

WAUSHARA COUNTY ADMINISTRATION

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Message from Administrative Coordinator Deb Behringer

Since 1851, Waushara County has served the residents of this area. As valued employees of Waushara County, we believe each one of you contribute to the success of this organization and that you share in the commitment that we can make a difference in the lives of our residents.

Our employees are our greatest asset. The County could not accomplish what we do every day without the dedication of each one of you. Our success is built by team work, being creative, and supporting each other through change. Each employee plays an important role in our mission of serving others especially those people who trust us to be there when they are most vulnerable.

All of us are aware of the changes that have come from the State of Wisconsin over the past year. It is important for Waushara County to continue to be adaptable, motivated and responsive to our residents and our employees.

It is the desire of Waushara County to have every employee succeed in their job, and be part of achieving their goals. It is imperative with the changes over this past year that we provide clear understandings of expectations and obligations for all employees.

To that end, the County is providing you with an Employee Manual to assist you with policies and procedures designed to support each of you in your successful employment experience. This Manual will guide you in your understanding of how we can most effectively work as a team to make this a great and long-lasting relationship.

Finally, I look forward to working together in our journey of serving others, and if there are any questions or concerns, please do not hesitate to contact my office.

Sincerely,

Deb Behringer
Administrative Coordinator

WAUSHARA COUNTY PERSONNEL POLICIES

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WAUSHARA COUNTY PERSONNEL POLICIES

ARTICLE 1 - ORGANIZATION

A. INTRODUCTION

This Employment Policy Manual (Manual) is designed to familiarize you with Waushara County. The Manual sets forth various guidelines, rules and regulations that Waushara County employees are expected to follow in the course of their employment with the County. This Manual further provides information on programs developed by Waushara County to benefit its employees. Employees should read, understand, and comply with all provisions of this Manual.

All employees of Waushara County are employed "at will," and the relationship may be terminated by either party at any time with or without cause and with or without notice, subject to existing law and any collective bargaining agreements. This Manual does not create a contract of employment, is not intended to create any contract of employment, nor does it imply that Waushara County is guaranteeing employment or any level of benefits for any employee or person.

This Manual applies to all Waushara County employees not covered by a collective bargaining agreement and to employees so covered when the provisions of this Manual do not contradict with a collective bargaining agreement or when this Manual addresses an area which is not covered by a collective bargaining agreement. This Manual is further subject to any controlling ordinance, resolution, state or federal statute, code or regulation, common law or other legally controlling authority.

Individual Departments in Waushara County may choose to adopt specific work rules and procedures in addition to the policies and procedures set forth in this Manual. Employees are expected to follow the policies in this Manual as well as any Departmental policies. This Manual will control to the extent that the Manual is in conflict with Department policies.

The provisions of this Manual have been developed at the discretion of Waushara County and may be unilaterally changed, supplemented or rescinded at any time by Waushara County as it deems appropriate and in its sole and absolute discretion, with or without notice. Final interpretation and implementation of any of the policies or rules in this Manual are vested solely with the County through the Administrative Coordinator.

B. CHAIN OF COMMAND

The Administrative Coordinator, as the chief administrative officer of Waushara County, is the primary professional advisor to the County Board Chair and oversees the day to day operations of the County including the development, supervision, and operation of the County, its personnel and facilities. The Administrative Coordinator is provided with the discretion to determine the best method of implementing the policy decisions of the County Board.

The Department Heads of Waushara County are part of the management team and report to the controlling committees. Supervisors subordinate to the Department Heads are also

members of the management team. This management team concept is the process by which a recommendation for County action is developed and the decision implemented.

All staff members and supervisors shall be responsible for referring matters requiring attention to his or her supervisor, who shall refer such matters to the next higher authority, when necessary, and through the Administrative Coordinator to the County Board. Each employee is to keep the person to whom that the employee reports informed of the employee's activities by whatever means the supervisor deems appropriate. If an employee has any questions, concerns, opinions or suggestions about the information contained in this Manual, Departmental Rules or about any other aspect of his or her job, including problems with any other County employees, then those issues must be delivered through the chain of command by first raising the issue with his or her supervisor and proceeding onward through the chain of command to the extent necessary and appropriate.

Any employee who receives directives or requests that are outside of normal delivery of services, from any individual citizen, business representative or elected or appointed official is to immediately report such directive or request to the employee's supervisor. No specific directives or requests from such persons are to be fulfilled unless permissions to do so is given by the employee's supervisor.

ARTICLE 2 - GENERAL PROVISIONS

A. CONFIDENTIALITY

Because of an employee's responsibilities with the County, an employee may have access to confidential, client, personnel or other sensitive information. This may include, without limitation, information concerning the financial status of a client or employee, the medical status or condition of a client or employee as well as County's business practices including purchasing and negotiating strategies, and employee records (collectively "confidential information"). This confidential information cannot be disclosed to any County personnel who do not have a legitimate business need to know such information or to persons outside of the County without the express authorization of the Administrative Coordinator or Department Head. There may also be special circumstances in which the information may be released only with specific signed releases that may be time sensitive. All employees are responsible for protecting confidential information from unauthorized disclosure.

Likewise, no information concerning the internal operations of the County, including but not limited to the release of records of the County, may occur except through, and with the permission of, the Administrative Coordinator or individual Department Heads. If requests for information are received by employees, whether on or off duty, from any person, the employee is required to politely decline to provide such information and to direct that individual to the Administrative Coordinator or Department Head for a response to that inquiry. The County's custodian of records is responsible for the disclosure of records pursuant to requests for records under Wisconsin's Public Records Law. Unless directed by the County's custodian of records, employees shall not act as the County's custodian of records or disseminate information.

B. CONFLICTS OF INTEREST

Employees shall comply with and are subject to the Waushara County ethics ordinance. The ethics ordinance generally prohibits County employees and officials from engaging in any business or other transaction with the County in which they have a direct or indirect financial or personal interest or engaging in any business transaction or taking any other action which is incompatible with the proper discharge of official duties in the public interest or which would tend to impair independence of judgment or action in the performance of official duties.

If an employee or official has any question as to the applicability of the ethics ordinance to any situation, the employee or official may request an advisory opinion from the County. Copies of the County's ethics ordinance are available from the office of the Corporation Counsel and the Administrative Coordinator or on the County's website.

C. EMPLOYEE SEPARATION

If an hourly employee decides to leave employment, the employee is requested to advise the Department Head in writing at least two (2) weeks prior to his or her date of departure. A professional/exempt employee is requested to advise the Department Head in writing at least thirty (30) days prior to his or her date of departure. Failure to give such notice may result in forfeiting all fringe benefits. The County reserves its right to terminate the employee before that date.

All property of the County must be returned to the County in appropriate condition prior to the employee's last day of work.

An employee who resigns or who is terminated will receive his or her final pay check on his or her next regularly scheduled payday. The Employee is encouraged to meet with Payroll prior to their departure to review information regarding insurance continuation and other benefit plans.

