the County social media websites periodically and update the site when needed.

\_\_\_\_\_  
Printed Name Employee Signature Date

\_\_\_\_\_  
Printed Name Department Head Signature Date

\_\_\_\_\_  
Printed Name Rock County Administration Signature Date

CC: Human Resources  
Department Head

## **Section 5: Human Resources**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA) are federal laws that require employers to not discriminate against qualified individuals with disabilities and when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations so that they may perform the essential functions of the position. It is County policy to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, Rock County will not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

### **DEFINITION OF DISABILITY**

Disability is a physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record of such impairment, or being regarded as having such impairment.

### **REASONABLE ACCOMMODATION**

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. A reasonable accommodation is any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform the functions of that position without undue hardship to the County.

To determine the appropriate reasonable accommodation, the applicant or employee must make a request for accommodation and Rock County will engage in an interactive process with the applicant or employee regarding the need of an accommodation, and the types of accommodations that will allow the individual to perform the essential functions of the position. This process should identify the precise limitations resulting from the disability and potential reasonable accommodations that could overcome those limitations. The County is required to provide such an accommodation unless it creates an undue hardship on the County. In order to facilitate and better inform the interactive process, the applicant or employee is required to provide medical verification with suggested potential accommodations for the disability to Human Resources.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of themselves or other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of themselves or the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employees' immediate employment situation.

### **Service Animals**

A service animal is any animal individually trained to work or perform tasks for the benefit of an individual with a disability. Employees requesting an accommodation for a disability that includes a service animal must submit the request to the Human Resources Department and include how the animal accommodates for the employee's disability. Service animals must meet the following requirements:

- All animals need to be in good health, and immunized against rabies and other diseases common to that type of animal and all vaccinations must be current, and records of such must be submitted to Human Resources.
- Animals must wear a rabies vaccination tag.
- All dogs must be licensed.
- Service animals must wear an owner identification tag.
- Animals must be on a leash, harness, or other type of restraint at all times, unless the employee is unable to retain the animal on a leash due to a disability.
- The owner must be in control of the animal at all time. The care and supervision of the animal, including toileting and feeding, is solely the responsibility of the employee.
- Responsible behavior is required from service animals.

The Human Resources Department is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues.

Employees may need to use their personal vehicles while performing official County business. Any employee operating a personal vehicle on official County business must have a valid, driver's license. Any employee who has been charged with a violation of statutes that affects his/her driver's license or who has his/her driving privileges rescinded, suspended, restricted as the result of an occupational license, or revoked must notify their immediate supervisor within twenty four (24) hours of the occurrence. The employee's driving privileges will be suspended until the immediate supervisor, in conjunction with Human Resources, have conducted an independent review of the circumstances and approves the restoration of the employee's driving privileges.

**Damage to Personal Vehicle.** In the event that an employee is transporting a client in their personal vehicle and the interior of the vehicle is damaged by the client in the employee's normal course of duties, the County will pay a sum to the employee that represents a fair market value for repair of the damage not covered by the employee's insurance carrier.

The incident causing such damage, may be subject to verification by the Employer. It will be the sole judgment of the Employer what market value is attached to the damage, which shall not be arbitrary, capricious or discriminatory.

This policy only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011:

Human Services Department

The Employer will pay to each employee any additional premium increment for bodily injury and property which increment is incurred by such employee as a result of his/her personal automobile being classified "for business use" by such employee's insurance carrier due to the requirement for client transportation.. Such increment payment shall be limited to the dollar charge for the difference in said premiums limited to a maximum coverage of \$100,000/\$300,000. The dollar amount of such premium increment shall be verified to the Employer by an appropriate affidavit from the individual insurance agent of each employee claiming benefits pursuant to this Section.

It shall be the policy of Rock County to allow a County employee to contribute earned benefit time, excluding sick time, to another County employee (who has successfully completed their initial probationary period) under the following terms and conditions:

1. This is to be done only in extreme cases involving a seriously ill or injured County employee, parent, spouse or child.
2. The receiving employee will have no more than eighty hours of their own combined available benefit time in their time off bank prior to the request for donations.
3. Only earned vacation, holiday or compensatory time can be contributed to the recipient's sick leave bank. Contributions must be not less than four (4) hours, and will be credited to the recipient employee on an hour for hour basis.
4. Contribution requests must be approved by the Human Resources Director.
5. Once approved the Human Resources Director will notify the requestor and the recipient.
6. Contributions are irrevocable, and shall remain banked in the recipient's sick leave account until used.
7. Any recipient will be treated as all other employees who are on paid status for the period of time the recipient has contributed time to cover their absence.
8. Employees who receive donated time may receive no more than 480 hours within a rolling 12-month period.

Nothing in this policy will be construed to limit or extend maximum allowable absences under the state or federal Family and Medical Leave Acts.

Employees who are eligible to earn overtime have the option of taking it in pay or in compensatory time. All comp time earned and used must be reported on the employee's timesheet. Employees are to accurately report the hours worked on their time sheet and to note whether they wish to receive pay for the time worked or to "bank" it. If nothing is marked, payroll will automatically pay it out. In addition, a properly completed overtime work permit is to be attached. No overtime will be paid or "banked" if this form is not attached.

All Employees are required to record the actual hours worked. For purposes of calculating overtime, the County uses the seven (7) minute rule. This means if an employee starts or ends their work day less than seven minutes before or after their normal work schedule start or end time – no overtime is earned. Anything beyond the seven minutes is to be rounded to the nearest quarter hour.

NOTE: An employee reporting late for work, or leaving work early, are subject to discipline for tardiness or leaving early, however no reduction in pay will be made if such is less than seven minutes.

The County considers vacation, holiday and sick time as time worked for purposes of computing overtime. Compensatory time is not counted as time worked.

It is the responsibility of the supervisor/department head to review and sign off on the overtime work permit and the timesheet. If you are not sure if something is overtime, please contact the Human Resources Department.

Compensatory time must be taken in the calendar year in which it is generated or it will be paid out on the last paycheck of the calendar year.

The following language only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011:

COMP TIME BANK ACCUMULATION:

(YSC)

Employees working FLSA overtime shall be compensated at a rate of time and one-half the regular rate of pay, or time and one-half in compensatory time, at the option of the employee, not to exceed a total of sixty (60) hours in a calendar year. Once an employee

banks sixty (60) hours of Compensatory Time, no additional overtime shall be permitted to be banked as Compensatory Time in the same calendar year, regardless of usage.

Utilization of Compensatory Time shall be subject to staffing requirements and approved by the Superintendent or his/her designee. Requests for use of Compensatory Time shall be submitted at least ten (10) days in advance of the date requested.

(SEIU)

The Employer shall have the right to require reasonable overtime work in the Rock County Health Department from all employees if the Employer is unable to find volunteers to work overtime. Each employee shall have the right of refusal on three occasions where a request for overtime work has been made by the Health Officer. Occasions where the most senior employees refuse such overtime work consistent with this provision, the least senior employee of the unit shall be required to perform the overtime work. Refusals shall not apply to required evening and weekend meetings.

All time worked in excess of eight (8) hours per day or forty (40) hours per week shall be paid at the rate of one and one-half times the employee's regular salary. When the employee is required to attend an evening or weekend meeting, this shall be considered overtime. Overtime compensation shall be paid in cash or compensatory time off at the rate of time and one-half as the employee may elect, with the approval of the Nursing Director. Compensatory time may accumulate to a maximum of forty (40) hours each calendar year.

(AFSCME 1258)

Time and one-half shall be paid for all time worked over eight hours per day and forty hours per week. The only exception would be those employees assigned to the night shift who will receive overtime after 8 hours in a day and 80 hours in a pay period. Employees will be permitted to accumulate up to eighty hours of compensatory time. Employees may, with the Department Head's approval, elect to take compensatory time off. An employee may use compensatory time on weekend shifts, but only when they arrange for their own replacement to cover their shift at straight-time wages (except for the four hours of overtime that naturally occur in a regular twelve-hour shift). Compensatory time may accumulate to a maximum of eighty (80) hours each calendar year.

(AMHS-RH)

Compensatory time may accumulate to a maximum of eighty (80) hours each calendar year

(AFSCME 1077)

Compensatory time may accumulate to a maximum of one hundred (100) hours each calendar year.

Use of compensatory time shall be subject to a request by the Employee five workdays in

advance and the authorization of the Department Head or his/her designee. Authorization shall be subject to the staffing needs of the Employer.

(AFSCME 2489)

Each regular full-time employee shall receive time and one-half his/her hourly wage or time and one-half compensatory time off for all hours worked in excess of eight hours per day or forty hours per week; time and one-half compensatory time off shall be taken within the calendar year in which it was earned.

Effective 1/1/2012 employees at the 911 Center may bank a maximum of eighty-five (85) hours of compensatory time per calendar year. This bank is non-refillable, therefore once the eighty-five (85) hour limit has been reached; all subsequent overtime earned must be taken in pay.

(AMHS-HSD)

Compensatory time may accumulate to a maximum of eighty (80) hours each calendar year.

## DRUG-FREE WORKPLACE AND SUBSTANCE ABUSE

It is Rock County's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Prescription and over the counter drug use are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over the counter medication will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty, notify supervisor, notify company doctor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur.

Violations of this policy may lead to disciplinary action, up to and including, termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences. Use of some drugs is detectable for several days. Detection of such drugs or the presence of alcohol will be considered being "under the influence." Refusal to submit to a drug and/or alcohol screen shall be deemed a positive result and shall be grounds for immediate termination.

Employees using prescription medications according to a physician's instructions or using over-the-counter drugs for medicinal purposes should, in the event such drugs would impair their physical, mental, emotional, or other faculties, notify their department supervisor, who is responsible to notify Human Resources.

The organization's substance abuse program includes several components to support its efforts to remain drug/alcohol-free, including:

- supervisory training;
- employee awareness program;

- drug/alcohol testing for accidents involving injury and/or property damage;
- drug/alcohol testing when a supervisor suspects that an employee is "under the influence" during working hours;
- an Employee Assistance Program (EAP).

All information relating to drug and/or alcohol screens is to be kept strictly confidential. The information will be kept in each employee's medical file, which will be maintained separately from the employee's personnel file. These medical files will be kept locked and secured, and access will be limited. Under no circumstances should the results of a drug and/or alcohol screen be discussed with individuals that do not have a work-related need to know.

#### Post-Accident

If employees cause or contribute to accidents that seriously damage (defined as over \$3,000) any vehicles, machinery, equipment or property, or result in an injury to themselves or others requiring offsite medical attention, they will be screened to determine whether they test positive for drugs and/or alcohol. This provision is limited to any instance involving a work-related accident or injury in which an employee who is operating a motorized equipment/vehicle is presumed to have caused or contributed to the accident. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner. Under no circumstances will the employee be allowed to drive himself or herself to the testing facility.

#### Reasonable Suspicion

If a supervisor suspects that an individual is at work and under the influence of alcohol and/or drugs, the supervisor should notify the Human Resources Director to seek authorization to test the employee. The supervisor will be granted permission to test the employee if sufficient objective symptoms exist to indicate the employee may be under the influence of drugs and/or alcohol. If the situation occurs outside of regular business hours the authorization can be provided by the Departmental on-call supervisor. The supervisor should make a written record of the employee's name, the date, time and symptoms present. This documentation should be attached to the test results and kept in the confidential medical file as justification for why the tests were performed. If a supervisor believes an employee is impaired, the employee should not be allowed to drive himself/herself to the testing facility.

Employees will be paid up to two (2) hours to complete any required testing.

While the County does not condone the abuse of alcohol, prescription drugs, and/or use of illegal drugs, Rock County does recognize that addiction to drugs and/or alcohol can be treated. If an employee recognizes a personal addiction or abuse problem and seeks assistance from management in advance of detection, the organization will assist the employee in seeking treatment. The confidential nature of the employee's counseling and rehabilitation for drug and/or alcohol abuse will be preserved.

The Employee Assistance Program (EAP) is a confidential resource designed to assist employees and their eligible dependents in dealing with challenges and problems, such as substance abuse. Participation in the EAP by employees shall not protect them from disciplinary

actions due to continued substandard job performance or rule infractions nor will it jeopardize future employment or advancement opportunities.

## POLICY

Rock County is a governmental entity committed to providing a broad range of high quality services to its citizens. To do this, Rock County is committed to the health and well being of its employees.

The County recognizes that a wide range of personal problems, conditions, concerns, and illnesses, not directly associated with an employee's job function, can adversely affect an employee's job performance. Therefore, to assist individuals with problems or potential problems, Rock County offers an Employee Assistance Program (EAP).

The primary focus of the Employee Assistance Program is to provide services that enhance the quality of life for employees by 1) assisting in the early identification of problems, 2) offering support and/or information and referrals to community and professional resources.

## CONFIDENTIALITY

Employee contacts and information acquired by the Employee Assistance Program shall be confidential.

- A. Only demographic (non-employee identifying) information will be reported by the Employee Assistance Program.
- B. In the case of referral related to a disciplinary action, the EAP counselor will only verify whether or not the employee attended the EAP session. In some situations, the nature of the session and/or follow up sessions will need to be disclosed to the Human Resources Department. No information will be released without the expressed written consent of the employee.

## PRINCIPLES

- A. The EAP is available to all employees and their dependents.
- B. Participation in the EAP is voluntary. Whether an employee chooses to use the EAP or not, it does not excuse the employee from following policy and procedure or meeting required standards for satisfactory job performance.
- C. Participation in the program will not jeopardize an employee's job security, promotional opportunities, or reputation.

- D. When performance problems are not corrected with usual supervisory attention, employees may be referred to the assessment and referral counselor to determine whether personal problems are causing unsatisfactory job performance. If the job performance problems are corrected, no further action will be taken. If job performance problems persist, routine disciplinary procedures will be employed.
- E. In certain circumstances, referral (including complying with recommendations) may reflect a condition of continued employment.

In such cases, the authorization of the Department Head and the Human Resources Director will be required.

- F. It is not the role or responsibility of supervisors and peer coordinators to diagnose or treat, but rather to provide appropriate support and referral information to the employee.

## PROGRAM DESCRIPTION

Rock County's EAP is a confidential program designed to assist in the prevention, identification and resolution of behavioral, medical, and productivity problems associated with employees impaired by personal concerns. These include, but are not limited to, health, marital, family, financial, alcohol, drug, legal, emotional stress, or other personal concerns, which may adversely affect job performance.

- ◆ Confidential support and short-term consultation related to problem assessment.
- ◆ Referrals for assessments, diagnosis, treatment and other counseling.
- ◆ Ongoing counseling service will not be provided by the EAP staff.

## V. METHODS FOR ACCESSING EAP

An employee or a family member may independently, or upon suggestion of the employee's supervisor, confer privately and confidentially with the EAP.

### Self-Referral

Employees with personal problems are encouraged to seek help on their own initiative before health and job performance are adversely affected.

Employees and/or family members may consult with the EAP by contacting ComPsych (1-888-327-2748) or [www.guidanceresources.com](http://www.guidanceresources.com) Company Web ID:ROCKCOUNTY. Consultation can be over the phone or in person.

### A. Supervisor Referral

Supervisors may suggest contact with the EAP if an employee's job performance declines or negatively affects the work group. When the referral is in connection with a disciplinary problem, supervisors shall follow the normal procedure of coordinating through the Human Resource Director.

## VI COST

There will be no charge to the employee for the initial assessment services of ComPsych. Fees charged by community resources will be submitted and paid in accordance to the County Health Plan.

Rock County is committed to providing a safe and secure environment for the employees of Rock County and for the security of the public utilizing Rock County services. All Rock County employees shall have and display, an identification badge while conducting official County business. Minimal exceptions, for safety reasons, may be approved by Department Heads.

This policy will outline the responsibility, identification badge information, requirements for wear, replacement of badges, upon leaving County employment and enforcement and monitoring.

#### Responsibility To Issue Cards

Human Resources Department will issue the first identification badge to Rock County employees and temps on the first day of work at no cost.

#### Requirements For Wear

All Rock County employees (temp, full-time, part-time) shall be issued an Identification Badge. Identification Badges are to be displayed or carried on the person while at work in County facilities or on County business.

The Badge shall be worn attached to a clip or lanyard in plain view at or above the waist. Employees that are required to carry the badge with them must be able to produce the badge immediately for identity verification upon request. Stickers, decals, pins, etc shall not be used to deface or alter the Identification Badge.

An employee encountering an unknown person without proper identification in a nonpublic area should offer assistance. If the employee has any doubt as to the person's response or demeanor, security or 911 should be notified.

#### Badge Replacement

Rock County will provide the first badge and badge holder at no cost to the employee. Replacement of lost cards and cardholders will be the employee's responsibility. The cost for a replacement card is \$5.00. Employees should notify their supervisor immediately if their identification badge is lost or stolen. If an employee has a name change, change in department or job title, the employee must contact the Human Resources Department for a new identification badge at no cost to the employee. Broken or worn identification badges will be replaced at no cost to the employee provided the damage was not a result of the employee's negligence. Replacement badges must be picked up in the Human Resources office in person by the employee.

### Leaving County Employment

The Badges are the property of the County and are to be returned upon separation or retirement from the County. On a terminating or retiring employee's last workday, the employee's supervisor is responsible for collecting the identification badge from the employee, and shall return the badge to the Human Resources Department. The card will be destroyed.

### Enforcement and Monitoring

Identification Badges are to be worn at all times unless otherwise determined by the Department Head. If an employee reports to work without his or her Identification Badge, the employee will need to purchase a new ID badge at the Human Resources Department. Continued failure by the employee to wear their ID badge will be subject to the disciplinary process.

### Tailgating

1. **Tailgating definition-** Allowing others to follow you through a door after you have activated the card reader with your badge.
2. **Visitor access tailgating-** Exterior and interior doors that are equipped with card readers are not to be held for visitors, and visitors are not to be allowed to follow another employee who has badge-activated the door to enter the building or department. It is the responsibility of the employee who has badge-activated a door for not letting a visitor tailgate. (This is for protecting staff and visitors from disgruntled person).
  - Employees violating this policy puts themselves and others at risk and will be subject to discipline up to and including termination.
3. **Employee access tailgating**

Exterior and interior doors that are equipped with card readers should be swiped each time an employee passes through. Each employee will be required to badge the reader to enter the building or department. Holding the door for another employee does put the County at risk. If you are unsure about an employee you held the door for please notify HR of this concern.

### Expiration Date

The Identification Badge will expire four (4) years from the employee's date of hire and each four (4) years thereafter. The employee will need to contact the Human Resources Department to make an appointment to have a new Identification Badge made. It is also the supervisor's responsibility to ensure that all of their employees have Identification Badges that are not expired.

## EMPLOYMENT AT WILL

Nothing contained in this Policy and Procedure Manual or in any other materials or information distributed by the County creates a contract of employment between an employee and Rock County. Employment is on an at-will basis. Any individual may voluntarily leave employment upon proper notice and may be terminated by the employer at any time and for any reason, except as specifically modified by any collective bargaining agreement. No statements to the contrary, written or oral, made either before or during an individual's employment can change this. No individual supervisor, manager or officer can make a contrary agreement.

**EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION**

It is the policy of Rock County to promote equal opportunity and non-discrimination in employment practices, and to actively implement all Federal, State, and County Equal Employment Opportunity/Affirmative Action laws, policies, plans, rules, regulations and ordinances.

Rock County does not and will not discriminate on the basis of protected status as defined by State or federal law, and Rock County Personnel Ordinance 18.102(B4).

The County ensures equal opportunity in all of its employment practices including, but not limited to: recruitment, selection, transfer, promotion, testing, placement, layoffs or termination, so that discrimination practices against persons of protected status, or any other cause for discrimination as defined by law, will not hinder access to employment.

Any person may file a complaint if they feel he/she was discriminated against on the basis of his/her protected status.