D. EMPLOYER PROPERTY

The County provides its employees with access to and the use of County owned property for the purpose of conducting business for the County. Employees have no reasonable expectation of privacy in the use of the County's property. Unless prohibited by law, the County may access, replace or utilize any of its property without the prior consent or knowledge of the employee to whom it was provided.

Employees must maintain their work spaces in a clean, orderly and professional manner and must properly use and care for County property that is entrusted to them. Employees must report any suspected misuse or abuse of the County's property.

Employees are further encouraged to exercise care and attention in safeguarding personal property brought to the work place. The County does not assume liability for the loss, theft or damage of personal property brought to the work place.

Under certain circumstances, employees may be required to submit to a search of any personal property brought onto the County's premises to the extent permitted by law.

Circumstances warranting need to access personal property may include, but are not limited to a reasonable suspicion of misappropriation of County property or other illegal activity.

E. EQUAL EMPLOYMENT OPPORTUNITY

Waushara County is an equal employment opportunity employer. It is Waushara County's policy to seek and employ the best quality and qualified personnel in all positions, to provide equal opportunity for advancement to all employees, including upgrading, promotion and training, and to administer these activities in a manner which will not discriminate against any person because of race, color, religion, age, sex, national origin, handicap, genetic information, ancestry, sexual orientation, marital status, or any other basis protected by state or federal law. All employees are required to provide proof of identity and authorization to work in the United States.

It is the policy of Waushara County to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA) and other laws. The County will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on Waushara County.

Waushara County will not tolerate unlawful discrimination in any form. The County expects all employees to cooperate fully in helping the County implement its equal employment opportunity policy. Employees are urged to report all instances of unlawful discrimination to the Administrative Coordinator. Waushara County prohibits retaliation against any employee who makes a good faith report of discrimination. Any employees, including managers, involved in discriminatory practices will be subject to corrective actions up to and including discharge.

Equal employment opportunity notices are posted on employee bulletin boards as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

F. GRIEVANCE PROCEDURE

The County has adopted a grievance procedure in accordance with §Wis. Stat. 66.0509(1m) which allows eligible employees to grieve covered employee terminations, discipline and workplace safety. The grievance procedure outlines the actions which may be grieved, the employees who are eligible to utilize the grievance procedure and the procedures and process for resolving grievances. The Grievance Procedure is set forth as an appendix to this Manual. If you have questions regarding the grievance procedure, please contact the Administrative Coordinator.

G. NEPOTISM

No person shall be employed, promoted or transferred to any department or agency within Waushara County government or to a division or to a section thereof when, as a result he/she would be directly supervising or receiving direct supervision from a member of his/her immediate family without specific approval of the Personnel Committee. No appointing authority shall hire a relative nor participate in selection and appointment procedures if a relative is an applicant under consideration. No appointing authority or employee shall influence the employment decisions of an appointing authority on behalf of a relative.

H. NON-WORK RELATED ACTIVITIES

Employees of Waushara County shall not engage in non-work related or personal activities during working time. "Working time" does not include authorized unpaid lunch or rest period.

I. PERSONAL APPEARANCE

Employees are expected to maintain a professional appearance consistent with their work duties and with due consideration to the needs of the County, the perceptions of the public, vendors, and fellow employees. With Administrative Coordinator approval, Department Heads may establish specific dress code requirements for each Department. All protective clothing must be worn during required activities and removed when leaving the designated work area.

J. PERSONNEL FILE ACCESS

Each employee has a personnel file. Information retained in the personnel file includes personnel information such as forms for federal and state taxes, enrollment forms for benefits, address changes, and specific work-related information such as application for employment, resume, performance evaluations, salary adjustments, job changes, and other designated records. An employee may request an opportunity to review the records in his or her personnel file that the employee has a lawful right to review by submitting a written request to the Administrative Coordinator. Requests for inspections will be scheduled at a mutually convenient time and within the timeframes required by law and will be conducted in accordance with Wis. Stat. §103.13. Employee files contain records maintained by the County's Custodian of Records. Personnel files may not be taken outside of the custody of the Custodian.

The County will use employee medical information only in a manner that is lawful, job-related, and consistent with business necessity. Employee medical information will be maintained in separate medical files, and will be treated confidentially to the extent required by law. Normally, medical information may be disclosed to someone other than the employee in the following circumstances:

1. Supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations.
2. First aid and safety personnel may be informed, when appropriate, if the employee's medical condition might require emergency treatment; and
3. Certain government officials may be provided the information.

Employees should refer all requests for personnel information concerning applicants, employees, and past employees to the Administrative Coordinator. Employees are not permitted to provide references on behalf of the County. Pursuant to request for references, the County may choose to release only limited general information such as the position held and dates of employment. The County may require the individual involved to provide a written consent, release and indemnity agreement before the County will release additional information unless there are circumstances warranting otherwise.

It is important that each employee's personal information and decisions regarding benefit selection be accurate at all times. It is each employee's responsibility to notify the County promptly of any changes to the employee's personnel file and personal contact information or family information used for insurance and tax purposes. In order to avoid issues to benefit eligibility, have W-2's returned or any other issue, employees must promptly notify, in writing the Administrative Coordinator of any change in personal information including name, address, telephone number, marital status (for benefits and withholding purposes), names, addresses and phone numbers of the employee's spouse and dependents (for benefits purposes), beneficiary designations, and emergency contact information.

K. PROHIBITED HARASSMENT

Waushara County is committed to maintaining a place of employment and a work environment that is free from discrimination and any form of harassment whatsoever. The County's harassment, discrimination and retaliation policy is set forth as an appendix to this Manual. If you have questions regarding the policy, please contact the Administrative Coordinator.

L. RULES OF CONDUCT

To ensure orderly operations and provide the best possible work environment, Waushara County expects employees to follow rules of conduct. The Rules of Conduct policy is set forth as an appendix to this Manual. If you have questions regarding the policy, please contact the Administrative Coordinator.

M. SECONDARY EMPLOYMENT

Employment with the County by regular part-time and regular full-time employees should be considered the employee's primary employment. Secondary employment with other entities must not conflict, whether real or perceived, with the duties of the employee. The County may terminate the employment of an employee whose secondary employment interferes with the performance of his or her work or creates a conflict of interest. An employee will not be permitted to work for another employer while on a leave of absence or while absent for illness from the County.

N. SMOKING

Employees are required to comply with the County's Smoking Ordinance which may be accessed through the Corporation Counsel, Administrative Coordinator or viewed on the County's website.

O. SOLICITATION

Employees may engage in limited solicitation and distribution of materials to other employees, on County premises on behalf of non-profit organizations, subject to the following requirements. Solicitation or distribution of materials is prohibited during the working time of either of the individuals making or receiving the solicitation or distribution. "Working time" does not include an employee's authorized lunch or rest period. Off-duty employees may not return to County premises to solicit or distribute materials to employees.

The County may authorize a limited number of fund drives by employees on behalf of charitable organizations. Employee participation in such drives is completely voluntary and may not be conducted during working time. Employees seeking authorization for such a charitable fund drive should contact the Administrative Coordinator.