A complaint relating to employment may be filed by contacting the Human Resources Department (608) 757-5520. A “Rock County Applicant Grievance Form” is available upon request from the Human Resource Department. If you need assistance in completing the form, you may arrange for it through Human Resources. You are encouraged to utilize Rock County’s Internal Complaint Procedure to resolve your concerns most quickly. It is preferable that a complaint be filed for investigation within 30-days after the incident. Complaints may be left with the Human Resources Department, or be mailed to:

Rock County Human Resources Department  
51 South Main Street  
Janesville, WI 53545

The Human Resource Director or his/her designee will make an investigation and full report regarding the basis of the complaint. The resolution of the complaint will be sent to the complainant in writing in a language understandable to the complainant. For visually impaired persons, the resolution of the complaint will be transmitted by a method, which will be understood by the complainant. The report will include a summary of the complaint, the scope of the investigation, facts which support or refute the complaint, the decision and the reasons for the decision. The report will be rendered within thirty (30) days of the date of receipt of the complaint. The records and reports relating to the complaint will be retained for two years from the date of final disposition of the complaint by the department.

If the complainant is not satisfied with the resolution of the complaint, there is a formal right of appeal to any of the agencies listed below. Appeal can also be made to the County Administrator or his/her designee.

This complaint procedure is provided to all employees. The complaint procedure is posted in the general reception areas for applicant review.

No complainant will be intimidated, harassed, or subjected to any other form or adverse action because of the filing of a complaint of discrimination. Staff members who are witnesses or knowledgeable parties are urged to cooperate fully in the complaint investigation process without fear of adverse action or retaliation.

Rock County has adopted a written Affirmative Action Plan to ensure utilization of minorities, the disabled, veterans, and women at all levels and divisions of the organization. Rock County is committed to making a good-faith effort toward achieving the objectives of the Plan. Any employee who would like to review the Plan may do so by scheduling an appointment with the Human Resources Department during normal business hours.

If you do not wish to utilize the internal complaint process you may submit your complaint to the following:

**A. COMPLAINTS RELATED TO EMPLOYMENT (AA)**

1. A complaint may be filed directly with any of the following agencies:
  - a. Equal Rights Division, Department of Workforce Development, P.O. Box 8928, Madison, Wisconsin, 53708. (608) 266-6860  
Note: Must be filed within 300 days of date of alleged discrimination.
  - b. Equal Employment Opportunities Commission, 310 W. Wisconsin Avenue, Suite 500, Milwaukee, Wisconsin, 53203. (414) 297-1111



**ROCK COUNTY  
EMPLOYMENT DISCRIMINATION COMPLAINT FORM**

Name of Complainant: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Are you an employee of this agency: Yes \_\_\_\_\_ No \_\_\_\_\_

Are you applying or did you apply for a job with this agency: Yes \_\_\_\_\_ No \_\_\_\_\_

What was the Position you applied for: \_\_\_\_\_

Basis for employment discrimination complaint: \_\_\_\_\_

(Include the protected status category(s) defined in Rock County Personnel Ordinance 18.102(B4)).

Description of the action or treatment which you think was discriminatory. (Include information about who, what, when, where, how, why, and the names, addresses and phone numbers of any witnesses, if you know them. Please be specific about the date of the last incident. You may write this on another sheet of paper if you need more room. In the space below, please say how many pages are attached if you need to add pages.)

Describe the relief or satisfaction you want:

Complainant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: You may call our Equal Opportunity Coordinator, Human Resources Director, at 608-757-5520.

\*\*\*\*\*For Office Use Only\*\*\*\*\*

Date Received: \_\_\_\_\_ Action Taken: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Actions and Individual(s) to be investigated: \_\_\_\_\_

\_\_\_\_\_

—

Further action required: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what action is recommended:

\_\_\_\_\_

—

Findings: \_\_\_\_\_

Written Response sent to Complaint on: \_\_\_\_\_

(Must be completed within 30 days)

Signature: \_\_\_\_\_

It is the policy of Rock County to capture information about possible improvement opportunities by conducting exit interviews when employees separate from County employment regardless of the employee's length of service, position, or circumstances of separation.

Exit interviews are conducted to gather information that can provide insight on such things as management that may not always be gathered during employment tenure.

Separating Rock County employees, have the option to complete the exit interview questionnaire alone, with a supervisor, or with a Human Resource staff member. The questionnaire is confidential and will not be placed in the employee's personnel file.

Should the employee elect an in-person exit interview, it will be conducted either before the employee finally leaves, or, if not possible or desirable, it will be conducted soon after the employee has left.

The information provided will be used to determine areas of need for training and/or changes in personnel policies and procedures.

Exit interview questionnaires may be accessed on line or in paper format.

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## **THE STATE AND FEDERAL FAMILY AND MEDICAL LEAVE ACTS**

This Policy applies to all eligible salaried and hourly employees (‘employees’) of Rock County (‘County’) in the United States.

Rationale for the adoption of this policy and use of an outside provider by Rock County:

- To safe guard employees’ rights to use their protected time.
- To make sure that all decisions about FMLA are made fairly and without regard to the status of the employee.
- To insure that all HIPPA guidelines in regard to protected employee information are followed.
- To guard against misuse and abuse of the benefit.
- To effectively and efficiently administer a program that is at times difficult to understand, labor intensive and requires a substantial amount of documentation and written communications.

### **Initiating a request for FMLA:**

#### **A. Employee Responsibilities:**

Generally a “serious medical condition” is defined as: (a) illness, injury, impairment, or mental condition that involves an inpatient stay, or (b) outpatient care that requires continuing treatment or supervision. (For a more detailed definition see the definitions under federal and state FMLA included within this policy.)

Any time you are absent from work (planned or unplanned leave) due to a “serious medical condition” you **must** do the following:

Contact your Supervisor or other appropriate contact pursuant to your department absence reporting policies.

Call 877-GO2-FMLA (877-462-3652) or log onto [www.fmlasource.com](http://www.fmlasource.com)

- a) Your information will be verified by a specialist who will initiate the Family/Medical Leave process and answer any questions that you may have.
- b) The specialist will send you a letter confirming your request, your notification or rights under the FMLA and a medical certification form to be completed by your healthcare provider.

After submitting the medical certification form to your healthcare provider you should periodically verify if the paperwork was completed and faxed to FMLASource.

You will receive an approval or denial letter from FMLASource after your claim has been processed:

- a) If your intermittent leave request is approved you must contact your manager AND FMLASource to report FMLA hours used; otherwise your absence may not be protected under FMLA.
- b) If your continuous leave request is approved you must contact your manager and FMLASource to report your return to work date and submit a Fitness-for-Duty form to Human Resources once you return.
- c) If your leave request is denied please contact FMLASource with questions. Many times an employee's initial request will be denied because the employee's health care provider has not submitted the necessary paperwork. Employees need to work with their provider to let them know FMLASource will need documentation and the sooner they can provide it the better.

An employee's willful refusal to follow through on their FMLA responsibilities outlined above may result in discipline.

### **B. Manager / Supervisor Responsibilities:**

If you are informed by an employee that they may need to leave work due to a serious medical condition, it is your responsibility to direct the Employee to FMLASource.

FMLASource will help determine eligibility and notify the employee and management of leave status and track absences.

You may also contact FMLASource at 877-GO2-FMLA (877-462-3652) to open an FMLA claim on behalf of the employee. An FMLA Specialist will ask to verify the following:

- Employee's name and identification number
- Employee's current mailing address
- Reason for leave (Employee or family member's medical condition)
- Type of leave (continuous, intermittent or reduced schedule)
- Approximate dates of absence

### **The Wisconsin Family and Medical Leave Act**

In accordance with the Wisconsin Family and Medical Leave Act, employees who have been employed by the County for fifty-two consecutive weeks and who have worked at least one

thousand (1,000) hours during the preceding fifty-two (52) weeks may be eligible for unpaid, job-protected leave per the Wisconsin FMLA, as provided under this policy.

Under the Wisconsin FMLA an employee may take up to two or six weeks of unpaid, job-protected leave during a calendar year (i.e., January – December) for the following qualifying conditions:

- (a) Up to six (6) weeks of leave for the birth or adoption of a child (leave must commence no later than 16 weeks after the birth or adoption date)
- (b) Up to two (2) weeks for the serious health condition of a spouse, domestic partner, child or parent (including foster parent, treatment foster parent, adoptive parent, stepparent, or legal guardian of an employee, employee's spouse or domestic partner) with a serious health condition.
- (c) Up to two (2) weeks for the employee's own serious health condition which prohibits the employee from performing essential functions of the position.

### **The Federal Family and Medical Leave Act**

In accordance with the Federal Family and Medical Leave Act of 1993 (FMLA), employees who have worked for the Company for at least 12 months and have worked at least 1,250 hours during the past 12 months, are entitled to the benefits provided by the Family and Medical Leave Act.

Under the federal FMLA, an eligible employee may take up to 12 weeks of non-paid, job-protected leave during a 12-month period for the following reasons:

- (a) upon the birth of an employee's child;
- (b) upon the placement of a child for adoption or foster care with an employee
- (c) when an employee is needed to care for a spouse, child (restricted to children under age 18 unless incapable of self-care because of physical or mental disability), or parent who has a serious health condition; or
- (d) when an employee is unable to perform at least one of the essential functions of his or her position because of the employee's own serious health condition.
- (e) in situations of qualifying exigency to be with an employee's spouse, parent or child if said person is an active service member or called to active duty status in the National Guard or Reserves, so long as they are being deployed to a foreign country.
  - Short-notice deployment,
  - Military events and related activities,
  - Childcare and school activities,
  - Financial and legal arrangements,
  - Counseling,
  - Rest and recuperation,
  - Parental care

- Post-deployment activities, and
  - Additional activities where the employer and employee agree to the leave
- (f) for the care of an injured service member if the service member is the employee’s spouse, child, parent, or “next of kin”. This type of FMLA can be elected once to be taken for up to 26 weeks in a 12-month period.

**Combined Leave**

If an employee’s leave qualifies under Federal and State law, the leaves will run concurrently. For example, a leave request for the birth of a child would qualify as an eligible employee medical leave under Wisconsin and Federal FMLA laws. Thus the employee’s time away from work for a qualifying leave will be deducted from his/her available leave entitlement under both Wisconsin and Federal laws. All leaves granted under FMLA will also run concurrently with any available leave provided under the Ordinance.

**FMLA husband and wife both County employees**

A husband and wife who are both eligible for FMLA leave and are both employed by the County are limited to a combined total of 12 weeks of leave during a 12-month period for (1) the birth of a child or to care for the child after birth; or (2) for the placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement.

A husband and wife who are both eligible for FMLA leave and are both employed by the County are each eligible to take 12 weeks of leave for their own serious health condition or to care for a child or spouse who has a serious health condition. However, the total leave for an employee cannot exceed 12 weeks in a 12-month period.

**MORE INFORMATION ABOUT THE STATE  
AND FEDERAL FAMILY AND MEDICAL LEAVE ACTS**

**Definitions under the Wisconsin FMLA**

1. A “Parent” is defined as a natural, foster or adoptive parent, stepparent, or legal guardian of an employee, an employee’s spouse or domestic partner.
2. “Son” or “daughter” refers to a natural, adopted or foster child, stepchild, or a legal ward that is under the age of 18 or over 18 and unable to care for him/herself because of a serious health condition.
3. “Spouse” refers to a husband or wife as defined or recognized under Wisconsin state law.
4. “Domestic Partners” are defined as same-sex couples who register in their county of residence or same-sex and opposite-sex couples who are not required to register.
  - a. To qualify as registered domestic partners, two individuals must meet the following criteria:

- i. They must be at least 18 years of age and capable of consenting to the relationship;
    - ii. They may not be married to, or in a domestic partnership with, another individual;
    - iii. They must share a common residence;
    - iv. They must not be more closely related than second cousins — whether of the whole or half blood or by adoption;
    - v. They must be members of the same sex; and
    - vi. The couple must apply to form a domestic partnership with the clerk in the county in which they reside and must file a declaration of domestic partnership with the register of deeds.
  - b. To qualify as a same-sex or opposite-sex non-registered domestic partnership, two individuals must meet the following criteria:
    - i. They must be at least 18 years of age and capable of consenting to the relationship;
    - ii. They may not be married to, or in a domestic partnership with, another individual;
    - iii. They must share a common residence;
    - iv. They must not be related by blood in a way that would prohibit marriage under Wis. Stat. § 765.03;
    - v. They must consider themselves to be members of each other’s immediate family; and
    - vi. They must agree to be responsible for each other’s basic living expenses.
5. “Serious Health Condition” is defined as a disabling physical or mental illness, injury, impairment or condition involving either:
  - a. Inpatient care in a hospital, nursing home, or hospice or
  - b. Outpatient care that requires continuing treatment or supervision by a health care provider.
6. A “Health Care Provider” is a licensed physician, nurse, chiropractor, dentist, podiatrist, physical therapist, optometrist, pharmacist, psychologist; athletic trainer, certified occupational therapist, occupational therapy assistant, physician assistant, perfusionist, respiratory care practitioner, dietitian, acupuncturist, social worker, marriage and family therapist, professional counselor, speech-language pathologist or audiologist; a partnership of any of the above-listed providers, hospices, inpatient health care facility, community-based residential facility, rural medical center, and Christian Science practitioner.

Qualified Exigency:

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves, so long as they are deployed to a foreign country,

may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

#### Care for an Injured Service member:

Eligible employees may also take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a (1) current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

#### **Definitions for the purposes of leave under the federal FMLA:**

1. “Son” or “Daughter” refers to a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing ‘in loco parentis’.
2. “Spouse refers” to a husband or wife as defined or recognized under state law for purposes of marriage under the state where the employee resides, including common law marriages in states where it is recognized.
3. “Serious health condition” is defined as an illness, injury, impairment or mental condition that involves:
  - a. Incapacity or treatment connected with in-patient care (overnight stay) in a hospital, hospice or residential medical care facility, including any period of incapacity; or
  - b. Continuing treatment by a health care provider which includes one or more of the following:
    - i. A period of incapacity lasting more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also includes:
      1. treatment two or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); **or**
      2. one treatment by a health care provider (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (e.g., prescription medication, physical therapy); **or**
    - ii. Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; **or**

- iii. Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; **or**
  - iv. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; **or**
  - v. Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.
4. For the care of an injured service member”, is defined as a service member who is “undergoing medical treatment, recuperation, or therapy, is otherwise in an outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.”

“Serious illness or injury,” is a serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating. A serious injury or illness also includes injuries or illnesses that existed before the service member’s active duty and that were aggravated by service in the line of duty on active duty.

In talking about the care of an injured service member, “Next of Kin” is defined as the “nearest blood relative”. If a person has no spouse, their closest adult relative, usually a parent or an oldest sibling, but occasionally an adult child, will be designated as “next of kin”. However, there are people without any close adult relatives and “Next of Kin” could be a first cousin, aunt, uncle, or grandparent.

- 5. “Disability” is defined for the purposes of this policy, is used as defined in the Company’s short term disability plan and is not used as defined by the Americans with Disabilities Act. (ADA)
- 6. “12 month period” is defined as a “rolling” 12-month period measured backwards from the date an employee uses any FMLA leave. This means that any time an employee takes FMLA leave, the leave remaining for that employee would be any balance of the 12 weeks, which has not been used during the immediately preceding 12 months.
- 7. Healthcare Providers as defined by the Department of Labor are doctors of medicine or osteopathy licensed to practice in the state; podiatrists, dentists, clinical psychologists, optometrists, chiropractors (for manual manipulation of spine to correct subluxation demonstrated by X-ray), nurse practitioners, nurse-midwives, physician assistants and

clinical social workers, if authorized to practice under state law; or Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; any health care provider from whom a certification of the existence of a serious health condition would be accepted; any health care provider listed above who is authorized to practice in a country outside of the U.S.

### **FMLA intermittent or reduced leave:**

You may be entitled to take leave intermittently or on a reduced leave schedule. You should check with FMLASource, HR and/or your Department Head if you are interested in pursuing an intermittent or reduced leave schedule. Intermittent or a reduced schedule leave must be approved by your Department Head and scheduled so as not to unduly disrupt the County's operation.

If you have an approved or pending intermittent leave, and have a planned absence, you will be required to report that absence to the appropriate County representative 30 days prior to the absence if possible. If 30 days' notice is not possible you must report the absence in a timely manner. You must also report that absence to FMLASource at 877-GO2-FMLA (877-462-3652).

The County may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule for leave for the employee or employee's family member that is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

When an employee's hours are restricted or limited, the hours unavailable to work will be counted toward their FMLA entitlement. This includes any overtime or mandation hours not worked.

When leave is taken after the birth or placement of a child for adoption or foster care, an employee who is eligible for leave and has entitlement available under the Wisconsin FMLA, which must commence within the first 16 weeks of the birth or placement, may take leave intermittently or on a reduced leave schedule, only after receiving County approval. However, an employee who is only eligible for Federal FMLA, and who requests leave on an intermittent or reduced-schedule basis shall be required to secure approval from his/her department head, and shall only be approved for such intermittent or reduced-schedule leave if it meets with the needs of the department. Leave for the birth of a child and newborn care, or placement for adoption or foster care, must conclude within twelve months of the date of birth or placement.

### **Light Duty**

Time spent in "light duty" work does not count against an employee's FMLA leave entitlement, and the employee's right to job restoration is held in abeyance during the light duty period. Light duty work does not include a restriction of hours.

**Use of paid leave for FMLA purposes:**

During your FMLA leave your medical, dental, vision and life insurance will continue at the same level of coverage you had prior to your leave. Premiums deductions will continue for any period of leave where any Paid Time Off (PTO) is authorized.

Under Wisconsin law, an employee may choose to substitute any paid leave for up to six weeks of FMLA leave for the birth or adoption of a child or up to two weeks for leave for their own serious health condition or for the care of an eligible family member. Thereafter, under Federal law, the employee is required to substitute any remaining sick leave, floating holiday, compensatory time, vacation, and holiday time that the employee has available, in the order that the employee designates at their FTE Status. Should the employee fail to designate the benefit time to be used, it will be utilized by the County in the order outlined above (See chart below). Under no circumstances will employees be entitled to FMLA leave in excess of the authorized 12 weeks as a result of the substitution of paid leave.

Any leave, paid or unpaid, that is designated as leave under FMLA will count against the employee's FMLA entitlement. Worker's Compensation will also run concurrently with FMLA.

Unpaid time off that continues beyond the 12 weeks of FMLA leave is subject to prior approval by your Department Head and Human Resources in accordance with the County Ordinance.

If at any time during your leave you are not receiving pay, your benefits will not be terminated. Any premiums due and owing may be paid during your absence. If you do not pay your premiums during your absence, they will be deducted by payroll in accordance with Finance Department policy upon your return to work.

If you do not return to work following FMLA leave for a reason other than (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; or (2) other circumstances beyond your control, you may be required to reimburse the County for its share of health insurance premiums paid on your behalf.

	<b>Week 1- 8 (320 hours)</b>	<b>Week 9-12 (160 hours)</b>
Birth, Adoption	Paid Unpaid Combination of Paid and Unpaid	Paid at your FTE Status
	<b>Week 1- 4 (160 hours)</b>	<b>Week 5-12 (320 hours)</b>
Employee's Own Serious Health Condition	Paid Unpaid Combination of Paid and Unpaid	Paid at your FTE Status

	<b>Week 1-4 (160 hours)</b>	<b>Week 5-12 (320 hours)</b>
Employee's Parent, Spouse, or Child's Serious Health Condition	Paid Unpaid Combination of Paid and Unpaid	Paid at your FTE Status

**Requirements for taking a FMLA leave of absence:**

You may request a FMLA leave of absence by making the request to FMLASource via the toll free number, 877-GO2-FMLA (877-462-3652), or online at [www.FMLASource.com](http://www.FMLASource.com). You must give notice of the need for a leave of absence at least thirty (30) days before any foreseeable leave. If thirty (30) days' notice is not practical because of an emergency or other circumstance, the leave should be requested as soon as possible (typically within two business days of learning of the need for leave).