The County has the right to monitor any permitted solicitation and distribution under this policy and to terminate in its sole discretion any such solicitation or distribution.

Commercial solicitation is strictly prohibited. "Commercial solicitation" for purposes of this policy means peddling or otherwise selling, purchasing or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interest or for profit or personal economic benefit.

P. TECHNOLOGY USE EMPLOYEE NETWORK, INTERNET AND E-MAIL PROCEDURES

The County's Technology Use Employee Network, Internet and E-Mail Procedures are set forth as an appendix to this Manual. If you have questions regarding the procedures, please contact the Administrative Coordinator

Q. TRAINING

Waushara County encourages the professional development of employees that supports that employee and the County and serves to enrich the professional development of other employees. Prior approval of the Department Head must be obtained in writing before any employee attends meetings, conferences, training sessions, institutions, workshops, seminars or special classes. The employee must submit a written request to his or her Department Head indicating pertinent details of the professional development opportunity including the benefit to the employee, the benefit to the county and other employees, a summary of how the employee will enrich the organization following the professional development opportunity, a list of expenses anticipated as a result of the opportunity, and a summary of compensability of work time and reimbursement of expenses. When a request is approved, then the employee's reasonable registration and related expenses may be covered by the County unless otherwise stated by the Department Head.

Employees are responsible for maintaining required and necessary certification statuses and seeking appropriate recertification when necessary. The cost of certification or recertification may be paid by the County on a departmental basis. Otherwise, costs of certification and recertification will not be reimbursed.

R. TRAVEL EXPENSE REIMBURSEMENT GUIDELINES

The travel expense reimbursement guidelines are set forth as an appendix to this Manual. If you have questions regarding the guidelines, please contact the Administrative Coordinator.

S. WORKPLACE SAFETY AND REPORTING INJURIES OR ILLNESS.

It is the interest of the County to provide a safe environment for employees and to properly manage any conditions, hazards or incidents that do develop so as to minimize injury and other forms of loss. The County's workplace safety policy is set forth as an appendix to this Manual. If you have questions regarding the policy, please contact the Administrative Coordinator.

Any injury to an employee must be reported immediately to the immediate Supervisor, Department Head or Administrative Coordinator, but not later than 24 hours subsequent to the injury.

Employees are covered by Worker's Compensation Insurance in accordance with State law. Worker's Compensation provides payment to employees injured at work to replace lost income. It also provides payment of medical bills and related expenses. Worker compensation is considered income under the Wisconsin Retirement System (WRS). Waushara County and the employee are required to pay their share of the actuarially required WRS contributions in accordance with law.

T. WORKPLACE VIOLENCE AND WEAPONS

The County prohibits workplace threats or violence. Acts or threats of physical violence, including intimidation, harassment, or coercion, which involve or affect personnel or property or which occur on the employer's property will not be tolerated.

Act or threats of violence include conduct, which is sufficiently severe, offensive, or intimidating to alter the employment conditions or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

1. All threats or acts of violence occurring on Employer premises, regardless of the relationship between the Employer and the parties involved.
2. All threats or acts of violence occurring off Employer premises involving someone who is acting in the capacity of a representative of the employer.

Examples of conduct that may be considered threats or acts of violence in violation of this Policy include, but are not limited to, the following:

1. Hitting, touching, or physically harming an individual.
2. Threatening an individual or his or her family, friends, associates, or property with harm.
3. Damaging or threatening to harm Employer property or the property of others.
4. Making harassing or threatening communications.
5. Harassing surveillance or stalking (following or watching someone).
6. Unauthorized possession or inappropriate use of firearms or weapons.

Prohibition against threats and acts of violence applies to all persons. Every employee is required to report incidents of workplace threats or acts of physical violence or damage of property.

The County prohibits all individuals entering County property from carrying a handgun, firearm, knife, or other weapon of any kind regardless of whether the person is licensed to carry the weapon or not. The County further prohibits all employees from carrying a handgun, firearm, knife or other weapon of any kind regardless of whether the person is licensed to carry the weapon or not during the course of employment and County business, no matter where such business is conducted. The only exception to this policy is for sworn law enforcement officers, or other persons who act in the interest of the County and have the legal authority to carry a weapon, or have been given written consent by the Administrative Coordinator to carry a weapon on the property. Nothing in this policy prohibits an individual from keeping a weapon in his or her vehicle to the extent required by law, or from carrying the weapon while traveling in the course of his or her duties to the extent required by law.

ARTICLE 3 - WORK SCHEDULES, ATTENDANCE, OVERTIME

A. WORK SCHEDULES

Work schedules for employees vary throughout the County. Scheduled hours of work are set by the Administrative Coordinator, in conjunction with the Department Head. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, days of the week worked, as well as variations in the total hours that may be scheduled each day and week.

B. ATTENDANCE

Absence, tardiness or leaving early places an extra burden on co-workers and undermines the efficient operation of the County. It is each employee's responsibility to be on the job, on time as scheduled each day, and be fully able and ready to work. Employees are expected to arrive at work on time, return from scheduled rest breaks and lunch breaks on time and to work until the employee is relieved from duty.

The County is always open for business, regardless of weather conditions. Employees are obligated to report to work consistent with safety during days of inclement weather or emergency.

An employee who anticipates being absent or tardy must call in to report the absence or tardiness as soon as possible before their shift. The failure to comply with this attendance policy as well as excessive, habitually repetitive, or patterns of absences, tardiness or leaving work early will result in disciplinary action up to and including discharge.

C. TIMEKEEPING

Each employee is required to document working hours via the timekeeping system and each employee will be held accountable for failing to accurately record work time. Each employee should record his or her time only. Each employee will be required to verify that the hours on the employee's time card record are complete and accurate prior to

submitting the card to the supervisor at the end of each pay period. To accommodate direct deposit, it is necessary to have all time cards to Administration as early on Monday as possible. Errors must be immediately reported by the employee. Employees should never assume a supervisor or the payroll coordinator will notice or edit any time discrepancy, as this is the employee's responsibility. Hourly employees must not report in more than seven (7) minutes before the start of their shift or stay more than seven (7) minutes at the end of their shift unless such time has been previously authorized by a supervisor.

D. OVERTIME

Non-exempt employees shall receive time and one-half for all hours worked beyond forty (40) hours in a work week. All overtime must receive prior approval of the Department Head. Partial overtime pay exemptions may apply for law enforcement personnel, including correctional officers, under the Fair Labor Standards Act.

Compensatory time may be granted in lieu of earned overtime pay at the discretion of the Department Head. Employees may be allowed to accumulate compensatory time up to maximum levels established by the Department Head but in no event may accumulated compensatory time exceed twenty-four (24) hours total accumulation. Accrued compensatory time will be paid out on the payroll associated with the pay periods of June 1 and December 1 of each year.