After notification to your supervisor you must call FMLASource to report the circumstances of your leave. FMLASource will provide you with applicable forms and information about your rights and responsibilities under the FMLA.

To request a leave for a serious health condition, you will be required to submit information from an appropriate health care provider confirming the existence of the serious health condition and other relevant information. FMLASource will provide you with a Medical Certification of Health Care Provider form for this certification. A certification form will also be required for intermittent medical treatment or continuous leave.

Periodic reports and additional physician certifications may also be required during a leave. The County may, at its own expense, require a second (or third) opinion regarding a medical certification. If you fail to provide timely certifications, your leave request may be delayed or denied.

For a serious health condition of your family member, a medical certification about the needed care for the family member, information about the care of the family member and an estimate of the time needed must be provided from your eligible family member's physician.

For care of an injured service member, a medical certification about the needed care for the service member, information about the care of the service member, relationship to the service member, and an estimate of time needed must be provided from your service member's physician.

For a qualifying exigency, a copy of the service member's orders will be necessary to prove the active duty status or impending call to active duty status in support of a contingency operation. In addition, an estimate of time needed must be provided by the employee.

**Returning from a leave of absence:**

In order to return to work from an approved FMLA leave due to your own health condition, you will be required to provide a release or “fitness for duty” certification from your health care provider stating you are able to resume the major and essential functions of your job. Fitness for duty certification may be requested for an intermittent leave if reasonable safety concerns exist.

If you return from leave at its expiration, you will be returned to the same or equivalent position unless you fail to provide a release to return to work. Upon restoration, benefits will be resumed in the same manner and at the same levels as provided when the leave began, subject to any changes that took place while the employee was on FMLA leave. Performance evaluation dates will not be adjusted as a result of the leave of absence.

The County has the right under FMLA to deny job restoration to certain “key employees” under certain circumstances, if necessary to prevent substantial and grievous economic injury to the County operations. “Key employees” are salaried employees who are among the highest paid 10 percent of all employees within 75 miles of the eligible employee’s worksite. To deny job restoration to a key employee, the County will notify the employee of his or her status as a key employee and will provide all other information required by law.

If you return from FMLA with no benefit time and encounter an unforeseen medical situation, please refer to the Rock County Personnel Ordinance 18.508 and Administrative Policy and Procedure 5.26.

**Maximum leave of absence and termination of employment:**

If you fail to return to work on the first day after your FMLA leave expires, and have not received prior approval from your Department Head and Human Resources for additional leave time as provided by County Ordinance, you will be deemed to have voluntarily resigned your employment with Rock County.

**Employment while out on leave:**

An employee’s inability to perform job duties while out on Family Medical Leave (FMLA) or any other authorized leave of absence for the County, is assumed to extend to any other job duties the employee may have outside of the County employment as indicated in the employee’s medical certification. Employees who have a disability under the Americans with Disabilities Act (ADA) may be provided reasonable accommodations or extensions of leave and should contact Human Resources.

If you are not on an approved FMLA leave or you give a false or non-validated reason for a leave of absence, termination of employment can occur.

If FMLASource is unable to verify eligibility, they will contact Human Resources to verify the eligibility status of an employee.

## **Falsification of medical certification**

Any false answers or statements knowingly made in connection with your application for FMLA will be sufficient grounds for disciplinary action up to and including discharge.

Rock County may use hiring, interviewing, testing and screening processes to determine the best qualified candidates for any particular position.

In filling job vacancies or new positions, employees within the department with the vacancy will be given consideration. Both internal and external candidates may be considered.

Depending on the nature of the position and the applicants applying for the position, the County may conduct varying levels of background screening to determine whether candidates are suitable for the position they applied for. Information that may be obtained or requested includes, but is not limited to: information relating to references past employment, work habits, education, judgments, criminal background and offenses, character, general reputation, and driving records.

Any employee who must interview or test for a job opening for other Rock County departments during their work hours shall be allowed time to participate in said interviews or tests without loss of pay, excluding off days, vacations, floating holidays, or other paid time off.

After completion of all the required pre-employment screening processes, the most qualified candidate who meets the requirements for the position and fits the needs, mission and values of the department may be offered the position. The determination of such qualifications shall rest with the Department Head.

If two or more candidates are equally qualified for a position, and the Department Head determines that he or she will fill the position, the candidate with the greatest seniority, will be offered the position.

The Rock County Personnel Ordinance states that Rock County will not condone or tolerate any conduct in the workplace on the part of its employees (whatever their positions), elected officials, vendors, or members of the public, if that conduct violates the right of someone else to be free from harassment. County employees who violate this policy will be subject to appropriate discipline, up to and including termination.

## I. GENERAL POLICY

All employees are responsible for assuring that the workplace is free from any form of harassment, including harassment on the basis of any protected class status as defined by State and/or Federal Law and Rock County Personnel Ordinance 18.102(B4). All employees and elected officials shall be familiar with, and comply with, the policy of the County prohibiting harassment in the workplace as explained below.

This policy prohibits any County employees (whatever their positions), elected officials, vendors, or members of the public from harassing an employee or other person while on the job, or from creating a hostile work environment.

Harassment by an employee, supervisor, manager, or any other person will not be tolerated. All supervisors and administrators, as part of their job requirements, are responsible for preventing and eliminating harassment in their respective department, division, or work areas.

## II. SEXUAL HARASSMENT

Sexual harassment includes any unwelcome sexual conduct that is either made a condition of employment or that creates an offensive, intimidating, or hostile working environment. The Equal Employment Opportunity Commission guidelines state that conduct is harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct is used as a basis for an employment decision affecting the employee; or
3. Such conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating a work environment, which is intimidating, hostile, or offensive to the employee.

### III. OTHER UNLAWFUL FORMS OF HARASSMENT

Unlawful harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964 and other federal authority.

Unwelcome verbal or physical conduct based on any protected class status as defined by State and/or Federal Law and Rock County Personnel Ordinance 18.102(B4) constitutes harassment when:

1. The conduct is sufficiently severe or pervasive to create a hostile work environment; or
2. A supervisor's harassing conduct results in a tangible change in an employee's employment status or benefits (for example, demotion, termination, failure to promote, etc.).

**Hostile work environment harassment** occurs when unwelcome comments, symbols, or conduct based on any protected class status as defined by State and/or Federal Law and Rock County Personnel ordinance 18.102(B4) unreasonably interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment. Anyone in the workplace might commit this type of harassment – a management official, co-worker, or non-employee, such as a contractor, vendor or guest. The victim can be anyone affected by the conduct, not just the individual at whom the offensive conduct is directed.

Examples of actions that may create sexual hostile environment harassment include:

- Leering, i.e., staring in a sexually suggestive manner
- Making offensive remarks about looks, clothing, body parts
- Touching in a way that may make an employee feel uncomfortable, such as patting, pinching or intentional brushing against another's body
- Telling sexual or lewd jokes, hanging sexual posters, making sexual gestures, etc.
- Sending, forwarding or soliciting sexually suggestive letters, notes, emails, or images

Other actions which may result in hostile environment harassment, but are non-sexual in nature, include:

- Use of racially derogatory words, phrases, epithets
- Demonstrations of a racial or ethnic nature such as a use of gestures, pictures or drawings which would offend a particular racial or ethnic group
- Wearing or displaying, while on Rock County property, any symbols that are designed to, or have the effect of harassing, demeaning, intimidating, or disparaging others. Examples include, but are not limited to, the confederate flag (County Board Resolution 20-8A-060), and Nazi swastika. Displays may include, but are not limited to, posting or showing such symbols in common areas, hallways, or parking lots; posting or showing symbols in an office, cubicle or desk area; having uncovered body art such as tattoos or branding showing a symbol; or showing symbols on clothing.

- Comments about an individual's skin color or other racial/ethnic characteristics
- Making disparaging remarks about an individual's gender that are not sexual in nature
- Negative comments about an employee's religious beliefs (or lack of religious beliefs)
- Expressing negative stereotypes regarding an employee's birthplace or ancestry
- Negative comments regarding an employee's age when referring to employees 40 and over
- Derogatory or intimidating references to an employee's mental or physical impairment

Harassment that results in a tangible employment action occurs when a management official's harassing conduct results in some significant change in an employee's employment status (e.g., hiring, firing, promotion, failure to promote, demotion, formal discipline, such as suspension, undesirable reassignment, or a significant change in benefits, a compensation decision, or a work assignment). Only individuals with supervisory or managerial responsibility can commit this type of harassment.

**A claim of harassment** generally requires several elements, including:

1. The complaining party must be a member of a statutorily protected class;
2. S/he was subjected to unwelcome verbal or physical conduct related to his or her membership in that protected class;
3. The unwelcome conduct complained of was based on his or her membership in that protected class;
4. The unwelcome conduct affected a term or condition of employment and/or had the purpose or effect of unreasonably interfering with his or her work performance and/or creating an intimidating, hostile or offensive work environment.

### **What is Not Harassment?**

The anti-discrimination statutes are not a general civility code. Thus, federal law does not prohibit simple teasing, offhand comments, or isolated incidents that are not extremely serious. Rather, the conduct must be so objectively offensive as to alter the conditions of the individual's employment. The conditions of employment are altered only if the harassment culminates in a tangible employment action or is sufficiently severe or pervasive to create a hostile work environment.

Report any incident of harassment immediately to your supervisor, any member of management and/or to the Director of Human Resources.

## **IV. INVESTIGATION OF COMPLAINTS OF HARASSMENT**

An employee who believes he or she has been the subject of, or witness to, harassment shall promptly report the matter to his or her supervisor or directly to Human Resources.

Any complaint of harassment shall receive the immediate attention of the supervisor to whom it is made. The supervisor shall immediately forward all complaints brought to his or her attention

to the Human Resources Director. Supervisors shall not discourage employees from making complaints. If a matter involves the employee's supervisor, the complaint may be taken instead to another supervisor, a division head, a department head with whom the employee feels comfortable, the Human Resources Director, or the County Corporation Counsel.

In all complaints an investigation will be undertaken to determine the facts surrounding the complaint. Because of its sensitive nature, complaints of harassment will be investigated and shall remain, to the extent possible, confidential.

After appropriate investigation, any employee found to have violated this policy will be subject to appropriate disciplinary action up to and including termination from employment with Rock County.

The County also recognizes that false accusations of harassment can have serious adverse effects. All employees shall act honestly and responsibly in complying with and enforcing this policy. Anyone who knowingly makes false accusations of harassment will be subject to appropriate disciplinary action up to and including termination from employment with Rock County.

Rock County prohibits retaliation against anyone that reports, in good faith, alleged harassment, or assists in the investigation of a complaint. Anyone who retaliates against a person who reports harassment or who assists in the investigation of a harassment complaint will be subject to appropriate disciplinary action up to and including termination from employment with Rock County.

Employees who become aware of possible harassment, even if they are not themselves victims, are responsible for bringing the matter to the attention of the appropriate supervisor as provided in this policy. Discrimination or harassment may also be reported to the Equal Employment Opportunities Commission (1-800-669-4000), or State of Wisconsin Equal Rights Division (1-608-266-6860). If an employee makes a report to either of the above agencies, that employee shall provide a copy of that report to the County Corporation Counsel's Office within forty-eight (48) hours of the making of the complaint.

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This policy only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011.

(AFSCME 1077)

Employees assigned to patrol duties on a multi-lane highway with a posted speed limit of 60 miles per hour or higher will receive a hazardous pay premium of \$0.50 per hour for actual hours worked.

Employees who perform work on a multi-lane highway with a posted speed limit of 60 miles per hour or higher for more than four (4) continuous hours will receive the above specified hazard premium for all hours worked on the multi-lane highway.

- A. Medical Insurance. A group comprehensive and major medical insurance plan shall be in force for all employees that enroll for such coverage. Regularly scheduled part-time employees shall be covered by said medical insurance, provided the employee is normally scheduled to work eighty-five hours or more per month.

If an employee (Employee A) and their spouse (Employee B) are both employed by the County, either Employee A or Employee B (but not both), may elect dependent Coverage. If Employee A chooses to enroll for coverage as Employee B's dependent, then Employee A is not eligible to also enroll for Single Coverage. If there are no eligible children, Employee A and Employee B may both elect Single Coverage.

The County will pay 90% of the premium for health insurance and the Employee will pay 10% of the premium, based on the terms of participation of the Healthy Employee Incentive Program.

The premium shall be established annually by the County. Premiums shall be determined for the following four categories:

- Employee
- Employee Plus Spouse
- Employee Plus Child(ren)
- Family

- B. Premium while on approved leave of absence. Any employee on a leave of absence for more than thirty continuous calendar days unpaid shall be allowed to continue their health, dental, and life insurance coverage provided they reimburse the County for the premium. In the case of an FMLA absence or approved paid medical leave of absence-Non FMLA, the County will continue to pay health, dental, and life insurance premiums for no more than three months.
- C. Effective Date. Health and dental insurance for new hires will become effective on the first of the month following the employee's hire date. To enroll eligible dependents on the health, dental, or vision insurance, new hires will be required to provide proper documentation.
- D. End Date. Health insurance for will end at Midnight of the employees last paid day for resigning/terminated employees. Dental and Vision Insurance will end on the last day of the month for resigning/terminated employees. Health, Vision and dental insurance will end on the last day of the month for employees who qualify for the County's retirement benefit.

- E. Retirement. An employee who retires from County employment (immediately draws an annuity from the Wisconsin retirement system), or spouse thereof, shall be allowed to remain in the County's Group Insurance Plan, provided they submit the required monthly premium to the County Financial Accounting Office, made payable to the County Treasurer.

For part-time employees with hire dates after May 1, 2002 for employees previously covered by AFSCME 1258 and for all other part time employees within other employee groups hired after January 1, 2018, the County shall pay a pro-rated share of the premium as follows:

Rock County will provide single coverage health insurance to all employee that are scheduled for at least 0.5 FTE. If the employee chooses to select employee and spouse, employee and child, or family coverage, the employee will pay a pro-rated share of the premium difference between single coverage and the coverage of their choice. During the initial period of employment, the employee must be scheduled for at least 0.5 FTE and the employee's premium share will be based upon the employee's scheduled FTE rounded to the nearest 10%. For example, if the employee is scheduled for a 0.7 position, the employee's premium share will be 30% of the cost difference between single coverage and the coverage of their choice. The employee will pay the 30% until the first day of the quarter following one full calendar quarter of employment. At that point, the employee's premium share will be based upon the employee's total paid hours during the previous calendar quarter as a percent of full-time and rounded to the nearest 10%. For example, if the employee is paid for 416 hours during the calendar quarter, the employee will pay 20% of the premium during the following calendar quarter. For the purposes of this section, paid hours will include workers compensation time, State and Federal FMLA and all overtime. An employee whose scheduled FTE is below 0.5 will be eligible for insurance by accumulating paid hours above 0.5 during a calendar quarter.

**Holiday Bank:**

Effective January 1, 2014, all Unilateral and Non Law Enforcement Employees shall have their holiday time capped at 72 hours per calendar year (See “Holiday Bank” under leave bank on check stub). Any hours earned over 72 hours in a calendar year will be paid out. Employees who currently have holiday hours in their bank prior to January 1, 2014 will not lose those hours from their bank( See “Holiday Old” under leave bank on check stub). Employees wishing to use banked holiday time will use hours from the “Holiday Old” bank before the “Holiday Bank.” A sample check stub is attached at the end of this policy.

The Department Head shall attempt to rotate employees called to work on holidays insofar as such rotation is not inconsistent with efficient operation of the department.

Unilateral C Employees (FLSA exempt) who work on a holiday shall receive a day in lieu thereof.

For purposes of computing overtime, a holiday shall be counted as eight hours worked in computing the 40 hours workweek.

**Non-Exempt Employees in non 24/7 Positions**

Employees (.4 FTE or more), shall receive holiday pay according to the number of hours for which they would be scheduled to work on that day. If a holiday falls on an employee’s scheduled day off, the employee shall be entitled to a compensatory day off with pay pro-rated based on their FTE.

Employees who work on a holiday shall be compensated at the rate of time and one-half their hourly rate of pay for hours worked and will bank holiday hours equal to all hours worked up to eight (8) hours.

Employees shall be paid at the rate of two and one-half (2 ½) times their regular rate of pay for all hours worked on a holiday in excess of their normally scheduled shift. No additional holiday time will be banked.

Employees not scheduled to work, but required to work on holiday, shall be compensated at the rate of time and one-half their hourly rate of pay for hours worked in addition to the holiday pay.

## **Non-Exempt Employees in 24/7 Positions**

Non-exempt employees in 24/7 positions working on any holiday shall receive compensation at the rate of time and one-half their regular rate of pay for all hours worked. In addition, they shall be eligible to take another day off with pay in lieu of the holiday worked, which is to be scheduled at a time that is mutually convenient to the Employer and employee.

Part time employees who work on a holiday shall be compensated at the rate of time and one-half their hourly rate of pay for hours worked and will bank holiday hours equal to all hours worked up to eight (8) hours.

Employees shall be paid at the rate of two and one-half (2 ½) times their regular rate of pay for all hours worked on a holiday in excess of their normally scheduled shift. No additional holiday time will be banked.

If a holiday falls on an employee's scheduled day off, the employee shall be entitled to a compensatory day off with pay pro-rated based on their FTE.

For the purpose of computing holiday pay, the following guidelines shall be applied:

1. For each holiday enumerated a full twenty-four hour period shall be subject to premium pay.
2. Where an employee's shift falls completely within the holiday, the employee should be paid at the premium rate for the entire shift.
3. Where a regular shift falls on two calendar days, the Employer shall pay premium pay for the full shift of which the majority of hours fall on the holiday. This shall relieve the Employer from paying any premium pay for the shift for which the minority of hours fall on the holiday.

For supervisors working at the 911 Communication Center, who are required to work on a holiday, they will be paid or granted compensatory time off at a rate of time and one half for all hours worked between 7:00 a.m. the day of the holiday through 6:59 a.m. the day after the holiday, and earn 8 hours of holiday time in lieu of

For purposes of computing overtime, a holiday shall be counted as eight hours worked in computing the 40 hours workweek.

Pool/Relief positions who are required to work a holiday will be paid at a rate of time and one half.

## **Holiday Pay while on a Leave**

In order to receive holiday pay, employees must normally be scheduled to work for not less than four (4) hours the regular workday before and not less than four (4) hours the regular workday after the holiday, unless on authorized paid time off (sick leave, vacation) or on paid FMLA.

When a holiday falls within a period of leave with pay, the employee shall receive pay for the holiday.

When a holiday falls within a period of leave without pay, the employee shall receive no pay for the holiday.

The following language only applies to the employees who are in job classes that were covered by the following collective bargaining agreement(s) on December 31, 2011:

(AFSCME 1077)

Holidays when working 4 10 hour days: If there are any weeks in which a paid holiday falls while employees are working a four ten hour day schedule the employees will follow the regular hours schedule, working an eight (8) hour daily schedule for the week. The holiday workweek will be four (4), eight (8) hour workdays, plus the eight (8) hour paid holiday off.

Employees who work four ten-hour days or four nine-hour days and one four-hour day, will have a total of eighty (80) hours of paid holiday time per calendar year. The current, established holidays: 1) New Year's Day, 2) the Spring Holiday directly preceding Easter, 3) Memorial Day, 4) July 4th, 5) Labor Day, 6) Thanksgiving Day, 7) Friday following Thanksgiving, 8) one full day before Christmas, 9) Christmas Day will be taken as the employee's holiday if it falls within the four ten-hour day, or the four nine-hour and one four-hour day work week. The remaining holiday hours to the total 80 hours, may be used as floating holidays, upon the employee's request and approval of their supervisor.

The Immigration Reform and Control Act of 1990 provides that all new hires must complete an I-9 form, which verifies employment authorization and identity.

No new employees, including seasonal, limited term, and part-time will be processed unless the necessary employment authorization and identity documentation is provided. Examples of employment authorization would be a social security card, birth certificate, etc. Examples of identity would be a driver's license, photo ID, etc. Some documents such as an U. S. passport, certificate of U.S. citizenship, etc., would cover both employment authorization and identity. All new employees will be aware of this requirement as it is mentioned on the County Application Form and is part of their letter of employment. In any case a social security card shall be presented for employment.

Any employment offer is contingent on providing this information. The information will be checked and verified by the Human Resource Department during general orientation. If the information is not provided within 3 days, the employee will be terminated from employment with Rock County.

The County's policy is to maintain all work schedules without interruption regardless of inclement weather.

#### Inclement Weather:

The County's policy is to maintain all work schedules without interruption regardless of inclement weather, however if weather conditions make it impossible for an employee to come to work as scheduled the following provisions shall apply:

Coming to Work. Such absence will be charged to unused vacation, compensatory time, or absence without pay if the employee does not have any benefit time available. Flex time may be used at the discretion of the supervisor. Sick leave may not be used. Unused vacation will be used first if an employee does not designate other benefit time.

Leaving Work. If a department head allows his/her employees to leave work early due to weather conditions, such absences will be charged to unused vacation, compensatory time, or absence without pay if the employee does not have any benefit time available. Flex time may be used at the discretion of the supervisor. Sick leave may not be used. Unused vacation will be used first if an employee does not designate other benefit time.

Calculating Time. If absence because of weather is charged to unused vacation, increments of unused vacation will be in accordance with the Personnel Ordinance. Extra hours of work due to weather will be paid in accordance with the Personnel Ordinance or the HR Policies and Procedures.

#### Facility Closing:

Authorization to Close Building (s). Under the provisions of the Personnel Ordinance Section 18.501(l), the County Administrator may designate holidays in unusual circumstances with the approval of the County Board Chair and/or Vice Chair. Unusual circumstance might include inclement weather that dictates closing non-essential facilities, or conditions at County Building(s).

Employees designated as "essential to operations". Approximately 600 county employees in public safety departments, 24-hour operations, and support departments have been designated as "essential to operations" even if county facilities are closed due. Employees filling those positions are required to report to work if possible. If they are unable to report to work, the time off must be covered with benefit time-off such as vacation, floating holiday, comp time or absence without pay if the employee does not have any benefit time available. Under this circumstance, an absence will not count toward the department's disciplinary track. Sick leave

may not be used. Click on link to see list of employees designated as “essential to operation” [http://www.co.rock.wi.us/rchr/images/intranet\\_documents/departments/human\\_resources/increment\\_essentials.doc](http://www.co.rock.wi.us/rchr/images/intranet_documents/departments/human_resources/increment_essentials.doc)

Payment if Facilities are Closed. If the above authorization has been given to close facility(ies), employees who have not been designated as essential, and are not otherwise scheduled to be off, will be paid. Employees who are approved for scheduled time off (i.e. vacation, compensatory time, sick time, etc) shall be required to utilize the time off as scheduled, regardless of facility closure. Notice of authorized closings will be given when possible thru local media.

Understanding and Acceptance. Such unscheduled work variance because of weather or facility closing will likely result in perceptions of unequal treatment in terms of work time. This is as regrettable as it is unavoidable. The public safety and general welfare of Rock County may require extra effort and unequal work times, which is the responsibility of County employees to accept.

### **HEALTH INSURANCE COVERAGE**

Health Insurance coverage begins the first day of the month following employment for all permanent employees working in a 0.5 FTE position or greater (regardless of probationary period). Employees who do not enroll in the first 30-days of hire (or transfer into a position with benefits) are **NOT** permitted to enroll as late applicants **UNLESS** they can document health coverage through another source, which has lapsed no more than thirty days prior to enrolling in the Health Insurance. Failure to meet this 30-day deadline will result in being ineligible for health coverage until the following open enrollment period. Health coverage ends on the last day in which the employee terminates employment, unless continuation coverage is chosen under COBRA.

### **DENTAL INSURANCE COVERAGE**

Dental Insurance coverage begins the first day of the month following employment for all permanent employees working in a 0.5 FTE position or greater (regardless of probationary period). Employees who do not enroll in the first 30-days of hire (or transfer into a position with benefits) are **NOT** permitted to enroll as late applicants **UNLESS** they can document dental coverage through another source, which has lapsed no more than thirty days prior to enrolling in the Dental Insurance. Failure to meet this 30-day deadline will result in being ineligible for dental coverage until the following open enrollment period. Dental coverage ends on the last day of the month in which the employee terminates employment, unless continuation coverage is chosen under COBRA.

### **VISION INSURANCE COVERAGE**

Vision Insurance coverage begins the first day of the month following employment for all permanent employees working in a 0.5 FTE position or greater (regardless of probationary period). Employees who do not enroll in the first 30-days of hire (or transfer into a position with benefits) are **NOT** permitted to enroll as late applicants **UNLESS** they can document vision coverage through another source, which has lapsed no more than thirty days prior to enrolling in the Vision Insurance. Failure to meet this 30-day deadline will result in being ineligible for vision coverage until the following open enrollment period. Vision coverage ends on the last day of the month.

### **LIFE INSURANCE COVERAGE**

Eligibility for this benefit is tied to whether or not the employee is eligible for retirement benefits. Life Insurance coverage becomes effective first of the month following 30 day sign up period. Some new employees who are coming to the County from other Wisconsin

municipalities will have met the six month waiting period with their former employer and as such will become effective with life insurance on their date of hire. The initial enrollment period is the first 30 days of employment. If an employee initially declines or misses the ~~30-~~ day enrollment period and wishes to apply for coverage at a later date, the employee must fill out an Evidence of Insurability Form and be under the age of 70. The insurance carrier is entitled to accept or refuse coverage based on the Evidence of Insurability.

## **VOLUNTARY BENEFITS**

Voluntary benefit (i.e Accident, Critical Illness, Short or Long Term Disability) coverage begins the first day of the month following employment for all permanent employees working in a 0.5 FTE position or greater (regardless of probationary period). Eligible employees have thirty (30) days from date of hire to enroll in Voluntary benefits. Failure to meet this 30-day deadline will result in being ineligible for Voluntary benefits until the following open enrollment period. Enrollment during this time is not a guarantee of coverage and is subject to review by the carrier.

## **CHANGES IN COVERAGE**

Employees shall inform Human Resources of any “life changes” such as birth, adoption, marriage, divorce, leave of absence, or change of address, which may affect insurance coverage within 30-days of the change.

A vacancy or new positions will be posted on the counties electronic application system (Neo-Gov). Internal vacancies or new positions will be posted on bulletin boards throughout the county.

Such postings will be uniform and will remain posted for five days, excluding Saturdays, Sundays and holidays from the date received, and will identify the position, including the job location, job shift, and the rate of pay.

Employees who are interested in applying for the vacancies or new positions shall submit an Internal Posting Application form to HR by 5:00 p.m. on the deadline date of the posting.

Employees who miss the internal posting deadline must complete an application on the Neo-Gov system by 5:00pm on the deadline date of the job announcement.

All postings will be sent to the designated management person on Tuesday afternoon to be put up on Wednesday morning.

<b>Dept.</b>	<b>Bldg - Location</b>	<b>MGT Person Responsible</b>	<b>Back UP</b>
HSD			
	HCC - 1st floor across from Security		
	Beloit		
	Franklin Street		
	Job Center Break Room		
911	Communications Center		
RH	Each team building outside of breakroom		
	On Ground Floor outside of breakroom		
COA	Council on Aging		
CH	Courthouse - Mailroom		
	Courthouse - Copy Room 5th Floor		
	Court Services		
PH	North Office		
	South Office		
Sheriff	Main Office		
	South Office		
YSC	Youth Service Center		
PW	Main Office		
	Orfordville		
	Clinton		
	Evansville		

	59 Shed		
SWRA	Airport		
Land Cons.			

A Job Share occurs when two people voluntarily share the duties and responsibilities of one full-time position, with the salary and leave entitlement allocated on a pro-rata basis. In a job share situation, only one individual is entitled to the health and dental insurance coverage. Benefits will inure to the employee working the majority of the job share hours. If both employees are equal in number of hours, benefits will inure to the most senior of the two employees unless otherwise agreed in writing.

The County will agree to a job share when it is in the County's best interest to do so, and where operational needs will not be adversely affected. A request for a job share will require the approval of the Department Head and the Human Resources Director.

Guidance on job shares can be sought from the Human Resources Department when a position becomes vacant, or when a request to job share is received from an employee.

When recruitment takes place to a vacant job share, the vacancy will be filled in accordance with Rock County Policy. The successful candidate will meet the requirements of the position. If the recruitment process fails to produce a qualified candidate to fill the job share post, the job share will end and the remaining incumbent will return to full time employment. Immediate family members, as defined in the Rock County Personnel Ordinance, will not be allowed to job share with each other.

The manager/supervisor and/or Department Head will determine the arrangement of hours worked in a job share position; however, the overall duties and responsibilities of the whole position shall always be shared.

Although job sharers will be on the same pay scale/range, they need not necessarily be on the same step. Where incremental salary scales apply, it is possible for job sharers to be on different steps according to qualifications and experience, or years of County service.

All leave entitlements will be received on a pro-rata basis based on the employee's fulltime equivalency (FTE).

Job sharers are responsible for ensuring that the duties and responsibilities attached to the position are carried out. They are also individually responsible for their own performance within the position, and will have their individual performance reviewed in the same way as any other staff member.

When a job share occurs, a letter of agreement will be developed by the Human Resource Department. All individuals involved, including the Department Head and Human Resource Director will be required to sign this agreement.

Prior to any bumping, the Employer will attempt to find an equivalent vacant position for which the individual may be qualified.

- A) Bumping. This procedure will not apply to Unilateral employees or Youth Services Center (YSC.)

Regular full time and part time employees whose positions have been eliminated or permanently reduced by more than 8 hours in his/her work week in a calendar year, or an employee who has been bumped, will have the right to bump the least senior employee in their classification or the least senior employee in any equal or lower classifications within the bargaining unit their position is assigned to (subject to the conditions listed below), provided:

- 1) they are qualified to do the work of that position,
- 2) they can work the FTE of that position, and
- 3) they have more bargaining unit seniority than the person they are bumping.

Qualified for purposes of this section means that they can demonstrate their ability to do the work of the position to the satisfaction of the Department Head and they have all the necessary licenses and certifications necessary to meet the requirements of the position.

Conditions:

These conditions only apply to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011.

(AMHS HSD)

An employee must bump the least senior person in their classification or lower classification within their division first. Divisions are defined as: Long Term Support and Adult and Disability Resource Center (ADRC), Mental Health/AODA, Children, Youth, and Families.

If the above option is exhausted, an employee may bump the least senior person in their classification or lower classification within the Human Services Department.

Should there be a substantial layoff of a specific unit within the AMHS HSD bargaining unit, those employees who are laid off will only be able to bump a maximum of twenty-five percent (25%) of the least senior employees in any one unit within a division.

(AFSCME 2489)

Should there be a substantial layoff of a specific class within a department which was covered by the AFSCME 2489 employee group, those employees who are laid off will only be able to bump a maximum of thirty-three percent (33%) of the least senior employees in another department.

(AFSCME 1258, 2489 or AMHS RH)

Should there be a layoff of employees for AFSCME 1258, 2489 or AMHS RH in addition to items 1 – 3 above, if the least senior position is on a different shift, the bumping employee will not be required to bump into that position but will be required to bump into the least senior position on the same shift should they wish to exercise this option.

(AFSCME 1077)

AFSCME 1077 employees that recently held a position in a higher job title (less than 3 years from layoff date) will be eligible to bump the least senior employee in the same title that was previously held providing they are still qualified and have more seniority than the person currently in that position.

- B) Options. Once the employer becomes aware that there will be a lay-off and is ready to present the options to the affected employees, the employer will run a seniority roster to determine the available bump options. This roster will be used throughout the entire bump process and will not be updated for this set of lay-offs.

The employee shall be given a list of bumping options and shall have not more than forty-eight (48) hours from the time of receiving those options, excluding weekends or holidays, to notify the Human Resources Department of the employee's election to bump or accept the layoff.

Employees who are without jobs as a result of the bumping process or reduction in the number of positions shall be notified in writing four weeks prior to the date of their lay-off and shall be placed on a re-employment list.

Employees who do not choose to exercise their bumping rights may be placed on the re-employment list.

For the purpose of an employee exercising bumping rights, a lower classification will be defined as a classification with a lower maximum wage than the maximum wage of the employee's current classification.

For the purpose of an employee exercising bumping rights, an equal classification will be defined as a classification with the same maximum wage as the employee's current classification.

- C. Re-Employment List. The Employer will maintain a re employment list of such laid off employees. Such list will be in the order of the employee's seniority at the time of the lay-off with the most senior being number one on the list. Such list will also show the classification(s) for which employees are qualified. Employees on the re-employment lists maintain seniority and recall rights for a time equal to the length of service, not to exceed two years
- D. Recall from Lay-Off. Employees will be recalled from layoff in accordance with their seniority to jobs for which they are qualified regardless of their FTE. The Employer will not employ any new temporary employees, limited term employees or part-time employees in positions for which there exists a qualified employee on the re-employment list.
- E. Volunteers. Another employee may voluntarily request to replace an employee designated for lay off. If the Department Head agrees, that employee shall utilize the bumping rights of the laid off employee
- F. Availability. It is the responsibility of laid off employees to apprise the Human Resources Department as to their current address and telephone number so that recall or other placement activities can be handled efficiently. An employee failing to do so may be considered to have forfeited his/her recall rights.  
  
Notice of recall will be sent by the Employer to the laid off employee's last known address and the laid off employee shall be required to respond within two weeks (fourteen days) from the date of recall. Employees who do not respond to such recall notices shall be dropped from the list and all rights shall be lost.
- G. Failure to report for work. Any employee recalled from layoff shall report for work as soon as possible following the date they respond to the recall notice, but no later than seven calendar days thereafter. An employee who fails to report for work within the recall period shall be considered to have voluntarily terminated their employment.
- H. Workweek reductions. Under certain circumstances workweek reductions may be imposed instead of layoffs.
- I. Loss of seniority. Employees laid off and re-employed within two years shall experience no loss of seniority as a result of the layoff. This section shall not apply to Employees who terminate. Such Employees, if re-employed, shall begin as new Employees.

- J. Rate of pay. Employees who bump into a lower job classification will be placed at the same pay step they were on in their previous classification (e.g. step to step).
- K. New hires during bumping. The Employer will not employ any new temporary employees, limited term employees or part-time employees during the bumping process.
- L. Benefits. Employees that are laid off will have all vacation, holiday, comp time, and floating holiday (if unused) paid out to them. Sick time will remain in the employee's sick bank for the duration of the layoff. If an employee is recalled, the employee will have access to their sick time but will accrue all other benefit time starting with the date that the employee returns to active status. If an employee resigns or their recall rights are exhausted, the remaining sick time will be paid according to Administrative Policy and Procedure 5.38. Health insurance will end at Midnight for laid off employees. Dental and Vision Insurance will end on the last day of the month for laid off employees.
- M. Bi-lingual Exceptions. In the case of a lay off situation, where the employee to be laid off is in a position where being bi-lingual is a Bona Fide Occupational Qualification (BFOQ), a more senior employee may be laid off instead.

Unilateral employees who must possess a license/certification that is either necessary to fulfill the requirements of the position, or it has been determined by the Department Head that it is in the best interest of the County for the employee to maintain this license/certification for operational efficiency, shall be reimbursed for the cost of said license.

The following language only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011:

The employer will pay for the following licenses, professional dues, and mandated continuing education courses:

(AFSCME 1077)

Employees who as a condition of employment are required to maintain a valid State of Wisconsin Commercial Driver's License shall upon renewal of said license along with submission of proof to the County be reimbursed for the cost of said license.

Airport Maintenance Workers who are hired without a CDL will be paid at the rate established in Appendix B for Classification II.

(AFSCME 1258)

Beautician licenses for all staff who perform beautician duties as directed, and LPN licenses for employees working as LPN's.

(AMHS HSD)

Every licensed professional and certified social worker will be given the opportunity to meet their two-year, 30-hour licensure/certification requirement at the cost to the County. The County agrees to pay for all job related licensure/certification fees in order for them to maintain licensure/certification under Wisconsin State Statutes. Upon prior written approval of the Department Head or his/her designee, the County agrees to pay for or provide said training, courses, or workshops to maintain required licensure/certification.

(AMHS RH)

Professional dues as required to practice as a professional in the State of Wisconsin.

(ATTORNEYS)

Subject to authorization by the Corporation Counsel the County will pay annually the cost for each employee for Bar Association dues and assessments and the required Continuing Legal Education credits.

(SEIU NURSES)

Each employee's Registered Nurse licensure fee.

Rock County has a number of leave of absence options available to employees. When an employee requests a leave, care should be taken to determine which leave is applicable. Leave options may be found in the Rock County Personnel Ordinance.

When an employee requests a leave-of-absence, the Leave of Absence Request form must be completed. The leave request and all required documentation shall be submitted, if possible, fourteen calendar days prior to the start of the leave. Leaves of absence, not to exceed six months, may be granted by the Department Head, with the approval of Human Resources Director in writing to any employee.

Requests for more than six months, will be reviewed by the Department Head and Human Resource Department on an individual basis. Any employee on leave of absence who accepts employment with any other employer shall lose all rights of employment with the County.

For a medical non FMLA leave of absence, Prior to returning to work, the employee shall furnish the Employer with a written statement from a qualified physician who attended to the employee in the treatment of the disability covered by the medical leave. Said statement shall be submitted, if possible, fourteen calendar days prior to the termination date of the leave and shall state that the employee is released to perform the prior job duties as required by the Employer. The employee may be returned to his/her former position. If there are any restrictions regarding an individual's return to work, please consult the Human Resources Director.

## I. WHO MAY USE A MOTOR POOL VEHICLE

This policy establishes the rules and guidelines for the authorized use of County Owned vehicles in the motor pool as well as the passenger cars, vans and pick-up trucks assigned to individual departments. County employees with the appropriate valid driver's license are authorized to drive County vehicles for County business. (For the purposes of this section only, *employee* shall mean an employee of Rock County, or an employee of a third-party under contract with Rock County to provide services to consumers of a Rock County services. A multiple passenger van or bus may require a commercial driver's license.) Employees are prohibited from driving a County owned vehicle if their driver's license is suspended, revoked, or on restricted (not due to corrective lenses) status. All employees and contract drivers who drive a county vehicle must have the required statement on file with the Departmental Motor Pool Coordinator (which must be updated annually). It is the responsibility of the driver to reveal any changes in the status of their driver's license.

Any department that is assigned a motor pool vehicle must designate a Departmental Motor Pool Coordinator.

## II. VEHICLE USAGE

Rock County vehicles shall be used for official business only. Vehicles may not be used for non-business mileage. Travel to and from motels, restaurants, etc., on out-of-county business trips shall be considered a part of the business trip.

Vehicles shall be returned to their assigned parking space upon return from a trip. Vehicles shall not be taken home, unless the County Board Staff Committee has granted permission to an employee to do so under the provisions of Section 5.48 of the Rock County Policies and Procedures Manual. The Department Head may authorize an employee to take a vehicle home overnight for special, one-time-only situations where the employee can save time/mileage by reporting directly from their home.

An employee given permission to take a vehicle home shall fill out the proper reports for IRS tax purposes documenting any personal use of the vehicle.

## III. RECORD KEEPING REQUIREMENTS

For all trips, employees shall record destination, and beginning and ending odometer readings on departmental forms and in the vehicle logbook that is kept in the vehicle. The department head or his/her designee is responsible for verifying the accuracy of logbook entries. The logbooks are subject to audit for accuracy and completeness on a periodic basis.

Department Location Motor Pool Coordinators are responsible for tallying all miles driven on their assigned vehicles, and reporting the totals within three (3) business days of the beginning of each month to the Public Works Department.