E. EXEMPT

Exempt employees working hours vary according to workload and required duties, with an expectation of a minimum of forty (40) hours per week. The County has a reasonable expectation that ninety-five percent (95%) of the hours worked by exempt employees will mirror the normal office hours of the department. The job may require times when the employee will work more than the normal hours and sometimes less than the normal hours. Exempt employees are not entitled to overtime pay for hours worked in excess of forty (40) hours in accordance with the FLSA.

If an exempt employee believes that an improper deduction has been made to his or her salary, the employee should immediately report this information to the direct supervisor, the Department Head or to the Administrative Coordinator. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deductions made.

ARTICLE 4 – LEAVES OF ABSENCE

A. GENERAL LEAVES OF ABSENCE

Department Heads may approve the absence of any employee without pay not to exceed thirty (30) consecutive calendar days. Any absence of more than thirty (30) consecutive calendar days, whether with or without pay, must be approved in advance by the appropriate Committee. Paid benefits and service credits shall not continue for leaves beyond thirty (30) consecutive calendar days. Employees on an excused leave beyond thirty (30) consecutive calendar days are responsible for payment of insurance premiums on a pro-rated basis, for the length of the unpaid leave, consistent with the provisions of the Family and Medical Leave Act and must make premium payment directly to the

County so as not to terminate coverage. All leaves granted under this section which would qualify as leaves under the State or Federal Family and Medical Leave Act will be counted as leaves taken pursuant to those acts.

Any employee who wishes to be absent from employment without pay shall make application to the Department Head fifteen (15) days prior to the start of such leave. Such application shall be made in writing. Notice requirements may be waived by the Department Head where the employee demonstrates that a bona fide emergency exists.

Any employee who does not report back to work by the expiration date as set forth in the leave of absence or does not receive an appropriate extension, or who accepts other employment while on leave from the County, will be considered to have terminated employment with the County.

When a person is on unpaid leave and a holiday occurs during the leave, it will be unpaid.

Requests to temporarily change status of position from full-time to part-time must be approved by the Controlling Committee. Benefits will be pro-rated immediately during the term of the reduced hours.

B. FAMILY/MEDICAL LEAVE

The County's Family Medical leave policy is set forth as an appendix to this Manual. If you have questions regarding the County's Family Medical leave policy, please contact the Administrative Coordinator.

C. MILITARY LEAVE OF ABSENCE

Employees entering military service shall be granted a leave of absence in compliance with state and federal statutes.

D. JURY DUTY

Employees must give reasonable advance notice of their intended absence for jury duty. If an employee is dismissed from jury duty on any given day prior to the end of his/her regularly scheduled working hours, he/she shall report to work for the balance of the working day. Employees will be compensated their regular wages for each day of jury duty served, up to a maximum of three (3) days per year, if scheduled to work, provided that the employee remits all compensation received for such duty (exclusive of travel pay or actual expenses) within three (3) days of receipt thereof.

E. FUNERAL LEAVE

The County understands the deep impact that death can have on an individual or a family. Employees may be granted unpaid funeral leave, consisting of not more than three (3) work days, in order to attend the funeral of a loved one. Employees may substitute ETO, vacation, comp or personal leave in lieu of unpaid time. Approval of the leave request is at the discretion of the Department Head.

ARTICLE 5 - WAGE AND BENEFITS

A. EMPLOYMENT CLASSIFICATIONS

Based on the needs of the employer, employees are classified within the following categories:

- Regular Full-Time Employees
- Regular Part-Time Employees
- Casual Employees
- LTE Employees
- Seasonal Employee

A regular full-time employee is an employee who works a regular schedule and is expected to normally work forty (40) or more hours per workweek. Exempt employees are generally classified as regular full-time employees. A regular full-time employee may be exempt or non-exempt. Only regular full-time employees receive benefits of the County unless specifically identified in the County's policies or as required by law.

A regular part-time employee is an employee who works a regular schedule and is expected to normally work more than twenty-three (23) but less than forty (40) hours per workweek. A regular part-time employee may be exempt or non-exempt. A regular part-time employee does not receive benefits of the County unless specifically identified in the County's policies or as required by law.

A casual employee is an employee who works a regular schedule and is expected to normally work less than twenty-three (23) hours per workweek. A casual employee may be exempt or non-exempt. Casual employees do not receive any additional compensation or benefits provided by the County unless required by law.

An LTE employee is hired for a specified project or time frame and may work an irregular schedule or a regular schedule. An LTE may be exempt or non-exempt. LTE employees do not receive any additional compensation or benefits provided by the County unless required by law.

A seasonal employee is a full time student that works a regular schedule when not actively pursuing studies and the schedule is limited to a specific timeframe. The seasonal employee is expected to normally work forty (40) or more hours per workweek. A seasonal employee does not receive benefits of the County unless specifically identified in the County's policies or as required by law.

B. PRORATION OF NON-RETIREMENT BENEFITS FOR REGULAR PART-TIME EMPLOYEES.

Pre-January 1, 2012 Hire Date. Employees hired prior to January 1, 2012 will receive pro-rated benefits if the regular part-time employee worked over 600 hours per year in the year prior to 2012.

Regular part-time employees who are hired after 1/1/2012 and who work over 1,200 hours per year shall receive benefits provided for in this Manual on a pro-rata basis based

upon the normal, anticipated amount of time worked by the part-time employee in relation to a 40 hour per week full time equivalent employee.

C. PAY POLICIES. Paychecks are normally deposited by direct deposit every other Thursday when possible. In the event that a payday falls on a specified holiday, employees shall receive their deposit on the day preceding the holiday when possible.

D. HOLIDAYS.

All regular full-time employees shall be granted the following holidays off with straight pay based on the employee's regularly scheduled hours:

New Years Day	Friday Before Easter
Memorial Day	July Fourth
Labor Day	Thanksgiving Day
Day After Thanksgiving Day	December 24
Christmas Day	

If any holiday falls on a Sunday, the following Monday shall be observed as the holiday. If the holiday falls on Saturday, the preceding Friday shall be observed. However, if Christmas falls on Saturday or Sunday the following Monday shall be observed as the Holiday. If December 24 falls on a Saturday or Sunday, the preceding Friday shall be observed as a holiday.

Employees must be in pay status on the work day immediately preceding and following the holiday to receive holiday pay.

In lieu of holidays, Correction and Dispatch employees will receive 80 hours of holiday pay per calendar year on a pro-rated basis.

E. PERSONAL DAYS.

Employees hired prior to January 1, 2012 will receive one (1) paid personal day off per year at straight pay based on normally scheduled hours, after they have successfully completed one year of employment. The scheduling of the day off must be approved by the Department Head. Employees hired after January 1, 2012 are not eligible for and will not receive personal days.