Department Location Motor Pool Coordinators are responsible for notifying the DPW Shop Superintendent (757-5463) and Corporation Counsel (757-5530) of all accidents.

#### IV. FUELING AND REPAIRS

Department Location Motor Pool Coordinators are responsible for scheduling maintenance/service at the factory recommended intervals as supplied by the Department of Public Works Shop Superintendent. Currently the intervals are every 5,000 miles for Chevrolet and Chrysler vehicles and every 7,500 miles for Ford vehicles. For repairs other than regular maintenance/service, the Department Location Motor Pool Coordinator must call the Department of Public Works at 757-5450, to schedule needed repairs with the Shop Foreman or Superintendent. Employees should note any problems, noises, and wear of parts; and report them to their Department Location Motor Pool Coordinator who should contact the Department of Public Works as soon as possible.

If a breakdown occurs, whether in or out of county, contact the Shop Superintendent at the Public Works Department at 757-5450 during working hours, 7:00 a.m. - 4:00 p.m. After hours call the Communications Center at 757-2244. Ask the dispatcher to contact the on duty Public Works Superintendent and convey the message to return your call.

Before setting out on a trip, make sure the vehicle has enough gasoline for the trip! As of October 2016, all Motor Pool vehicles were assigned Exxon/Mobil WEX fueling cards. The procedures outlined in the following paragraph must be followed when using the county's fuel card system.

The Exxon/Mobile fueling cards are universally accepted at all gas stations, consult the Driver's Guide for additional information. Drivers are encouraged to use the vendor stations (vendor name on card) when convenient. Fuel cards are specific to each vehicle and must be kept in the vehicle it is assigned to. P.I.N number (last four digits of employee number, or vendor assigned number) and vehicle mileage must be accurately entered when fueling. Regular unleaded fuel or diesel fuel for diesel powered vehicles from self-service pumps should be the only fuel types used. The credit card is to be used only for gas, oil and minor repairs. Repairs over \$100 require Public Works Superintendent or Shop Foreman approval.

#### I. TRAFFIC VIOLATIONS

Drivers are personally responsible for the cost of traffic citations, violations and parking tickets. Drivers are expected to obey all traffic signals and signs, observe pedestrian rights and operate vehicles at a reasonable and prudent speed not to exceed the maximum posted speed limit.

#### II. ACCIDENTS

If you are involved in any type of accident while the vehicle is in your possession (examples: crash with another vehicle, backing into something, damage to property, etc.) you must report the accident.

If you are involved in a crash or collision with another vehicle(s), stop immediately and turn on your emergency flashers. It is against the law to leave the scene of an accident without identifying yourself. Offer reasonable assistance. Movement of injured persons should not be undertaken, if likely to cause further injury. Call 911. Drug/Alcohol testing will be done in accordance with Policy 5.05.

Exchange information—drivers must give their name, address and vehicle registration number and, if requested, show your driver's license to any other driver in the accident. If you struck an unattended vehicle; leave a note with the above information and circumstances of the accident. Insurance information will also be requested. If the car is incapacitated, follow the procedures for a breakdown

(in section IV. Fueling and Repairs). If there were witnesses to the accident, obtain their names and addresses. **DO NOT MAKE A STATEMENT OF ANY KIND TO ANYONE OTHER THAN THE POLICE OR A REPRESENTATIVE OF THE COUNTY.** Inform the Motor Pool Coordinator and Corporation Counsel of the accident within 24 hours.

## VII. INSURANCE COVERAGE

Rock County is insured for the purposes of all auto liability claims. A Vehicle Insurance Identification Card shall be maintained at all times in each vehicle owned by Rock County. This shall be placed in the vehicle's glove storage compartment. The information contained on this card should be consulted in the event of an accident.

All claims against Rock County (and information regarding events which seem likely to give rise to claims) must be forwarded directly to the Corporation Counsel's Office as soon as possible. The telephone number is 757-5530, the address is the Rock County Corporation Counsel, 51 S. Main Street, Janesville, WI 53545.

Questions concerning insurance coverage may be directed to the Corporation Counsel's Office.

## VIII. DRIVER RESPONSIBILITIES

As the operator of a motor vehicle, you have certain responsibilities to uphold. The County expects you to adhere to these responsibilities. They include, but are not limited to:

- Possessing a valid unrestricted driver's license, for reasons other than corrective lenses.
- Using the motor vehicle for business use only.
- Reporting any maintenance problems immediately.
- Upholding traffic regulations.
- Reporting all accidents.
- Properly and accurately filling out the motor pool logbook.

- Wearing your seat belt at all times (passengers shall also wear seat belts).
- Locking the vehicle any time you are away from it.
- Using safe driving techniques.
- Operating vehicles at a reasonable speed not to exceed the maximum posted speed limit.

Vehicle operators shall not:

1. Take the vehicle home unless granted permission to do so.
2. Give rides to any person unless directly related to conducting County business.
3. Tow, push or start other vehicles.
4. Use cell phones while driving.
5. Use alcohol or other drugs before and while driving, including prescription drugs which may impair the operation of a motor vehicle.
6. Smoke or use tobacco products in the vehicle.

Vehicle operators shall remove all personal items from the vehicle including food wrappers and drink containers, leaving the vehicle clean and un-littered. A vehicle operator should report an unclean vehicle to the Department Motor Pool Coordinator prior to their trip, or they will be responsible for cleaning the vehicle when they return.

Vehicle operators are responsible for filling windshield washer fluid and reporting an low fluid level or low fluid life warning lights to the Department of Public Works Superintendent or Shop Foreman as soon as possible.

Vehicle operators shall not make statements admitting liability or responsibility for accidents before consulting the Corporation Counsel.

## MOTOR POOL OPERATION/COUNTY VEHICLE OPERATION STATEMENT

All county employees, as defined by section 5.27 of the Rock County Policies and Procedures Manual, who operate a motor pool vehicle or a vehicle assigned to their department agree to the following conditions outlined in the Motor Pool Operation Statement. Motor Pool Coordinators are responsible to give anyone who drives a motor pool vehicle a copy of this policy and have a signed statement on file for everyone who uses motor pool vehicles. For those Departments where vehicles are assigned, the Department Head has the responsibility to distribute this policy and have signed statements on file for everyone (including the Department Head) who uses the vehicle(s) assigned to that department.

1. I possess a valid driver's license (enter # \_\_\_\_\_, State \_\_\_\_\_)  
which expires on \_\_\_\_\_.
2. I understand that I lose the privilege of operating a motor pool vehicle or vehicle assigned to the department should my license be suspended, revoked, and/or on restricted (not due to corrective lenses) status.
3. I have read and understand my responsibilities under Section 5.27 of the Rock County Policies & Procedures Manual that pertain to Motor Pool Policy.
4. I realize that failure to follow the driver responsibilities outlined in Part VIII of these procedures may subject me to disciplinary action.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

All new employees with Rock County are required to attend general orientation on their first day of employment with the Human Resources Department. General orientation is held on Monday, following payday. The purpose of general orientation is to have the new employee sign the necessary employment papers and to educate them about Rock County policies and procedures as well as to notify them of available benefits and the time frame in either accepting or rejecting those benefits.

All new employees and their supervisors commit to following the onboarding process.

Onboarding is the process of welcoming a new employee into Rock County and familiarizing them with their new job duties, co-workers, policies, and day to day operations in a manner that is engaging, well thought out, and not overwhelming.

[Link to Onboarding Tool Kit \(SharePoint on intranet\).](#)

## NON-FRATERNIZATION

While Rock County encourages amicable relationships between members of management and their subordinates, it recognizes that involvement in a romantic relationship may compromise or create a perception that compromises a member of management's ability to perform his/her job. Any involvement of a romantic nature between a Department Head, manager, or supervisor of the organization and anyone he/she supervises, either directly or indirectly, is prohibited. Violation of this policy will lead to corrective action up to, and including, termination of the management individual involved in the relationship.

The Fair Labor Standards Act (FLSA), HR Policies and Procedures, and the Rock County Personnel Ordinance establish overtime pay affecting full-time and part-time employees in the County. Employees in non-exempt status are to be paid time and one-half for all hours worked over forty in a week. Special rules apply to State and local government employment involving law enforcement services, nursing homes, volunteer services, and compensatory time off instead of cash overtime payment.

Anytime a non-exempt employee is performing work the County is required to pay for those hours worked. It does not make any difference if the supervisor requested the work, knew about the work, the employee volunteered to do the work, the work is performed during regularly scheduled or unscheduled hours, or whether the work is performed on or off the County's premises. Some examples of hours for which the County would be responsible are:

1. An employee punching in more than 7 minutes before or 7 minutes after their scheduled starting time and ending time.
2. An employee on a lunch break and answers the phone throughout their lunch break. (One call that only lasts a few minutes would not qualify).
3. A supervisor assigns some work at the end of the employee's normal shift and it must be completed prior to the beginning of their next normal shift.

It is important to recognize that although some employees may wish to donate their time to accomplish their unfinished duties and a supervisor knows or reasonably should know of this "donated" time, the County will still be required to pay for the time worked.

It is the County policy that overtime is to be approved in advance by the supervisor, except in emergency situations. A County overtime work permit should be completed by the employee, describing the nature of the work, and signed by the supervisor. This form is to be attached to the employee's time sheet when it is submitted to payroll. They should be as detailed as possible.

Some simple guidelines that may be of assistance in preventing unintended overtime responsibility are:

1. Do not allow employees to punch in more than 7 minutes before or 7 minutes after their scheduled starting and ending times.
2. Require, when possible, that overtime be approved in advance of working.
3. Require employees to leave their workstation during unpaid lunch hours.

Overtime for Unilateral Employees.

If an employee and the employer agree to a flexible schedule within a two (2) week payroll period, which causes the employee to work in excess of forty (40) hours per week, the overtime provision does not apply until over eighty (80) hours in a two (2) week payroll period.

- (A) Unilateral A employees are eligible for overtime compensation on a time and one-half basis over forty hours per week.

Employees may be paid in compensatory time off or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and approval of the Department Head.

- (B) Unilateral B Employees (those employees in the following job classifications) shall be eligible for overtime compensation on a straight time basis over forty hours per week.

Employees may be paid in compensatory time off or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and the approval of the Department Head:

Communications Center Shift Supervisor  
Computer Programmer/Analyst I  
Computer Programmer/Analyst II  
Data Solutions Architect  
Environmental Health Specialist I&II  
GEO Application Specialist  
Network Support Administrator  
Network Technician  
Planner I  
Planner II  
Planner III  
Public Safety Systems Coordinator  
Public Works Superintendent  
Shop Superintendent  
Victim/Witness Specialist

- (C) Unilateral C employees, shall not be eligible for overtime. The only exceptions would be:

- (1) in the case of an employment services agreement, which contained such a provision; and
- (2) employees in the following job classifications who are eligible for overtime compensation on a time and one-half basis over forty hours worked per week:

Assistant Food Service Manager  
MDS Nurse  
Nursing Supervisor  
YSC Supervisor

Full-time, FLSA exempt (salaried), employees classified as “Unilateral C” shall exercise discretion over the methods and manners in which they effectively utilize work time. Exempt employees are expected to average not less than forty (40) hours of work per week. They may be required to attend regular or special meetings, or events, to perform other services outside of regular working hours. In return for these services, these employees may take time off when the workload of the office permits. It is not the intent of this provision to allow time off on an hour for hour basis. “Unilateral C” employees shall follow departmental rules regarding time off requests in which only eight (8) hours may be accounted for by flex. To use additional hours of flex time, the employee must receive specific supervisor approval.

All employees shall keep accurate accounts of all hours worked, on time sheets promulgated by the County.

Flex time may be used contiguous to any other paid benefit time (vacation, sick leave, holiday, etc.).

Flex time is intended to allow some flexibility in work schedules. It is not intended to be an hour-for-hour exchange. Under no circumstances will compensation be paid for any additional time upon separation, termination, resignation or any other departure for any exempt salaried employee.

Any violations or abuse of this Policy shall be reported to the Human Resources Director for appropriate disciplinary action, up to and including termination.

- (D) The accumulation of compensatory time off for unilateral employees shall not exceed eighty hours. Compensatory time must be taken in the calendar year in which it was generated or it will be paid out on the last paycheck of the calendar year.
- (E) Overtime for unilateral employees shall be approved in advance by a Department Head or supervisor and reviewed periodically by the Human Resources Director. Overtime shall be kept to a minimum and shall be utilized to relieve specific occasional peak workloads or emergencies.

- (F) Overtime for unilateral employees shall be scheduled as fairly and equally as practicable among employees based on their qualifications to perform the job.
- (G) Unilateral Employees in the classifications of Human Services Supervisors I and II assigned after-hours on-call responsibility for Child Protective Services or Mental Health Services oversight shall receive two hours of pay or compensatory time for each weekday (Monday thru Thursday), and three hours for each 24-hour period for weekend coverage. For purposes of this section, “weekend coverage” shall include Friday, Saturday, and/or Sunday. On county recognized holidays and days of observation, supervisors will receive four hours of pay or compensatory time for each 24-hour period.
- (H) The Unilateral Employees in the classifications of Infrastructure Manager, Network Support Administrator, Network Technician, Public Safety Systems Coordinator, and the User Support Specialists assigned to the Communication Center who are on-call shall receive four hours of pay for each week of on-call coverage. Actual time spent on a call will be compensated in a minimum of 15 minute increments.
- (I) Unilateral Employees in the classification of Nursing Supervisor shall be eligible for overtime compensation on a time and one-half basis over eight (8) hours per day, forty (40) hours per week in compensatory time off, or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and approval of the Department Head.
- J) Employees in the Public Works Department in the classifications of Storekeeper, Public Works Superintendent, Shop Superintendent, and Assistant Public Works Director who is on call for Public Works shall receive four hours of pay for each week of on-call coverage.
- (K) A Council on Aging employee whose job requires the ability to be reached after hours for the transportation program will follow the procedure listed below:
  - a. After hours are designated as:
    - Monday, thru Friday 6:00 am to start of shift and end of shift to 6:30pm
    - Saturday 8:45am-6:30pm
  - b. Compensation for on-call hours will be paid as follows:
    - 1. The on call worker is compensated at a rate of \$3.50 per hour while on call.
- (L) For Unilateral Employees in the classification of Correctional Supervisor the work schedule shall consist of an eight and one half hours work day with scheduled work days as follows: work five (5) days, off work two days (2) days, work five (5) days, off work three (3) days, with above cycle repeating itself every two weeks. For payroll purposes, base hours will be (79.55) hours in each fourteen (14) day cycle. The work period is defined as a regular recurring period of twenty eight (28) days.

Each regular full-time employee shall receive time and one-half his or her hourly wage or time and one half compensatory time off for all hours worked in excess of eight and one-half hours per day for a 5-2/5-3 schedule; time and one-half compensatory time off shall be taken within the calendar year in which it was earned.

The following language only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011:

The following are exceptions to the County Ordinance, which provides for overtime compensation on a time and a one-half basis over forty hours per week. Comp time used will not be considered as hours worked for the purpose of computing overtime.

If an employee and the employer agree to a flexible schedule within a two (2) week payroll period, which causes the employee to work in excess of eight (8) hours per day or forty (40) hours per week, the overtime provision does not apply until over eighty (80) hours in a two (2) week payroll period.

(AFSCME 1077)

(Public Works) Employees shall be expected to respond to a call and report to work outside their respective regular and normal schedule of daily work hours. When an Employee is off duty and directed to report to work outside of his/her regular and normal schedule of daily work hours, he/she shall receive time and one-half of his/her hourly rate of pay for all hours actually worked, provided that in the event he/she works less than two hours, he/she shall, nevertheless receive time and one-half his/her hourly rate of pay for a two hour period of time; further provided, that the aforesaid two hour minimum call-in provision of this section shall apply only if the Employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours, in which event the hours actually worked as a result of such call-in shall not be considered a part of the regular and normal schedule of daily work hours.

(Airport) Employees shall be expected to respond to a call and report to work outside their respective regular and normal schedule of daily work hours. When an Employee is off duty and directed to report to work outside of his/her regular and normal schedule of daily work hours, he/she shall receive time and one-half of his/her hourly rate of pay for all hours actually worked, provided that in the event he/she works less than two hours, he/she shall, nevertheless receive time and one-half his/her hourly rate of pay for a two hour period of time; further provided, that the aforesaid two hour minimum call-in provision of this section shall apply only if the Employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours, in which event the hours actually worked as a result of such call-in shall not be considered a part of the regular and normal schedule of daily work hours.

Any airport Employee required by management to carry a cell phone during non-work hours will be compensated at the rate of \$100 per week for each week that the Employee carries the cell phone.

(Facilities Management) Each regular full-time Employee shall receive time and one-half of his/her hourly wage rate for all hours worked in excess of eight hours per day, or forty hours per week. In the event an Employee is off duty and called in to work in excess of eight hours per day, he/she shall be paid a minimum of time and one-half for two hours.

Employees shall be expected to respond to a call to work outside their respective regular and normal schedule of daily work hours. When an Employee is off duty and directed to report to work outside of his/her regular and normal schedule of daily work hours, he/she shall receive time and one-half of his/her hourly rate of pay for all hours actually worked, provided that in the event he/she work less than two hours, he/she shall, nevertheless receive time and one-half his/her hourly rate of pay for a two-hour period of time; further provided, that the aforesaid two-hour minimum call-in provision of this section shall apply only if the Employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours, in which event the hours actually worked as a result of such call-in shall not be considered a part of the regular and normal schedule of daily work hours.

Any Maintenance Staff who is required by management to be on call during non-work hours will be compensated at the rate of \$100 per week for each week that the Employee is on call.

(AFSCME 2489)

Each regular full-time employee shall receive time and one-half his/her hourly wage or time and one-half compensatory time off for all hours worked in excess of eight hours per day or forty hours per week; time and one-half compensatory time off shall be taken within the calendar year in which it was earned.

In order to accommodate Skill Development Specialist and Family Service Coordinators, who sometimes work past 5:00 pm in order to meet the needs of the clients they serve, full-time employees shall have some flexibility in scheduling and receiving time and one-half their hourly wage or time and one-half compensatory time off for all hours worked in excess of forty hours per week.

(AMHS RH)

14.01 (E) Registered Nurses volunteering to pick up open shifts and/or volunteer to work on short notice as a result of call-offs, shall receive one and one-half times the regular rate of pay for such duty.

14.03 Overtime Pay.

1. All hours worked in excess of forty hours per week by regular full-time employees of the Social Work Division shall be compensated at the rate of time and one-half the regular rate of pay, or time and one-half compensatory time, at the option of the employee.

2. All hours worked in excess of eight hours per day, or forty hours per week, by members of the Nurses Division shall be compensated at the rate of time and one-half the regular rate of pay.

The only exception would be those Nurses assigned to the night shift who will receive overtime after 8 hours in a day and 80 hours in a pay period.

Overtime pay may be taken in cash or time and one-half compensatory time off, at the option of the employee.

(AFSCME 1258)

Overtime and Comp Time: Time and one-half shall be paid for all time worked over eight hours per day and forty hours per week. The only exception would be those Full Time Employees assigned to the night shift who will receive overtime after 8 hours in a day and 80 hours in a pay period.

Employees will be permitted to accumulate up to eighty hours of compensatory time. Employees may, with the Department Head's approval, elect to take compensatory time off. An employee may use compensatory time on weekend shifts, but only when they arrange for their own replacement to cover their shift at straight-time wages (except for the four hours of overtime that naturally occur in a regular twelve-hour shift).

In order to accommodate non-crisis Psychiatric Technicians within the Human Services Department who sometimes work past 5:00 pm in order to meet the needs of the clients they serve, full-time employees shall have some flexibility in scheduling and receiving time and one-half their hourly wage or time and one-half compensatory time off for all hours worked in excess of forty hours per week.