F. VACATION.

All regular full time hourly employees hired prior to January 1, 2012 shall be granted vacations with pay as follows:

- 1 week after the first year
- 2 weeks after the 2nd year
- 3 weeks after the 7th year
- 4 weeks after the 12th year
- 5 weeks after the 20th year

All regular full time hourly employees hired on or after January 1, 2012 shall be granted vacations with pay as follows:

- 1 week after the first year
- 2 weeks after the 2nd year

3 weeks after the 10th year
4 weeks after the 15th year

All regular full time exempt (professional) employees shall be granted vacations with pay as follows:

2 weeks during the first year
3 weeks after the 1st year
4 weeks after the 7th year
5 weeks after the 12th year

For vacation purposes a week shall be consistent with the normally scheduled workweek or work cycle period.

Exempt employees cannot use vacation during the first six months of employment although vacation accumulation starts with the first day of employment.

Employee vacation and personal day eligibility shall be computed on an anniversary date basis.

Vacation leave shall not be cumulative and employees shall take earned vacation within one (1) year following the date earned except that the Administrative Coordinator may approve a 30 day carryover if an employee gets prior consent and it is in the best interest of the County. All requests for vacation must have prior approval by the Department Head.

G. SICK LEAVE

Employees hired prior to January 1, 2012 and have balances in their sick leave, may access the sick leave balance for personal illness or the severe illness of a member of his/her immediate family requiring his/her personal care. Immediate family for the purpose of this paragraph is defined to include the following only: spouse, dependent mother, dependent father, dependent child, dependent step -parent. Employees shall also be allowed to use sick leave for medical, dental and eye appointments.

Seventy-five percent (75%) of available sick leave balance shall be payable to an employee upon normal retirement as defined by the Wisconsin Retirement system from the County based on applicable wage rate at the time of retirement or death.

In order to be granted sick leave with pay, the Department Head, Supervisor, and employee must adhere to the following:

1. Report reason for absence from work promptly. Complete leave request form in full by the end of the day the employee returns to work or as soon as the employee has reasonable expectations of the need for the absence.
2. Keep employer informed of one's condition.
3. Permit employer to make such medical inquiry or visit as necessary.
4. Submit a medical certificate as directed.
5. Employees using sick leave for any known, anticipated period of disability shall provide the Department Head with a doctor's statement indicating the time when the employee will be unable to perform work and when the employee will be able to return to work.

6. Paid sick leave benefits may not be used during a leave that is covered by disability insurance.

No employee will accrue any sick leave after January 1, 2012.

H. EARNED TIME OFF

Effective January 1, 2012 employees will earn time off (ETO). For each hour of paid time, up to 40 hours per week and excluding overtime, the employee will earn ETO. ETO may be accessed in accordance with the County's policies for sick leave, vacation leave or funeral leave and must have supervisory approval. An employee is able to carryover a balance of twenty-four (24) ETO hours forward to the next anniversary year. If at any time the total number of accrued ETO hours is in excess of forty-eight hours (48), the excess hours are lost. There is no cash out of ETO benefits.

Multiplier Level	Years of Continuous Service	Multiplier Used
Level 1	Less than 3 years	.019
Level 2	After 3 years	.023

I. WISCONSIN RETIREMENT

As a public employer, Waushara County participates in the Wisconsin Retirement System (WRS). The County will make employer required WRS contributions as required by law. Employees should direct all questions involving WRS eligibility or contribution levels to the Administrative Coordinator or the Department of Employee Trust Funds at 1-877-533-5020.

J. SOCIAL SECURITY

Social Security contributions by all employees of the County are mandatory commencing with the first salary check received. The rate of contribution is in accordance with that set by law.

K. HEALTH INSURANCE

The County shall make premium payments towards health insurance. The County shall pay eighty five percent (85%) of the single premium and eighty five percent (85%) of the family premium cost for full-time regular employees. All regular part-time employees shall be pro-rated upon the normal, anticipated amount of time worked by the part time employee in relation to a 40 hour per week full time equivalent employee. The employee's share for health insurance premiums shall automatically be deducted from the employee's paycheck.

Retired employees/spouse may continue insurance coverage by payment of the appropriate monthly premiums under established County procedures until the retiree/spouse becomes eligible for Medicare.

L. LIFE INSURANCE

The County shall pay the County's share toward life insurance provided through the State Life Insurance Fund. The employee's share shall automatically be deducted from the employee's paycheck.

Employees may purchase additional coverage or benefits at their own expense when such additional coverage or benefits are available from the insurer.

M. SHORT TERM DISABILITY

The County shall provide a short term disability product.

ADDENDUMS

WAUSHARA COUNTY PERSONNEL POLICIES ARTICLE 2 – GENERAL PROVISIONS – SECTION F

WAUSHARA COUNTY GRIEVANCE PROCEDURE

1.01 PURPOSE

This grievance procedure is established pursuant to Wis. Stat. § 66.0509(1m). Eligible employees shall use the procedure to resolve disputes with Waushara County (County) regarding covered employee termination, employee discipline or workplace safety issues. This grievance procedure may be modified or eliminated by the County at any time, with or without prior notice. This policy is not a guarantee of employment, a guarantee of any rights or benefits, does not create or grant covered employees with a property interest in their employment or tenure rights of any kind and does not constitute a contract of employment, express or implied. Unless specifically required by another statute or code, the County's employment relationship with employees eligible to use this procedure is at will and employment may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the County or the employee.

1.02 DEFINITIONS

The following definitions shall apply to this grievance procedure:

1. "Employee" for purposes of a grievance of Discipline and Termination (as defined in this grievance procedure) means a regular full time employee who has completed at least six (6) continuous months of employment with the County or a regular part time employee who has worked over one thousand two hundred (1200) hours in the twelve months prior to the action being grieved and who has completed at least six (6) continuous months of employment with the County. "Employee" does not include, without limitation, any of the following: elected officials, part-time employees, temporary employees, seasonal employees, contract employees, limited term employees, contractors or their respective employees, employees covered by a collective bargaining agreement containing a grievance procedure that covers discipline and termination or any employees and officials or officers that serve at the pleasure of an appointing authority as provided by Wisconsin statute.

"Employee" for purposes of a Workplace Safety grievance (as defined in this grievance procedure) means any employee of the County.

2. "Discipline" is defined as any of the following adverse employment actions: disciplinary suspension of employment for a period of greater than one (1) day; disciplinary reduction in base pay; and disciplinary reduction in rank or demotion. "Discipline" does not include, without limitation, any of the following actions: layoffs or workforce reduction activities; suspensions for a period of one (1) day or less, non-disciplinary wage, benefit or salary adjustments or reductions; non-disciplinary reductions in rank or demotions; plans of correction or performance improvement; performance evaluations or reviews; documentation of employee acts or omissions in an

employment file; oral or written reprimands; administrative suspensions pending investigation of misconduct or nonperformance; or change in assignment or assignment location.

3. "Termination" is defined as an involuntary separation of employment initiated by the County that is not a layoff, furlough, workforce reduction or involuntary separation of employment due to disability or failure to maintain proper certification or qualifications for a position within the County.

4. "Working day" means a day when the Waushara County Courthouse is open for business.

5. "Workplace Safety" means any standard established or adopted under Wis. Admin. Code Chapter Comm 32.