(SEIU NURSES)

Overtime. The Employer shall have the right to require reasonable overtime work in the Rock County Health Department from all employees governed by this labor agreement, if the Employer is unable to find volunteers to work overtime. Each employee shall have the right of refusal on three occasions where a request for overtime work has been made by the Assistant Director. Occasions where the most senior employees refuse such overtime work consistent with this provision, the least senior employee of the unit shall be required to perform the overtime work. Refusals shall not apply to required evening and weekend meetings.

All time worked in excess of forty (40) hours per week shall be paid at the rate of one and one-half times the employee's regular salary. When the employee is required to attend an evening or weekend meeting, this shall be considered overtime. Overtime compensation shall be paid in cash or compensatory time off at the rate of time and one-half as the employee may elect, with the approval of the Assistant Director. Employees shall be permitted to accumulate up to forty (40) hours of compensatory time in a "comp time bank".

An employee required by management to carry a pager shall be compensated at the rate of two dollars and fifty cents (\$2.50) per hour. If the employee is required to report to work while carrying a pager, the employee will be paid the greater of two (2) hours pay paid at time and one-half or pay for time actually worked paid at time and one-half. The employee shall also be reimbursed for mileage which is in excess of the distance which she/he travels from his/her residence to the Rock County Public Health Department at the mileage rate specified by the Internal Revenue Service. The two hour minimum pay provision shall apply only if the employee called into work is sent home prior to the commencement of his/her next regular schedule of daily work hours. Any employee will be required to carry a pager only in the event of an emergent public health need.

(YSC)

Employees working overtime shall be compensated at a rate of time and one-half the regular rate of pay, or time and one-half in compensatory time, at the option of the employee, not to exceed a total of sixty (60) hours in a calendar year, for any hours worked over eight and one half (8 ½) in one day or any hours worked outside of their normal 5/2 – 5/3 work schedule.

Please see Policy 5.04: Compensatory Time, for information regarding the use of comp time.

(AMHS HSD)

#### 14.03. Overtime Pay.

1. For employees working an eight (8) hour day, all hours worked in excess of eight (8) hours per day or forty (40) hours per week shall be compensated at the rate of time and one-half the regular rate of pay, or time and one-half compensatory time, at the option of the employee.

For employees working a ten (10) hour day schedule, all hours worked in excess of ten (10) hours per day or forty (40) hours per week shall be compensated at the rate of time and one-half the regular rate of pay, or time and one-half compensatory time, at the option of the employee.

2. In order to accommodate the specified needs of an HSD client, or insure the fidelity of a treatment model for an HSD client and stay in compliance with state statutes with respect to the care, treatment or supervision of HSD clients, or as a means to prevent the removal of an adult, child or youth from the community, staff may sometimes need to report to work before or stay after their normally scheduled work hours.

If an employee and the employer agree to a flexible schedule within a two (2) week payroll period, which causes the employee to work in excess of eight (8) hours per day, the eight (8) hour overtime provision does not apply.

3. An employee who is designated for after-hours coverage is not eligible for time and one-half until the end of his/her regularly scheduled shift.

### **Child Protective Services Division**

After-hours procedures for those employees whose job duties require carrying an after hours cell phone are generally as follows:

After hours are designated as:

Monday, 5:00 pm to Tuesday, 8:00 am	(15 hrs.)
Tuesday, 5:00 pm to Wednesday, 8:00 am	(15 hrs.)
Wednesday, 5:00 pm to Thursday, 8:00 am	(15 hrs.)
Thursday, 5:00 pm to Friday, 8:00 am	(15 hrs.)
Fri. 5 p.m.-Sat. 8 a.m.	(15 hrs.)
Sat. 8 a.m.-Sat. 5 p.m.	(9 hrs)
Sat. 5 p.m.-Sun. 8 a.m.	(15 hrs)
Sun. 8 a.m.-Sun. 5 p.m.	(9 hrs)
Sunday, 5:00 pm to Monday, 8:00 am	(15 hrs.)

The County will provide the designated after-hours cell phones to employees on call during after-hours.

An initial after-hours schedule will be established covering a minimum three (3) month period of time. Using seniority, employees within the Division who have been designated by the County as trained may sign up for after-hours duty on a daily or weekly basis for after-hours shifts during the scheduled period. The maximum number of days scheduled in succession will not exceed seven (7) days. For those trained employees who sign up for and keep at least one shift, will be exempt from being mandated to an assigned after-hours shift. If no employee signs up for a shift, employees who have not signed up and fulfilled a shift will be assigned on a rotating basis starting with the least senior qualified trained employee.

Employees who have the qualifications and training may be designated to respond to after-hours duties during their off hours will be paid at the applicable overtime rate.

Each documented Afterhours Access report involving a separate family will be compensated at a one hour minimum. Actual time over the hour will be compensated at time and one-half. Compensation for phone calls on currently open cases will be handled in the same manner.

A back-up pool of qualified and trained employees will be established to provide coverage if the employee scheduled is unavailable.

When an employee is off duty and directed to report to work by a supervisor outside of his/her normal schedule he/she will receive time and one-half of his/her hourly rate of pay for all hours actually worked. The two-hour minimum call-in provision may apply only if the employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours.

If an employee receives an off-duty phone call and performs services for the County without leaving home, the employee will receive time and one-half of his/her hourly rate of pay for all hours actually worked

In addition to the normal scheduled work hours, employees will be paid \$3.50 per hour for hours they are on call. Employees will be paid \$5.75 per hour for hours they are on-call on holidays. No employee will be required to take after hours duty for both Thanksgiving and Christmas holidays in the same year or for the same of those holidays in successive years.

### **Crisis Intervention**

If a part-time employee is called in to cover a vacant shift, the employee shall be paid at a straight time rate until they reach eight (8) hours in a day. If he/she receives less than four hours advance notice of such assignment, he/she shall receive one and one-half his/her regular pay for their entire shift.

Rock County will communicate information to employees through payroll stuffers. The following policy will apply except in emergencies.

All payroll stuffers must be directly related to County operations, employment or benefits.

All payroll stuffers issued with payroll checks/direct deposit notices shall require the approval of the Human Resources Director. Stuffers must be submitted for approval no later than the Friday payday preceding the pay date the stuffers shall be handed out.

Once the payroll stuffers have been approved by Human Resources, Payroll must receive them by Friday of the first week of the pay period in which the materials will be handed out. The department submitting the information is responsible for copying, folding and stapling the payroll stuffers.

It shall be the policy of Rock County that an effective personnel records management system be developed and maintained that meets all federal and state law and County needs.

The County shall maintain confidential personnel files for all County employees, and keep on file therein all information pertaining to employment or service records of such employees and officials, such files and records are to be kept in locked files and be retained after termination of employment. The files that department head's may keep on employees shall be kept in locked file drawers. It is the policy of the county to follow a uniform set of procedures, in full compliance with state law, in regard to access to employment records.

Listed below are the data, materials and information that will be included in an employee's personnel file (if applicable):

1. Original application and accompanying documents related to the employment processes of the County, such as resumes, transcripts, licensure or registry cards (Social work, nursing), references or investigative reports and military papers. Certain documents will be kept in a confidential envelope within the file.
2. Letters of Offer and Acceptance.
3. Personnel action forms or notices of pay change and any accompanying documents.
4. Performance Evaluation Forms and related materials, including employee response statements.
5. Documentation for a disciplinary action.
6. Letter(s) of resignation

Listed below are the data, materials and information that may be included in an employee's personnel file (if applicable):

7. Letters of commendation or complaint connected with employment.
8. Promotional opportunity applications and related correspondence.
9. Tuition reimbursement materials.

10. Documents submitted by the employee, such as updated resumes, birth certificates, transcripts or military papers. In case of death, documents submitted by the survivors, such as death, marriage or birth certificates and related papers.
11. Certificates or notices of accomplishment of the employee in the area of training or employee development.
12. Materials submitted as part of the record for an appeal or a decision or other action, and copies of related proceedings.

The records contained in the Official Personnel File are to be original documents. Photocopies, or other reproductions, shall only be submitted whenever such original documents are not available.

\*All medical files shall be kept separately per applicable Federal, State and local laws.

### **Record Inspection**

Information shall be made available in accordance with open records laws and all other applicable Statutes. All inspections of personnel records shall be in the presence of the Human Resources Director or his/her designee. Employees may be required to provide proof of identification before being allowed to review their file. No documents may be removed from an employee's personnel files without the expressed written consent of the Human Resources Director. Copies of documents contained within an individual's personnel file shall be provided to the individual, or his/her authorized representative upon request. The requesting party shall be assessed a reasonable fee for the cost of reproducing any such document.

### **Records Open to Employee**

Section 103.13 (6), Wis. Stats., provides that an employee **does not** have the right to inspect certain personnel records, which includes:

1. Records relating to the investigation of possible criminal offenses committed by that employee.
2. Letters of reference for that employee.
3. Any portion of a test document, except that the employee may see a cumulative total test score for either a section of the test document or for the entire test document.
4. Materials used by the employer for staff management planning, including judgements or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comment or ratings used for the employer's planning purposes.
5. Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
6. An employer who does not maintain any personnel records.
7. Records relevant to any other pending claim between the employer and the employee, which may be discovered in a judicial proceeding.

Rock County does fully comply with the applicable Statutes.

Employees are not to engage in any type of political activity as defined in Rock County Personnel Ordinance Section 18.621 during normal working hours and are not to use County equipment (i.e. phones, faxes, email) for political activity. Employees are not to wear campaign buttons, hand out political literature, or have political literature displayed in offices.

Employees are 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. Employees who violate this Policy shall be subject to discipline, up to and including termination.

If a reference call is made to Rock County, the former or current employee will be required to sign a release, stating that the County is released from all liability if the reference is given. If the employee does not sign the release, then the County will only verify dates of employment, salary, and position held.

The procedure to be used will be as follows:

1. If a Department Head or Supervisor receives a reference request by telephone or in writing, it shall be forwarded to the Human Resources Department.
2. Human Resources will make arrangements for the former employee to execute the release, if the party seeking the reference has not already provided one.
3. Human Resources shall provide references on behalf of Rock County. Reference information shall be as accurate and objective as possible.
4. References will be provided for former employees who have terminated employment within the last seven (7) years.

Department Heads and Supervisors are allowed to provide a personal reference if they choose to do so. Personal reference letters may not be written on County letterhead or as a representative of the County.

A resignation is a voluntary act initiated by the employee to terminate employment with the County. An employee may quit employment with the County at any time.

Employees are required to give the appropriate notice as listed in the Rock County Personnel Ordinance or as stated below. A notice of the employee's resignation shall be given to the employee's supervisor and shall indicate the last day they will be available for work.

- Employees who are in job classes covered by the AMHS HSD and AMHS RH agreements as of December 31, 2011 shall give the County at least four (4) weeks written notice of intent to resign.

Resignations shall be viewed as evidence of the person's intent to resign as long as it is a voluntary statement. Resignations shall be binding upon acceptance by the employee's supervisor or Human Resources. Resignations, once accepted, may not be rescinded.

Eligibility for rehire will be considered on a case by case basis. Employees, who resign without sufficient notice, fail to acceptably complete their required notice, commit an act of gross misconduct, or based on action initiated by the County will not be eligible for rehire.

## Shift Differential

### Unilateral

Communication Center Shift Supervisors will receive 2% of their base wages as a shift differential for all hours worked.

Employees in the classification of Nursing Supervisor shall receive shift differential equal to the amount received by Registered Nurses in accordance with the provisions as outlined in HR Policy and Procedure.

The following language only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011.

(AFSCME 2489)

Telecommunicators and Call Takers who work the second shift (3:00 p.m.-11:00 p.m.) shall receive 1% of their base pay as shift differential, those who work the third shift (11:00 p.m.-7:00 a.m.) shall receive 2% of their base pay as shift differential, those who work the mid-shift of 11:00 a.m. to 7:00 p.m. shall receive 1% of their base pay between 3:00 p.m. and 7:00 p.m. and those who work the mid-shift 7:00 p.m. to 3:00 a.m. shall receive 1% between 7:00 p.m. and 11:00 p.m. and 2% between 11:00 p.m. and 3:00 a.m. as shift differential.

Support staff who work at the Sheriff's Department shall receive 1% of their base pay as a shift differential if they begin their work shift on or between 2:00 p.m. and 10:00 p.m. Third shift employees in either classification shall receive 2% of their base pay as shift differential if they begin their shift on or between the hours of 10:00 p.m. to 1:00 a.m.

(AMHS RH)

Shift Differential - Nurses. All nursing personnel (regular or pool) working the 2:00 pm-10:30 p.m. shift or the 10:15 p.m.- 6:45 a.m. shift shall receive \$2.00 per hour in addition to their regular hourly salary for all hours worked during the pm or night shift. If an employee is mandated to work either the PM or night shift, they will received the shift differential for the mandated hours during the shift.

(AFSCME1258)

Shift Differential for all personnel (regular or pool) will be paid based on the shift worked. Any employee, who works the pm or night shift will receive a shift premium of \$1.00 for all hours worked during the pm or night shift.

The three shifts are as follows:

- Day Shift – any work shift starting at, or after 4:00 a.m. and before 12:00 noon.
- PM Shift – any work shift starting at, or after 11:30 a.m. and before 8:00 p.m.
- Night Shift – any work shift starting at, or after 8:00 p.m. and before 4:00 a.m.

If an employee is mandated to work either the PM or night shift, they will received the shift differential for the mandated hours during the shift.

(AFSCME 1077)

A Rock County Airport Maintenance Worker or Facilities Management Worker IV whose regularly scheduled work shift starts after 11:30am shall receive 1% of their base pay as shift differential.

(YSC)

Youth Services Workers who work the second shift (2:00 p.m.-11:00 p.m.) shall receive 1% of their base pay as shift differential, those who work the third shift (10:30 p.m.-7:00 a.m.) shall receive 2% of their base pay as shift differential,

First shift	6:30 a.m.	-	3:00 p.m.
Second shift	2:30 p.m.	-	11:00 p.m.
Third shift	10:30 p.m.	-	7:00 a.m.

Lead Youth Workers will receive an additional \$1.00 per hour for all hours worked in the lead role.

(AMHS HSD)

Any employee working in the Crisis Unit or AODA Program between the hours of 7:00 pm - 7:00 am, Monday through Thursday or between 7:00 pm Friday and 7:00 am Monday will be paid a night/weekend differential of \$2.65 per hour for each night or weekend hour worked.

Human Services Professionals in pay ranges 2-5, working in the Access Unit, the Initial Assessment Unit, the Ongoing Unit, or the Training Unit, will receive a \$2.00 hour incentive pay added on to base wages.

### WEEKEND RATE

(SEIU NURSES)

An employee may be required to provide public health services on a weekend only in those instances in which it is medically necessary. If an employee is required to provide public health services on a weekend, that employee shall receive either two (2) hours pay paid at one and one-half (1 ½) times her/his base hourly rate of pay or for the time actually worked paid at the one and one-half (1 ½) times her/his hourly rate of pay, whichever amount is greater. The employee shall also be reimbursed for mileage, which is in excess of the distance which she/he travels from her/his residence to the Rock County Public Health Department at the mileage rate specified by the Internal Revenue Service.

The Employer may solicit volunteers to work weekend hours for other public health services, which are not medically necessary services. If there are no volunteers, management will have the right to assign the work.

### INCENTIVE PAY

(Bilingual Pay)

Bilingual Pay applies to those positions designated as such by the Department Head and approved by the Human Resources Department. Incentive pay is applicable when an employee uses their bilingual skills an average of 10% or more of their total work time. Employees are eligible for this pay whether they are using such skills in a conventional, interpretation, or translation setting. Their position must be in a work setting where bilingual skills are required to meet the needs of our clients/resident or the general public.

In order to receive bilingual pay, the employee must successfully demonstrate bilingual fluency in reading, writing, and verbal communications. Bilingual pay is available for Spanish, Hmong, and American Sign Language.

If the position meets the criteria, and the employee has proof of fluency, then the position is eligible to be considered for the Bilingual Incentive Pay of \$100 per month.

There shall be an annual review by department heads to ensure that employees still meet the criteria for bilingual compensation.

(Rock Haven COVID-19 Incentive Pay)

Rock Haven employees that are working on a closed unit with COVID-19 positive residents will receive a \$5.00 per hour incentive pay for all hours worked.

(Rock Haven Phlebotomist Pay)

Phlebotomist Pay applies only to those staff members designated by the Nursing Home Administrator. In order to receive the phlebotomist pay, the employee must meet the education and certification requirements to complete the assigned tasks. Employees who are completing phlebotomist duties, outside of their current position, will receive a \$1.50 per hour incentive for all hours worked completing phlebotomist duties.

The Rock County policy on Sick Leave can be found in the Rock County Ordinance 18.515. Listed below are exceptions to the general Sick Leave policy.

A Unilateral Correctional Supervisor, with at least ten years of service, who has accumulated more than one hundred days of sick leave may elect to be paid in cash for those days beyond one hundred at a rate of one day of sick leave equals one-half day pay. The employee must notify the department through sign-up, of their intention to collect such pay for sick leave before December 1, of each year. An employee failing to notify the department as required will not be permitted to sign up until the following year. Said payout shall be for a time accrued as of December 31, of the year the election is made, and shall be paid out on the second paycheck in January.

The following language only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011.

Sick leave will be paid out as follows:

(AFSCME 1077)

Employees who terminate or retire with ten or more years of continuous service with the Employer shall have 100% of their accumulated sick leave days contributed to a Post Employment Health Plan (PEHP).

The County will continue a Post Employment Health Plan (PEHP) and will contribute \$6.00 per pay period to this plan for each eligible Employee. Full-time and part-time Employees who are eligible for health insurance coverage will receive this benefit. Administration of this plan will be as specified in plan documents and subject to State and Federal statutes and regulations. Any required administrative fees will be the responsibility of the Employee.

(AMHS HSD)

Full-Time Employees. Each full-time employee shall accumulate one sick leave day for each month or major fraction thereof of employment. Sick leave shall accumulate up to a maximum of one hundred-thirty (130) days. Employees who terminate or retire with ten (10) or more years of continuous service shall have fifty-nine (59%) of their accumulated sick leave days contributed to a Post Employment Health Plan (PHEP), not to exceed a total of seventy-seven (77) days.

Part-Time Employees. All regular part-time employees shall receive sick leave credit in a pro-rated amount based on their actual hours paid.

(AMHS RH)

Full-Time Employees. Each full-time employee shall accumulate one sick leave day for each month or major fraction thereof of employment. Sick leave shall accumulate up to a maximum of one hundred-thirty (130) days. Employees who terminate or retire with ten (10) or more years of continuous service shall have fifty-nine percent (59%) of their accumulated sick leave days contributed to a Post Employment Health Plan (PHEP), not to exceed a total of seventy-seven (77) days.

Part-Time Employees. All regular part-time employees shall receive sick leave credit in a pro-rated amount based on their actual hours paid.

(ATTORNEYS)

Employees who terminate or retire with ten or more years of continuous service shall have 100% of their accumulated sick leave days contributed to a Post Employment Health Plan (PEHP).

The County will establish a Post Employment Health Plan (PEHP) and will contribute \$11.91 per pay period to this plan for each eligible employee. Full-time and part-time employees who are eligible for health insurance coverage will receive this benefit. Administration of this plan will be as specified in plan documents and subject to State and Federal statutes and regulations. Any required administrative fees will be the responsibility of the employee.

Rock County Employees shall comply with the provisions of the Rock County Smoking Ordinance. See Rock County Ordinances, Chapter 3, Part 7, Subpart 1, 3.701. In addition, chewing tobacco is also covered under the definition of smoking.

Individual Departments may make reasonable work rules that are in compliance with this Ordinance.

Employees may smoke during their regularly scheduled break(s) and lunch period in accordance to Rock County Ordinance 18.614

STEP PROGRESSIONS:

Step increases will be granted as per the individual pay grids for each unit. Pay grids for all county positions, with the exception of those law enforcement positions covered by a labor agreement, are located in the Appendixes of the Administrative Policy and Procedure Manual.

Examples of Budgetary Changes

-Reclassification - An employee that is selected for a reclassified position shall normally be advanced to the step with the next highest dollar amount in the new pay range. Persons in positions reclassified shall normally be advanced to the step with the next highest dollar amount in the new pay range. Future step increases will be paid according to the employee's new employee group or pay grid. In unusual circumstances, the reclassified individual may be placed in a higher step upon approval of the Human Resources Director and the County Administrator. Future step progress is based off the date the employee assumed the new position, which in most cases is January 1 of the new fiscal year.

-Reallocation - An employee whose position is reallocated shall normally be advanced to the step with the next highest dollar amount in the new pay range. In unusual circumstances, the reallocated individual may be placed in a higher step upon approval of the Human Resources Director and the County Administrator. Future step progress will be paid according to the employee's new employee group or pay grid

STEP PROGRESSIONS ON PROMOTION

(Employees who are placed in acting status, per Ordinance 18.306 (5))

Employees who are in acting status who then are permanently appointed to the position shall receive step progressions based on the date of the permanent appointment.

The following language only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011:

STEP PROGRESSIONS ON PROMOTION:

(AFSCME 1077, 2489, 1258)

Employees other than probationary, shall start at the lowest pay step of the new position, which is an improvement over their prior pay rate. Upon satisfactory completion of the probationary period specified in the Administrative Policy and Procedures, the employee shall be advanced

one step, unless the next step exceeds their longevity with the County. If the rate of pay to which the employee is promoted upon completion of the probationary period is less than the highest rate within the new position, the employee shall receive future increases on their job seniority date unless they are entitled to a longevity step which occurs based on their county hire date. The determination of successful completion shall rest in the discretion of the Employer. During said probationary period, either the Employer or the employee may request the employee be returned to his/her former position.

(AMHS HSD)

AMHS pay matrix is updated with a January 1, 2018 effective date. Employees will be placed on the new matrix based on the reallocation language described above.

Progression through the ranges is only intended to include the certifications and licenses that are noted below:

Range I: Non-degreed positions

Range 2: Positions which require a Bachelor's degree

Range 3: Positions which require Bachelor's degree and the employee also has a relevant Master's degree or Certification as a Social Worker or Substance Abuse Counselor

Range 4: A. Lead Workers (Bachelor's Level) **OR** B. Positions which require a Bachelor's degree and the employee has obtained both a Master's Degree and a Social Work or Substance Abuse certification.

Range 5: A. Lead Workers (Bachelor's Level) **AND** the employee has obtained both a Master's Degree and a Social Work or Substance Abuse certification

Range 6: Position requires a Master's Degree (in addition employees may also have CSW, APSW or a training license)

Range 7: Position requires a Master's degree and the employee also has a credential to provide Substance Abuse Treatment (such as a CSAC, SAC)

Range 8: Position requires a Master's degree and the individual is licensed as an LCSW, LPC, or LMFT

Range 9: RN Positions; Lead worker (Masters, Licensed)

#### Movement through Ranges

Progression between ranges based on a degree and/or certification (in-training does not qualify) which does not result in a new position description (ex. Range 2 to Range 3 after earning a relevant Master's Degree) will occur when the employee submits the verification of the degree and/or license to Human Resources. This progression will not be treated as a promotion. The employee's wage rate will be increased to the step in the appropriate range with the next highest

dollar amount that provides an increase of at least four percent (4%). The employee will be eligible for subsequent step increases each anniversary date of the movement thereafter.

Progression into a higher range that results in a new position description, either due to additional licensure or selection for a new position will be treated as a promotion. When this promotion occurs as the result of additional licensure/certification, the promotion will take effect when the employee submits the verification of the license/certification to Human Resources. The employee's wage will be increased to the step in the appropriate range with the next highest dollar amount that provides an increase of at least four percent (4%). In unusual circumstances, the employee may be placed in a higher step upon approval of the Human Resources Director and the County Administrator.

Employees in Range 2, 3, 4, or 5 in the Behavioral Health Division may move to a new position in Range 6/7 upon the completion of a relevant Master's Degree under all of the following circumstances: (this is a promotion)

- a. The employee has demonstrated the skills and competencies associated with working in a Master's Level position,
- b. The employee is a valid candidate to work toward clinical licensure as an LCSW, LPC, or LMFT as determined by Department Policy.
- c. The move meets the operational needs of the Department as determined by the division manager and approved by the HS Director.

An employee must have 15 or 20 years of service to move to the 15 or 20 year step. Movement to the other steps does not require the actual years of service associated with the step if the employee started at or was promoted to a higher step prior to serving the years associated with that step.

For Registered Nurses in Range 9, newly hired nurses with no experience and possessing a bachelor's Degree will be hired at the 2 year step of the range. Nurses with no experience and without a Bachelor's Degree will be hired at the start step.

#### STEP PROGRESSIONS ON VOLUNTARY OR INVOLUNTARY DEMOTIONS:

Demotion within the same unit: Employees will be placed at the corresponding step in the lower range. (Example: In Unit 1258. If you are a C.N.A, Range 25, Step E and are demoted to Food Service Worker, Range 28 you would be placed at Step E.)

Demotion outside of the unit: Employees who are demoted from one unit to another will be placed at the step in the new unit that is one step below what they are making in the current unit. (Example: If you were a Call Taker in AFSCME 2489 in Range 4, at Step C and are demoted to a Release of Information Coordinator in AFSCME 1258 you will be placed in, Range 13 at Step E.)

Upon satisfactory completion of the trial period specified in the Ordinance, the employee shall be advanced one step. If the rate of pay to which the employee is moved upon completion of the probationary period is less than the highest rate within the new position, the employee shall remain at the rate for one year before receiving any further increase other than all across the board increases. The determination of successful completion shall rest in the discretion of the Employer. During said trial period, either the Employer or the employee may request the employee be returned to his/her former position.

This policy outlines the use of telephones at work. This includes the personal use of business phones, business cell phones, personal cell phones, and the safe use of cell phones by employees while driving.

Making personal long distance telephone calls using the County's telephone system is prohibited. The County's telephone system includes office telephones, county issued charge cards, mobile and cellular phones. One of the stipulations for County use of the State Long Distance Telephone Network (DAIN) is that it not be used for personal calls. It is a low cost system and is tax exempt. If an employee errs and uses a County issued telephone, telephone charge card, or County owned mobile or cellular phone for personal calls, full reimbursement must be made to the county as soon as the amount of the charge is known to the caller if \$3.00 or more, but in no cases less frequently than quarterly if the cost is less than \$3.00. In accordance with generally accepted accounting principles, all personal phone reimbursements must be made by the last day of February for the prior year for reimbursable costs, regardless of the amount. Personal long distance calls should only be made if a personal telephone calling card is used, if the call is charged to the employee's home phone, or the employee uses a public pay phone. These calls should be made during non-work time.

While at work, employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of County phones. Excessive personal calls during the work day, regardless of the phone used, can interfere with employee productivity and be distracting to others.

Employees are neither encouraged or discouraged from purchasing and using personal cell phones, however, Rock County does not accept any financial responsibility associated with staff using their personal cell phones for any purpose, whether work related or otherwise, under any circumstances. Personal cell phone usage should be limited to breaks or unpaid lunch time.

The use of personal cell phones to record confidential work related information is strictly prohibited. In unusual circumstances this requirement may be waived by the immediate supervisor.

Employees should always try to find a telephone number by using various means that are of no cost to the County (ie. Internet lookup, Library reference desk, etc...). Departments which make numerous long distance calls should have telephone directories from Janesville/Beloit, Madison, Milwaukee, etc. The use of directory assistance should only be done if no other alternative can be found. Directory assistance is very expensive to use.

Collect calls cannot be accepted on most county phone extensions. (An exception to this rule is the Clerk of Court's extension 757-5550, which is used by jurors to call in for assignments).

Some department heads, elected officials, and other employees have credit cards for business calls. Credit cards should not be used for local calls. If an employee needs to make a county business call and does not have a county telephone charge card, a pay phone may be used and the cost reimbursed to the employee. The request for reimbursement should include a) purpose of the call, b) from where to where, c) date call is made, and d) the cost.

If the company you are calling has a toll-free 800 number, use it whenever possible.

### **RETURN & PROTECTION OF COUNTY EQUIPMENT**

Employees in possession of County equipment are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the equipment in good working condition within the time period requested, will be expected to bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

### **TELEPHONE USE WHILE DRIVING**

Employees whose job responsibilities include regular or occasional travel are expected to refrain from using a cell phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from discussion of complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for business use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy will be subject to discipline, up to and including termination.

In order to expedite the hiring process and fill vacancies more quickly, the Employer may use the internal transfer process prior to declaring a position vacant. In this situation, all employees in the same job classification in the same work unit shall be notified by e-mail or communication avenue conducive to the department that there is an opening and asked if they would be interested in transferring into the opening. The Employer will consider any transfer requests and may grant one of them to fill the opening. If there is more than one acceptable transfer request and the employees are equally qualified to do the job, the employer will use seniority to fill the opening. If there are no requests to transfer, or the employer does not feel that any of the candidates asking to transfer into the opening are suited for the position, the Employer will use the job posting section (5.22) and the filling vacancy section (5.13) of the policies and procedures.

Employees other than probationary, who voluntarily request to be transferred to a classification in the same pay range shall receive no reduction in pay. Lateral transfers requested by an employee shall be limited to one transfer per employee in a six month period.

In event an employee accepts a transfer to another program, that employee shall serve a sixty (60) day probationary period. The determination of successful completion shall rest in the discretion of the Employer.

Employees serving a probationary period who have voluntarily moved to a new classification, are ineligible to apply for other County classifications.

The following language only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011.

(AFSCME 1258)

Lateral Transfers within the same job classifications within the bargaining unit shall be granted based exclusively on seniority.

(AMHS-HSD)

Employees other than probationary, who accept a lateral transfer may return to their former position within sixty (60) days of said transfer, if the position is still vacant, and if either the Employer or the employee decides he/she is not suitable for that position.

The following language only applies to employees who are in job classes that were covered by collective bargaining agreements on December 31, 2011.

#### PROMOTIONS:

Employees, other than probationary, who are promoted, to a non Unilateral position shall be required to serve a probationary period of sixty (60) days in the position to which they have been promoted. The determination of successful completion shall rest in the discretion of the Employer.

Employees other than probationary who are promoted to the classification of Telecommunicator, Economic Support Specialists, Lead Economic Support Specialists, Child Support Reimbursement Specialist, Lead Child Support Worker and Family Skills Specialists shall serve a ninety (90) day probationary period which shall begin upon completion of a sixty-day training and orientation period.

In the event that an employee is promoted he/she may return to his/her former position within sixty (60) days if both the Employer and the employee agree and the former position is currently vacant.

#### DEMOTIONS

In the event an employee is demoted, that employee shall serve a sixty (60) day probationary period. The determination of successful completion shall rest in the discretion of the Employer.

Administrative Policy & Procedure Manual  
Section: Human Resources  
Policy: Unauthorized Use of County Equipment  
Policy No: 5.44  
Effective: 3/1/2009  
Revising: 1/1987 (1.15)

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Employees are prohibited from using County equipment and services for personal use unless such services are provided to the general public. If fees are charged to the general public, then County employees will be expected to pay the County the same fee as the general public (e.g. reimbursement for copies on County copying machine). Employees are not to use County equipment for personal use or for repair of personal items. Employees who violate this policy shall be subject to discipline up to and including termination.

Some departments in Rock County require their employees to wear uniforms, logo wear, or personal protective equipment. If a Department Head determines that this requirement is in the best interest of the County for operational purposes, the County will provide the uniforms or logo wear attire to staff. Department Heads will order the attire through central purchasing from the County's authorized clothing vendor.

The exceptions to this policy are for those employees that have negotiated agreements through current collective bargaining and those listed below:

Correctional Supervisor - yearly allowance in a separate check of \$635.00

The Employer will pay to each Public Works Superintendent, Shop Superintendent, or Store Keeper, a one-time annual payment of \$250.00, in return for which each Employee shall be required to wear approved safety glasses and safety shoes during all working hours in accordance with posted work rules.

As determined by the Information Technology Director, Information Technology staff with responsibilities for after-hours support, will be reimbursed \$510 per year for the cost of home Internet service.

The following language only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011.

(AFSCME 1258)

The Employer will pay a yearly uniform allowance of \$50 to each LPN, CNA, ESW, ATA and to each employee working in the food service department, at Rock Haven. \$25 will be paid to materials supply clerks.

All employees will receive the uniform allowance on the first paycheck of the year.

Newly hired employees will receive the uniform allowance on their first paycheck after date of hire.

(AFSCME 1077)

The Employer will provide and clean all uniforms it requires for Employees of the Department of Facilities Management, Airport, and those Employees of Public Works in the classifications of Shop Crew Leader, Parks/Highway Worker, Machinists, Mechanics and Welders at no cost to the Employee.

The Employer will pay to each Employee a one-time annual payment of \$250.00, in return for which each Employee shall be required to wear approved safety glasses and safety shoes during all working hours in accordance with posted work rules.

Damage to Personal Articles & Clothing. In the event that personal clothing/articles of an employee are damaged in the employee's normal course of duties and as a result of the actions of a third party, the County will replace the clothing or articles by payment to the employee of a sum that represents a fair market value of clothing or articles at the time of damage. Employees receiving a clothing allowance shall be ineligible for reimbursement for items damaged that are eligible for purchase under the allowance. The amount of reimbursement shall not exceed \$150 per employee per incident.

The incident causing such damage and the value of the clothing or articles damaged, may be subject to verification by a competent witness at the request of the Employer. It will be the sole judgment of the Employer what market value is attached to the particular article or piece of clothing, which shall not be arbitrary, capricious or discriminatory.

(YSC)

Employees will be reimbursed up to \$50 for damage to personal articles and clothing; and up to \$150 for damage to corrective lens replacement by acts occurring while acting within their official capacity.

Bulletin Boards. The Employer shall provide bulletin boards or bulletin board space in designated areas that all employees going about their normal duties shall be able to see. The group representative shall have the right to post group related notices on such bulletin board.

Collective Bargaining/Labor Management. Group representatives shall be permitted to participate in collective bargaining sessions and labor management sessions. If the sessions are conducted during the regular and normal schedule of daily working hours for such representative, or in the case of a representative who works a 2<sup>nd</sup> or 3<sup>rd</sup> shift, the County shall pay straight time wages for the time spent in such sessions to two representatives from the employee group.

Seniority Rosters. Will be provided upon request.

Union/Association/Employee Group. The Union /Association/Employee group shall not conduct union / association/employee group business during working hours of employees. Whenever a representative is conducting business with the employer they will be paid at straight time. This time will not be used to calculate overtime.

Representation. If an employee chooses to have a representative during a meeting with the employer, it is the employee's responsibility to make arrangements for that representative to attend. The employee will be allowed to have a representative of their choice who is not a supervisor or manager within Rock County. The representative will be limited to listening and advising the employee but will not be allowed to speak in place of the employee. When an employee is acting as a representative, the employee must request a release from their appropriate Supervisor at least twenty-four hours in advance of such activity. The time limit shall be waived when the scheduling of said activity is subject to control of the County.

Payment for Representation. Whenever an employee is acting as a representative they will be paid at straight time. This time will not be used to calculate overtime.

Union/Association/Employee Group. The Union/Association/Employee Group agrees to notify the Human Resource Director in writing of the names of representatives who have been selected to represent Employees in meetings with management. One representative shall be permitted to investigate and process a grievance during working hours without loss of pay.

Deductions: Rock County will not make fair share deductions or union dues deductions from compensation of general municipal employees.

The Unilateral Vacation Scheduled can be found in the Rock County Ordinance 18.506  
(<http://www.co.rock.wi.us/hr>)

The following language only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011.

(AFSCME 1077, 1258, 2489, AMHS RH, AMHS-HSD, ATTORNEYS, YSC, Public Health Nurses)

Employees shall be entitled to annual paid vacation as follows: upon the completion of one year, ten working days; in addition, Employees shall be entitled to one additional day of vacation per year for each additional year of employment, up to a maximum of twenty-five working days of vacation per year according to the following schedule:

After 2 years – 11 days	After 10 years – 19 days
After 3 years – 12 days	After 11 years – 20 days
After 4 years – 13 days	After 12 years – 21 days
After 5 years – 14 days	After 13 years – 22 days
After 6 years – 15 days	After 17 years – 23 days
After 7 years – 16 days	After 18 years – 24 days
After 8 years – 17 days	After 19 years – 25 days
After 9 years – 18 days	

(AMHS-HSD)

For employees in positions covered by the AMHS HSD wage scale as of 12/31/2019, vacation pay and/or time off, shall be earned on a pay period rate, and available for immediate use in the following pay period and thereafter. Said time off may be used in time blocks of eight hours or less to a minimum of thirty minutes. Probationary Employees as of 12/31/2019 shall accrue, but not be entitled to utilize vacation benefits during the first six (6) months of probation.

For employees hired as of 1/1/2020 into positions covered on the AMHS HSD wage scale, vacation shall accrue vacation according to the vacation schedule listed above for all other employee groups.

(ATTORNEYS)

Attorneys may take five days of vacation during the second six months of their employment, five days during the third six months, five and one-half days during the fourth six months, five and one-half days during the fifth six months, and six days during the sixth six months, if they desire. No more than two periods of earned vacation may be accumulated or taken without the consent of the Human Resource Director. Attorneys earn five days of vacation during both six month periods the first year of employment, five and one-half days each six month period of the second year, six days each six month period during the third year and continuing in the same manner thereafter, up to a maximum of twenty-two working days of paid vacation per year.

Employees, upon separation, shall have all unused and accrued vacation credits (which are earned as specified above) contributed to a Post Employment Health Plan (PHEP).

PART TIME EMPLOYEES:

(AMHS HSD)

All regularly scheduled part-time employees will be allowed paid vacation on a pro-rated amount based on actual hours paid.

(AFSCME 1258)

Regular part-time employees shall be entitled to vacation benefits on a pro-rata basis based on actual hours worked, excluding over time hours.

(AMHS RH)

All regularly scheduled part-time employees will be allowed paid vacation on a pro-rated amount based on actual hours paid.

## **POLICY STATEMENT**

Employees may be permitted to take a County owned vehicle home with them provided prior approval has been granted. It will be done at the discretion of the Employer and will be done only when it is in the best interests of the County. The interests of the Employer may change, requiring a reconsideration of any vehicle provided. The right to assign a vehicle or remove the right to take a vehicle home shall rest solely with the Employer. County owned vehicles shall not be utilized for private use, except for minimal or inconsequential use.

## **GUIDELINES**

There are some criteria that should be used to determine whether or not the provision of a vehicle is in the best interest of the County. One criteria would be characterized by the need of the employee to respond to various emergencies utilizing a radio-equipped car, i.e., Chief Deputy, Commanders of the Sheriff's department, perhaps Highway Superintendents during snow situations.

A second broad criteria occurs where the employee can save time by reporting directly from their home to various work sites (e.g., the Surveyor). In such cases, the County better utilizes the employee's workday by saving the time that would otherwise be spent picking up a vehicle for County-related use. Reporting to various work sites would have to be frequent to meet this guideline.

These examples illustrate the types of situations where it may be in the County's best interest to allow employees to take County-owned vehicles home with them.

## **APPLICABILITY**

Short-term assignments of vehicles to employees (i.e. less than one week) may be done under the authority of the department head. Assignment of vehicles occurring for periods longer than one week shall occur when the Department Head (or designee) submits a written request to their governing committee, with the governing committee to make a recommendation to the County Board Staff Committee for final action. Such written request shall include the justification for the assignment of the vehicle.

This Policy shall be applied to all cases where employees currently have vehicles assigned to them that they may take home with them and on a prospective basis.

Further, all employees who have a vehicle assigned to them will be provided with a policy statement that the assignment of the vehicle is at the discretion of the Employer and not a permanent right.