1.03 GRIEVANCE PROCEDURE FOR DISCIPLINE AND TERMINATION.

Filing Procedure.

1. Who May File A Grievance For Discipline Or Termination. A grievance may only be filed by the "Employee" who is the subject of the Discipline or Termination.

2. Initiating A Grievance. An Employee may initiate a grievance relating to Discipline or Termination by presenting a written grievance on the form attached to this policy to the Office of the County Administrative Coordinator within ten (10) working days of the event giving rise to the grievance or the date upon which the Employee should have reasonably known the facts giving rise to the grievance. The Employee must sign and date the grievance. A grievance will not be considered filed until the Employee signs the grievance and the grievance is received by the Office of the County Administrative Coordinator.

The Administrative Coordinator may, in his or her sole and absolute discretion, agree to extend the time for filing a grievance based upon a written request for an extension received from the Employee prior to the expiration of the initial ten (10) working day deadline to file the grievance. Any written request for an extension of time must explain the reasons why the Employee cannot meet the grievance filing deadline. The decision of the Administrative Coordinator regarding a request for extension of time shall be final and binding and not subject to appeal. Failure to timely file a grievance with the Office of the County Administrative Coordinator within ten (10) working days or any period of extension granted by the Administrative Coordinator shall constitute a waiver of the Employee's right to use the grievance procedure and an abandonment of the grievance.

3. Incomplete Grievance; Impact Of Failure To Provide Complete Information. If a timely filed grievance is missing information or is incomplete, the Administrative Coordinator shall issue a written request to the Employee identifying the information needed to complete the grievance form and proceed with the grievance procedure. The Employee shall have five (5) working days from receipt of the written request to provide the Office of the County Administrative Coordinator with the requested information.

If the Employee timely responds, the Administrative Coordinator shall determine whether the response is sufficient and the grievance may move forward. The decision of the Administrative Coordinator as to the sufficiency of the grievance and whether the grievance may move forward or be dismissed shall be final and binding and not subject to appeal. The failure of an Employee to timely provide the requested information or a finding by the Administrative Coordinator that the Employee has failed to provide sufficient information to allow the grievance to move forward shall constitute a waiver of the Employee's right to use this grievance procedure and an abandonment of the grievance.

4. Grievance Verification. By signing the grievance, the Employee is certifying, under penalty of law, that the information in the grievance is true and correct. Any Employee who files a grievance that is false or misleading or for the purposes of intimidation, annoyance or harassment or who otherwise files a grievance in bad faith is subject to disciplinary action.

County Answer. Upon receipt of the filing of a complete grievance form, the Administrative Coordinator shall have ten (10) working days to provide a written response to the Employee either granting or denying the grievance. If the Administrative Coordinator does not file an answer within ten (10) working days, the grievance shall be deemed denied.

Hearing Procedure.

1. Selection Of An Impartial Hearing Officer. Upon the filing of the County's answer denying the grievance or the expiration of the ten (10) working day period in which the County has to answer the grievance, the County shall appoint an impartial hearing officer and provide the grievant with the name of the individual appointed. The County shall pay any cost associated with the service of the impartial hearing officer.

2. Hearing Date. Upon notification of his or her selection, the impartial hearing officer shall schedule a hearing within a period of not less than twenty (20) working days nor greater than forty-five (45) working days. Within three (3) working days of the appointment of the impartial hearing officer, the impartial hearing officer shall confer with the Employee and the Administrative Coordinator to select a date for the hearing on the grievance. Once a hearing date is scheduled, it may be adjourned only upon written request by the Employee or the County to the impartial hearing officer and a finding by the impartial hearing officer that there is "good cause" for an adjournment. The decision of the impartial hearing officer regarding a request for adjournment shall be final, binding and not subject to appeal.

3. Discovery; grievance amendment; witnesses and documents; pre-hearing statement; no mediation. There shall be no formal pre-hearing discovery. The Employee and the County shall exchange a list of witnesses they intend to call at the hearing and any exhibits they intend to introduce at the hearing no less than five (5) working days before the hearing. The parties shall provide a copy of the witness list and documents to the impartial hearing officer. The Employee shall file any amendments to the grievance with the impartial hearing officer no less than fifteen (15) working days

prior to the hearing date. Any additional amendments to the grievance may be allowed by the impartial hearing officer as determined in his or her discretion.

No witness or document which was not identified or exchanged by a party may be introduced at the hearing unless the impartial hearing officer finds that there was good cause for the failure of the party to identify a witness or produce a document prior to the deadline. Each party may file a pre-hearing statement with the impartial hearing officer of no more than two (2) type written single space pages outlining the party's position related to the grievance. The impartial hearing officer may not serve as a mediator nor make any attempt to mediate the dispute.

4. Hearing.

a. Recording; Open Or Closed Hearing. The hearing before the impartial hearing officer will be digitally recorded and a copy of the recording shall be provided at no cost to the Employee, the County and the impartial hearing officer. The digital recording of the hearing shall be maintained by the County for the period required by law. The hearing may, at the request of the Employee, be open to the public. Otherwise, the hearing shall be closed.

b. Representation. The Employee and the County may be represented by an attorney of their choice. Neither party shall be responsible for the attorneys' fees, witness fees or costs of the other. The Employee may only be represented by an attorney.

c. Order Of Case; Cross-Examination. The Employee shall call witnesses and present testimony and exhibits that are relevant to the grievance. At the close of the Employee's case, the County shall call its witnesses and present testimony and exhibits that are relevant to the grievance. The parties may cross-examine witnesses presented by the other party. Cross-examination shall be limited to ten (10) minutes per witness unless extended by the impartial hearing officer. The impartial hearing officer may allow for opening or closing statements at the discretion of the impartial hearing officer, such statements not to exceed ten (10) minutes in length.

d. Rules of Evidence; Exclusion of Evidence. The impartial hearing officer is not bound by the rules of evidence and has the discretion to admit all evidence that the impartial hearing officer determines is relevant. The impartial hearing officer shall exclude immaterial, irrelevant or unduly repetitious testimony or evidence. Notwithstanding the foregoing the impartial hearing officer may not base any factual finding or conclusion solely on hearsay evidence.

e. Right Of Impartial Hearing Officer To Question. During the hearing, the impartial hearing officer may ask questions that the impartial hearing officer deems necessary or helpful.

f. Close of the Hearing; no briefs. After the Employee and the County have finished introducing evidence and completed closing arguments, if any, the impartial hearing officer shall close the hearing. The parties shall have no right to file briefs following the close of the hearing.

Burden Of Proof; Impartial Hearing Officer's Decision; Remedies

1. Burden Of Proof; Standard Of Review. Unless specifically required by another statute or code, the Employee bears the burden of proof to persuade the impartial hearing officer by clear, convincing and satisfactory evidence that the County's decision to Discipline/Terminate the Employee did not have a rational basis. If the Employee does not meet his or her burden of proof, the impartial hearing officer shall deny the grievance.