The safety and security of all employees is of primary importance at Rock County. The County strives to provide a safe environment for all employees and visitors. This safe environment includes one that is free of violence. For the purpose of this policy, the word “violence” includes any act which is physically assaultive, indicates the potential for violence (throwing objects, shaking fists, verbally threatening, etc.), or intentionally damages personal or County property. Threats, threatening and abusive behavior, or acts of violence against employees, elected officials, citizens, visitors, or other individuals by anyone on County property or against anyone in connection with his or her County employment or on County business will not be tolerated. Violations of this policy will lead to corrective action up to and including termination and/or referral to the appropriate law enforcement agency for arrest and prosecution. Rock County reserves the right to take any necessary legal action to protect its employees.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on County premises shall be removed from the premises as quickly as safety permits and shall remain off County premises pending the outcome of an investigation. Any complaint of violence or threat of violence shall receive the immediate attention of the supervisor to whom it is made. The supervisor shall immediately forward all complaints brought to his or her attention to the Human Resources Director. Following investigation, the organization will initiate an immediate and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

All employees are responsible for notifying management of any threats they become aware of, witness and/or receive. Even without a specific threat, all employees should report any behavior that might be potentially threatening or violent or which could endanger the health or safety of an employee when the behavior has been carried out on a County-controlled site or is connected to County employment or County business. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened. The County understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of the reporting employee. Reports may be made anonymously, and all reports will be investigated. The County will not condone any form of retaliation against any employee for making a report under this policy.

## HANDLING THREATS

An employee who believes he or she has been the subject of, or witness to, violence shall promptly report the matter to his or her supervisor or directly to Human Resources.

Any workplace violence complaint shall receive the immediate attention of the supervisor to whom it is made. If danger is imminent, dial 911 or 9-9-1-1 immediately. The supervisor shall forward all complaints brought to his or her attention to the Human Resources Director as soon as possible. Supervisors shall not discourage employees from making complaints. If a matter involves the employee's supervisor, the complaint may be taken instead to another supervisor, a division head, a department head with whom the employee feels comfortable, the Director of Human Resources, or the County Corporation Counsel.

Never discourage an employee's concern for safety. In all complaints, an investigation will be undertaken to determine the facts surrounding the complaint. Workplace violence complaints will be investigated and shall remain, to the extent possible, confidential.

If an employee gradually exhibits odd behavioral changes, document this by submitting an incident report to Human Resources. Domestic violence occurring at the workplace cannot be underestimated. When a supervisor becomes aware of such a potential problem where a spouse may come to the workplace, he or she must notify Human Resources so steps may be taken to protect County personnel.

Listen carefully to a complaint and document all details. An inaccurate report could lead to false accusations and ruin a person's career or life. Therefore, accurate documentation is essential.

After appropriate investigation, any employee found to have violated this policy will be subject to appropriate disciplinary action up to and including discharge from employment with Rock County.

Rock County prohibits retaliation against anyone that reports, in good faith, alleged workplace violence, or assists in the investigation of a complaint. Anyone who retaliates against a person who reports workplace violence or assists in the investigation of a complaint will be subject to appropriate disciplinary action up to and including termination of employment with Rock County.

Employees who become aware of possible workplace violence, even if they are not themselves victims, are responsible for bringing the matter to the attention of the appropriate supervisor as provided in this policy.



## SECURITY REPORT

Date of Incident: \_\_\_\_\_

Location: \_\_\_\_\_

Time: \_\_\_\_\_ Employee Involved: \_\_\_\_\_

Description of Incident:

Missing/Destroyed Items (if vehicle, include model and serial number if known):

Police/Sheriff's Office Called: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, name of officer: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Witness: (Name, Address, Phone #): \_\_\_\_\_

Supervisor's Action Taken:

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

**Please submit to the Human Resources Department by the next business day.**

## WEAPONS:

Rock County prohibits all individuals from entering County property (including employees) from carrying a handgun, firearm, knife (with a blade that is more than six (6) inches in length), explosive or other weapon of any kind regardless of whether the person is licensed to carry the weapon or not. The only exception to this policy is for sworn law enforcement officers, court attendants, the District Attorney's Investigator, security guards or other persons who act in the interests of the County and have the legal authority to carry a weapon, or who have been given written consent by the County to carry a weapon on the property. Nothing in this policy prohibits an employee from keeping a weapon in his or her vehicle to the extent permitted by law, or from carrying the weapon while traveling in the course of his or her duties to the extent permitted by law.

If an employee is unsure whether an item is covered by this policy, they should contact Human Resources.

Employees should also be aware of the Rock County Ordinance on Concealed Carry adopted by the Rock County Board of Supervisors on October 13, 2011 which prohibits the carrying of firearms and concealed weapons of any type in any building owned, occupied or controlled by Rock County, by any person other than an authorized law enforcement officer.

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The following is procedural information employees will be expected to follow for reporting an on the job injury and submitting a worker's compensation claims. This information has been placed in a flyer and is sent to any employee who submits an on-the-job injury/illness claim to the County. The flyer serves as notification to all employees of the procedures they are expected to follow. Supervisory staff should use this information as a guide with their employees who sustain an on-the-job injury/illness.

#### EMPLOYEE - REPORTING AN ON THE JOB INJURY/ILLNESS:

When an employee is injured on the job or contracts an illness on the job, they **must** complete the Employee's First Report of Injury form. This form is available through the supervisor or Human Resources Department or on the County Intranet under the HR Department tab and Safety. The direct supervisor and Department Head must sign the form, and then submit it to the following:

- Sheriff's Office: Payroll
- Public Works: Payroll
- All other County Departments: Human Resources Department

The appropriate payroll department then fills out a transmittal form (WKC) and sends that form to Rock County's workers' compensation carrier along with a copy of the employee's first report of injury form so that a file can be opened.

#### SUPERVISOR-REPORTING

Any time an employee is injured on the job, the employee's immediate supervisor will conduct an investigation within 24 hours of the time the employee reports the injury. The supervisor will complete the Supervisor's Accident/Injury Investigation Report and send it to the appropriate department that completes the WKC form.

#### TREATMENT FOR INJURIES:

Injured employees requiring hospitalization and/or treatment by a Physician or Chiropractor shall have the treating practitioner complete Rock County Return to Work Form at the time of the visit. The Rock County Return to Work Form report must be returned to the supervisor immediately after the exam. This form must be obtained and returned after each and every doctor appointment.

Individuals who have been hospitalized for job-related injuries must call or personally report their status to their supervisor/department head immediately upon discharge from the hospital.

### FOLLOW-UP VISITS:

Employees are required to attend all scheduled follow-up visits. Individuals who miss follow-up appointments and have not returned to their jobs because of their injury may lose continuing benefits and also be considered absent without permission from their jobs.

Employees are expected to make appointments outside of work hours whenever possible.

### LOST TIME:

Employees who will be off work beyond the day the injury occurred, are considered to have sustained a “lost-time injury”. The employee is only permitted to be off work on a job-related injury if a Physician/Chiropractor has certified the time off. This certification of time off may be subject to concurrence by a Physician of the employer’s choice.

### TRANSITIONAL WORK ASSIGNMENTS:

Transitional work assignments (“light duty”) allow an employee to return to work on an accommodated basis during their healing period. Physicians/Chiropractors determine the restrictions and physical limitations necessary to the employee’s condition. The supervisor, in conjunction with Human Resources, will determine the employee’s transitional working assignment. Transitional work may be assigned in a department other than the employee’s current department and may involve a change of shift. If transitional work is not available, the employee must remain off the job until released by the Physician/Chiropractor or restrictions and physical limitations change to allow for a transitional work assignment. Transitional work assignments are only available while the employee is subject to temporary restrictions and in a healing period. Availability of transitional work assignments will be re-evaluated every ninety (90) days, for as long as necessary. Upon this re-evaluation, the transitional work assignment may be extended, a different transitional work assignment may be selected or the availability of the transitional work assignment may be rescinded.

Employees are expected to comply with restrictions and physical limitations in activities outside of work as well as on the job.

### RELEASE OF INFORMATION:

The employee will be requested to sign a release of medical information in order for the County and its agents to obtain pertinent medical information from private care providers or hospitals. This information is vital to the continuation and/or payment of benefits to which the employee may be entitled. Rock County employees are expected to comply with requests for information from our Third Party Administrator.

### BILLS, MEDICAL REPORTS, ETC.:

All documents received that relate to the injury must be submitted to Human Resources or Payroll (PWD, and Sheriff's Dept). The employee should not assume that bills they receive at their residence are copies and that originals have been sent to the insurance carrier for payment.

These procedures apply to all employees. Failure to follow these procedures may cause a delay in payment of worker's compensation or loss of compensation. Disciplinary action may be initiated as well. Employees should contact the Human Resource Department with questions, regarding worker's compensation claims.

Rock County strives to maintain a workplace environment that is well functioning and free from unnecessary distractions and annoyances. As part of that effort, the County requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. Department heads may determine and enforce guidelines for workplace-appropriate attire and grooming for their areas; guidelines may limit natural or artificial scents that could be distracting or annoying to others.

All Rock County employees are expected to present a professional, businesslike image to clients, visitors, customers and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the County. Supervisors should communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor. Any staff member who does not meet the attire or grooming standards set by his or her department will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

Certain staff members may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job. Uniforms and protective clothing may be required for certain positions.

At the discretion of the department head, in special circumstances, such as during unusually hot or cold weather or during special occasions, staff members may be permitted to dress in a more casual fashion than is normally required. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted

Employees are prohibited from wearing, or displaying on their person, any symbols that are designed to, or have the effect of harassing, demeaning, intimidating or disparaging others, including, but not limited to, on clothing, tattoos or body art. Tattoos and/or body art which contain symbols in violation of this policy must be covered while on County property during work time.

Rock County recognizes the importance of individually held religious beliefs to persons within its workforce. The County will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the human resource (HR) department.

The following relationships are examples of “atypical” work situations:

- Limited Term Employees (LTE) - (See Rock County Ordinance 18.1020.)
- Seasonal Employees - (See Rock County Ordinance 18.104.)
- Interns - A student from a recognized educational institution. The intern is given the opportunity and benefit of the employer’s facilities for a specified period of time in order to observe what employees do and gain some practical experience for their course of study.
  - Paid interns. In these cases the students are treated as if they are a “seasonal” employee for compensation purposes. Some Departments have actually budgeted for a paid intern and the person has been identified as such in the ePersonality system. (IT, Planning and Development, and Finance all have paid interns on a regular basis.)
  - Unpaid interns. In this case the intern is not an employee of Rock County. Each intern will have a Rock County employee who is assigned to be their mentor. The internship experience is for the benefit of the intern. The intern does not displace regular employees. Rock County does not derive any immediate advantage from the activities of the intern. The intern is not entitled to a job at the conclusion of the internship.
- “Practicum” - A practicum is part of a course of study designed to give a student a certain number of hours of field experience which will enable the student to obtain a certain degree or advance in their profession by receiving an advanced or supplemental degree. A current Rock County employee may need to do a “practicum” in order to achieve an advanced or supplemental degree. Or a student who is not an employee of Rock County might ask to do a “practicum” with Rock County in order to get their field experience.

A “practicum” is typically not paid, but rather part of a required course of study from a recognized educational institution. Each employee/student who is doing a practicum with Rock County will have a Rock County employee who is assigned to be their “advisor.” The Rock County “advisor” will work closely with the employee/student’s educational advisor. If the person who is doing the practicum is an employee of Rock County, the employee will

keep track of their paid work time for the County and their unpaid practicum time separately.

- Volunteers - A person who “donates” their time and/or skills. An example of would be a person who volunteers as a driver for the CPS program or the Council on Aging. The person does not receive a salary but is eligible to submit out-of-pocket expenses for reimbursement.
- Pre-permanent employment worker in training/career exploration programs - Applicants who have applied for a permanent position but not been selected or answered a specific posting for a pre-employment program will be ranked and placed on an eligible list. The person who is the highest ranked on the eligible list will be offered the opportunity to be a “Worker in Training” (a seasonal position).
- Contracted employees - Over the years, on advice of the Corporation Counsel’s Office, we have moved many of the licensed practitioners that have provided services to us from an “independent contractor” status to a “contracted employee” status. Currently we have models of this, within Rock Haven and HSD.
- Guardians ad litem – Non employees who we contract with to provide services within the Court System.
- Grant Funded Positions -These positions continue as long as there is grant money available to fund them. When the grant money is no longer available, these positions will be eliminated.
- Project Employees - These positions continue as long as there is project money available to fund them. When the project money is no longer available, these positions will be eliminated.

The following policies and procedures should govern these types of work situations:

- 1) It is important to be consistent in how we use these types of arrangements. All persons that a Department is proposing to place in any of these atypical work relationships need to be reported to HR and hired with the understanding/approval of HR.
- 2) People in these atypical relationships need to be appropriately classified and tracked in ePersonality (whether they are paid or not).
- 3) Where new funds need to be budgeted or a new position needs to be created (during a current budget) the County Board needs to approve the change.
- 4) The County must not discriminate against anyone in making our decisions about these atypical relationships. Therefore:

- Unless there is an extraordinary need not to, positions should be advertised and candidates should be recruited through the normal processes.
  - The most qualified candidate should be hired, just as in the regular hiring process. We need to keep our nepotism policy in mind and be very careful when hiring relatives and friends of current employees as student interns.
- 5) We should be willing to enter into standard agreements (such as those for internships and practicums) with educational institutions that are commonly agreed to by other public jurisdictions. Unique modifications should only be made when it is an absolute necessity to meet a specific situation in Rock County.
  - 6) We should look for affirmative action opportunities in making these atypical arrangements.
  - 7) The benefit to the County must be at least equal to or greater than the benefit to the individual in making any of these arrangements. The one exception is the internship experience which is more for the benefit of the intern than the County
  - 8) All employment contracts entered into as a result of one of these arrangements will be run through the normal contract review process and also signed off on by the HR Director **prior** to taking the contract to the Department's governing committee. We recognize that sometimes time is of the essence and will honor that requirement. The governing committee for the Department seeking the contract must also review it and approve it prior to the employee's start date.
  - 9) Negotiation of any of these types of arrangements must be conducted with Corporation Counsel and Human Resource knowledge and involvement.
  - 10) Limited term employees, seasonal employees, paid interns, workers in training, grant funded employees, and project employees who become a permanent employee shall receive service credits from the initial date of employment for seniority and pay scale purposes. Such employees shall receive such credit provided there has been no break in service exceeding one month.

The COVID-19 public health pandemic has resulted in a need to address the changing needs of our workforce. The County's primary goal is to keep its work force safe and healthy while balancing the need to deliver essential services to the residents of Rock County.

This policy is designed to grant flexibility to our workforce in order to properly engage in social distancing, enabling our workforce and residents they serve to stay safe.

Rock County is taking an active approach in ensuring the health and wellness of its employees, officers, their families and the public we serve. The following is effective immediately and will remain in effect until further notice.

Department Heads are to prioritize tasks within their departments and limit face to face contacts and meetings to those that are absolutely necessary. The delivery of mandated services should be done in the most protective manner using technology whenever feasible. Telecommuting shall be considered for nonessential staff that can conduct County business outside of the office. There may be limitations related to equipment needs and technology issues.

### **Telecommuting Expectations Guidelines & Procedures**

During a pandemic, social distancing (1) is critical to preventing the spread of the disease among our employees and the people we serve. Telecommuting is key to achieving social distancing, though it is not the only mechanism. This Policy will cover definitions, expectations, guidelines, and procedures for telecommuting during a pandemic.

Telecommuting is a cooperative arrangement based on the needs of the job and Rock County. The following are the telecommuting guidelines and approval procedures for employees during a pandemic.

#### **1. In General**

Department heads or designee (including elected officials) shall direct all employees to telecommute when the such work is the most consistent way of following social distancing guidelines established by the Rock County Public Health Department.

Department heads or designees, should work with IT staff to identified equipment barriers. If equipment supply is limited, County leaders and IT have discretion to prioritize equipment issuance based on essential operational needs. We ask for your patience as requests are processed as quickly as possible, given operational urgencies.

Employees should be flexible during an pandemic so that we continue to provide essential County services while protecting their health, the health of their families, and the public's health.

## **2. Preparing and Executing Telecommute**

Telecommuting is a new style of work for most individuals and departments at Rock County and will require an adjustment in management styles, communication, and work culture. Every team will figure out what works best for them. As the emergency declaration progresses, memos and FAQs will be added to the County Human Resources Intranet page to assist employees and supervisors with successfully working remotely.

## **3. Terms and Conditions of Telecommuting**

Under this Telecommute Policy, employees are required to adhere to the following terms and conditions for continued employment and to remain in good standing. All Telecommute Employees shall abide by the following telecommute rules:

- a) Employees shall complete the Rock County Telecommute Agreement. The form can be found at <https://www.co.rock.wi.us/rchr/forms>.
- b) Department Heads shall demonstrate flexibility with the work schedules and tasks requested that may be outside of the norm. The public relies on County services to meet their health and financial needs and, as public servants, every effort must be made to keep services running. This means employees may have to use their home or personal internet/WIFI, space in your house or apartment, and other accommodations that would not be asked of employees during non-emergency times. Or, for example, employees telecommuting while providing dependent care may have responsibilities that affect availability; supervisors and co-workers should be understanding and flexible to people's different needs during an emergency. All staff requesting to work flexible hours must first communicate and get approval from their department head or designee
- c) Employees may use personal cell phones for County-related phone calls and emails if the employee does not have a County-issued cell phone per privacy precautions as outline in the Rock County Computer Policy.
- d) Employees will be required to check their county voicemail account at a minimum of once per day to receive messages and respond accordingly to those messages.
- e) Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of information accessible from their home office. Employees will not allow any individual residing with or visiting employee's home to access Rock County-owned equipment, or any files, folders, email, and other confidential or sensitive data on any personally owned equipment.

- f) Meetings with clients or visitors conducting business with Rock County will not be held in the employee's telecommuting location.
- g) Notify a supervisor and IT Help Desk (cssupport@co.rock.wi.us) in the event of Rock County equipment malfunction or theft, as soon as possible. If the malfunction or theft precludes employee from working on assignments, the employee should work with their supervisor and IT to identify an interim solution, as soon as possible, which may include working from a different location or device.
- h) Consider their remote workspace an extension of their Rock County workspace and all work-related injuries and illnesses must be reported to employee's supervisor and Human Resources immediately.
- i) Employees should not assume any specified period of time for emergency telework arrangements, and Rock County may require employees to return to regular, in-office work at any time.
- j) All employees will continue to be held to the performance expectations of their position. Supervisors are responsible for ensuring that employees are provided performance feedback and regular, timely evaluations.

#### **4. Equipment Care**

- a) Telecommuting employees must abide by Rock County's policies covering information security and data privacy.
- b) Maintenance on Rock County-owned equipment will be performed only by a Rock County authorized technician.

#### **5. IT Right to Monitoring, Employee No Expectation of Privacy and Information Security**

Rock County reserves the right to monitor any and all equipment on the Rock County network, and the right to remove or disable the network connection should the equipment show the behavior of infection, indicators of compromise, or use in violation of the Rock County Acceptable Use Policy.

#### **6. Non-Reimbursable Non-Payable Expenses**

- a) Costs related to telecommuting are non-reimbursable/non-payable by Rock County.
- b) Rock County will not reimburse employee for any home or personal WIFI/internet connectivity expenses.
- c) Maintenance/repair of all personally owned equipment shall be non-reimbursable/non-payable by Rock County.

#### **7. Timekeeping**

Employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and

ending time of any split shift or departure from work for personal reasons (i.e. household chores, caring for household dependents, trips to grocery stores, medical appointments, etc). It is the employee's responsibility to sign his or her time record to certify the accuracy of all time recorded.

## **Section 6: Appendices**

Pay grids can be found on the Human Resources intranet page under Compensation.