In determining whether an Employee has proved by clear, convincing and satisfactory evidence that the County's decision to Discipline/Terminate did not have a rational basis, the impartial hearing officer may only consider the evidence introduced at the hearing and the weight of that evidence. The impartial hearing officer may not overturn the County's decision to Discipline/Terminate based upon his or her own personal judgment or opinion regarding the matter. Moreover, the impartial hearing officer may not determine a decision to Discipline/Terminate did not have a rational basis based on the County's failure to implement or follow concepts of progressive discipline or just cause, in whole or in part, in making the decision to Discipline/Terminate the Employee. Finally, the impartial hearing officer must recognize all County policies, rules, procedures and regulations and may not modify or disregard the same in determining whether the County's decision to Discipline/Terminate has a rational basis.

2. Decision. The impartial hearing officer shall issue a written decision within ten (10) business days of the close of evidence. The decision of the impartial hearing officer shall, at a minimum, contain a statement of issues, standard of review, findings and, if the grievance is sustained, a remedy for the Employee. If the impartial hearing officer sustains the grievance, in whole or in part, the impartial Hearing Officer's decision must include a detailed explanation as to why the County's decision to Discipline/Terminate has no rational basis as well as a detailed description of the Impartial Hearing Officer's reasons for reducing or modifying any Discipline/Termination imposed by the County.

3. Remedies. If the grievance is sustained, the impartial hearing officer may award the Employee one or more of the following remedies: (a) reinstatement; (b) a lesser adverse employment action consisting of a suspension, reduction in the length of a suspension, written reprimand or documentation of employee acts and/or omissions in an employment file; (c) back pay; and (d) in the event of a reinstatement following termination, reimbursement of the County's applicable percentage of any payments made by the Employee for continuation of health insurance under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

1.04 GRIEVANCE PROCEDURE – WORKPLACE SAFETY

Preconditions To Filing.

1. Report Of An Unsafe Condition. An Employee may not file a grievance relating to a condition that the Employee believes constitutes a Workplace Safety violation unless the Employee has first reported the condition to the Office of the Administrative Coordinator in writing on the Unsafe Condition or Hazard Report attached to this grievance procedure.

2. County Response. Upon receiving an Unsafe Condition or Hazard Report from an Employee, the County shall have ten (10) working days in which to investigate the

condition and advise the Employee in writing that the County: (a) has determined that the condition does not constitute a Workplace Safety violation and will not be taking corrective action; or (b) will be taking corrective action in accordance with law to address the condition.

3. Grievance Filing Limitation. If the County advises the Employee in writing within ten (10) working days that it is taking corrective action in accordance with law and has commenced corrective action within this period, an Employee may not initiate a Workplace Safety grievance.

4. Dissatisfaction With The County's Corrective Action. If, at completion of the County's corrective action, the Employee believes a Workplace Safety violation continues to exist, the Employee must resubmit a new Unsafe Condition or Hazard Report and follow the procedures in this paragraph prior to proceeding with a Workplace Safety grievance.

Filing Procedure.

1. Who May File A Workplace Safety Grievance. A grievance may only be filed by an "Employee." The Employee need not be personally impacted by a condition alleged to constitute a Workplace Safety violation.

2. Initiating A Grievance. An Employee may initiate a grievance relating to Workplace Safety by presenting a written grievance on the form attached to this policy to the Office of the County Administrative Coordinator within ten (10) working days of: (a) the Employee's receipt of written notice from the County that the County will not be taking corrective action with respect to an alleged Workplace Safety violation; (b) the County's failure to begin corrective action within ten (10) working days of the Employee's report of the Workplace Safety violation referenced in section 1.04 above; (c) the failure of the County to respond to the Employee's report of a Workplace Safety violation within ten (10) working days. The Employee must sign and date the grievance. A grievance will not be considered filed until the Employee signs the grievance and the grievance is received by the Office of the County Administrative Coordinator.

3. Extensions Of Time; Impact of Untimely Filing. The Administrative Coordinator may, in his or her sole and absolute discretion, agree to extend the time for filing a grievance based upon a written request for an extension received from the Employee prior to the expiration of the ten (10) working day deadline to file the grievance. Any written request for an extension of time must explain the reasons why the Employee cannot meet the grievance filing deadline. The decision of the Administrative Coordinator regarding a request for extension of time shall be final and binding and not subject to appeal. Failure to timely file a grievance with the Office of the County Administrative Coordinator within ten (10) working days or any period of extension granted by the Administrative Coordinator shall constitute a waiver of the Employee's right to use the grievance procedure and an abandonment of the grievance.

4. Incomplete Grievance; Impact Of Failure To Provide Complete Information. If a timely filed grievance is missing information or is incomplete, the Administrative Coordinator shall issue a written request to the Employee identifying the information

needed to complete the grievance form and proceed with the grievance procedure. The Employee shall have five (5) working days from receipt of the written request to provide the Office of the Administrative Coordinator with the missing information.

If the Employee timely responds, the Administrative Coordinator shall determine whether the response is sufficient and the grievance may move forward. The decision of the Administrative Coordinator as to the sufficiency of the grievance and whether the grievance may move forward or be dismissed shall be final and binding and not subject to appeal. The failure of an Employee to timely provide the requested information or a finding by the Administrative Coordinator that the Employee has failed to provide sufficient information to allow the grievance to move forward shall constitute a waiver of the Employee's right to use this grievance procedure and an abandonment of the grievance.

5. Grievance Verification.

By signing the grievance, the Employee is declaring, under penalty of law, that the information in the grievance is true and correct. Any Employee who files a grievance that is false or misleading or for the purposes of intimidation, annoyance or harassment or who otherwise files a grievance in bad faith is subject to disciplinary action.

County Answer. Upon receipt of the filing of a complete grievance form, the Administrative Coordinator shall have ten (10) working days to provide a written response to the Employee either granting or denying the grievance. If the Administrative Coordinator does not file an answer within ten (10) working days, the grievance shall be deemed denied.

Hearing Procedure. The selection of an impartial hearing officer and hearing on a Workplace Safety violation shall be conducted in accordance with the Hearing Procedure in section 1.03 above.

Burden Of Proof; Impartial Hearing Officer's Decision; Remedies

1. Burden Of Proof; Standard Of Review. The County bears the burden of proof to persuade the impartial hearing officer by clear, convincing and satisfactory evidence that the condition identified by the Employee does not constitute a Workplace Safety violation and that no corrective action is required. If the County does not meet its burden of proof, the impartial hearing officer shall grant the grievance.

2. Decision. The impartial hearing officer shall issue a written decision within ten (10) working days of the close of evidence. The decision of the impartial hearing officer shall, at a minimum, contain a statement of: (a) the standard of review; (b) the particular provisions of Wis. Admin. Code Chap. Comm 32 that are implicated by the Workplace Safety grievance; (c) the impartial hearing officer's findings as to whether a Workplace Safety violation exists; and (d) a remedy, if any.

3. Remedies. If the grievance is sustained, the impartial hearing officer may order the County take corrective action in accordance with law to address the Workplace Safety violation. The impartial hearing officer shall have no authority to require the County to

take any specific corrective action or provide any specific remedy in response to the Workplace Safety violation.

1.05 COUNTY BOARD APPEAL OF DISCIPLINE, TERMINATION AND WORKPLACE SAFETY MATTERS

Who May File An Appeal. An appeal of the impartial hearing officer's decision may be filed by the Employee or the County.

Requesting An Appeal. An appeal may be initiated to the County Board by filing an appeal with the Administrative Coordinator on the form attached within ten (10) working days of the date of the impartial hearing officer's decision. Failure to file a written appeal by the filing deadline will result in the waiver of the right to an appeal and the outcome of the proceedings before the impartial hearing officer shall be final.

County Board Appeal. When the Administrative Coordinator receives a timely request for appeal, the Administrative Coordinator shall forward the appeal to the chair of the County Board along with a copy of hearing record inclusive of the digitally recorded hearing and any exhibits introduced at the grievance hearing. The Chair shall schedule the appeal during a meeting of the County Board for purposes of reviewing the hearing record and the Impartial Hearing Officer's decision. The Board may listen to any portion of the audio recording of the hearing before the impartial hearing officer. The County Board shall not take testimony, accept additional evidence, accept briefing, accept oral argument or otherwise conduct a hearing of any sort in relation to an appeal.

Standard Of Review. The Board may overturn or otherwise modify the impartial hearing officer's decision if the decision of the impartial hearing officer is found to be clearly erroneous.

Decision. The County Board shall deliver a written decision to the Employee and the County no later than ten (10) working days from the date of the County Board meeting. The written decision shall contain: (1) a statement of the issues; (2) findings along with an explanation as to why any findings differ from the impartial hearing officer; and (3) a remedy, if applicable, along with an explanation as to why any remedy differs from the remedy granted by the impartial hearing officer.

Remedies On Appeal; Discipline And Termination. The County Board may award one or more of the following remedies to the Employee on appeal in a matter involving Discipline or Termination: (a) reinstatement; (b) a lesser adverse employment action consisting of a suspension, reduction in the length of a suspension, written reprimand or documentation of employee acts and/or omissions in an employment file; (c) back pay; and (d) in the event of a reinstatement following termination, reimbursement of the County's applicable percentage of any payments made by the Employee for continuation of health insurance under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Remedies On Appeal; Workplace Safety. If the County Board determines on appeal that a violation of Workplace Safety has occurred, the County Board may order that corrective action be taken by the County according to law.

Final Decision. The decision of the County Board shall be final. Any judicial review of the County Board's decision shall be only as provided by law.

WAUSHARA COUNTY
Unsafe Condition Or Hazard Report

Instructions:

- Use this form to report an unsafe working condition that does not require immediate action.
- This form should NOT be used to initially report immediate and dangerous working conditions. See page 2 of this form for instructions on such conditions.
- This form should be completed, fully and legibly, with as much detail as possible. If additional space is needed, print information on a separate piece of paper and attach. If you need assistance in filling out the form, please contact the Office of the Administrative Coordinator at (920) 787-0431.
- Submit completed forms to the Office of the Administrative Coordinator.

Employee's Name: _____ Job Title: _____ Date of Report: _____	DATE AND TIME RECEIVED <i>(for County use only)</i>
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1. Location Of Condition Believed To Be Unsafe Or Hazardous (specify exact location where alleged unsafe or hazardous condition exists, the type of work performed and number of employees in the location. Use a separate form for each unsafe or hazardous condition).

2. Detailed Description Of Unsafe Or Hazardous Condition And Its Cause:

3. Date And Time Unsafe Or Hazardous Condition First Observed By Employee:

4. Are there any employees or other individuals who you believe have been injured or become ill from the unsafe or hazardous condition? If so, please identify the employee or individual, the nature of the illness or injury and the date on which the employee or individual was injured or became ill.

5. To your knowledge, has the unsafe or hazardous condition previously been reported to a person in management? If so, to whom was the condition reported and on what date or dates?

6. To your knowledge, has the unsafe or hazardous condition previously been inspected? If so, who inspected the condition, when was the inspection and what was the result of the inspection?

7. What changes would you recommend to correct the unsafe or hazardous condition?

8. Certification.

By my signature below, I certify that I have read the above report and declare that the information in the report is true and correct.

Signature of Employee: _____

Date Signed: _____

Immediate and Dangerous Working Conditions

1. This form should not be used to *initially* report immediate and dangerous working conditions. If a dangerous working condition exists that requires immediate corrective action, the Employee shall notify his/her supervisor at once. If the situation involves serious injury and/or the need for rescue, fire, or other emergency response, call 9-1-1 immediately.

2. The supervisor shall take immediate action as necessary to correct or minimize the hazard to a reasonable standard of safety. The supervisor shall notify the Department Head and the Administrative Coordinator of the Employee's report and the corrective action, if any, taken.

3. If corrective action is not taken immediately by the supervisor, or the action taken by the supervisor does not minimize the hazard to a reasonable standard of safety, the Employee shall immediately report the hazard to the Department Head and fill out and file this Unsafe Condition or Hazard Report with the Office of the Administrative Coordinator.

4. The Department Head will designate the appropriate individual to go to the scene immediately, evaluate the situation, make a judgment, and document and communicate the

decision on appropriate action to the Employee, the supervisor and the Administrative Coordinator.

5. The Administrative Coordinator will review the information related to the dangerous working condition and determine whether the situation has been satisfactorily resolved or if additional investigation and corrective actions are necessary. The Administrative Coordinator will advise the Employee of the results of his or her investigation and any corrective action that the County intends to take within ten (10) working days of the date of the Employee filed this Unsafe Condition or Hazard Report with the Office of the Administrative Coordinator.

WAUSHARA COUNTY WORKPLACE SAFETY GRIEVANCE FORM

Please fill out this form completely. If you need more space, use a separate sheet of paper.

Name of Grievant: Job Title:	Work Phone: Home Phone:
Home Mailing Address:	DATE AND TIME RECEIVED <i>(for County use only)</i>
1. Identification of Condition Being Grievied. Provide a description of the Workplace Safety condition being grievied.	
2. Basis For Grievance. Provide a detailed description of the standard under Wis. Admin. Code Chap. Comm 32 that you believe has been violated and a detailed description of any facts or information which support your belief.	
3. Witnesses. Identify by name, telephone number and address of all witnesses that you believe will support your claim that the County has violated a standard established under Wis. Admin. Code Chap. Comm 32. Provide a summary of the facts and/or information known by each witness.	
4. Documents. Attach any documents which support your claim. If you do not have a document, provide a description of the document which includes date of the document, the source of the document and the content of the document.	
5. Remedy Requested. Describe in detail the remedy you request.	
6. Certification and Signature. By my signature below, I certify that I have read the above complaint and, under penalty of law, I declare that this complaint is true and correct to my knowledge and belief. Signature of Grievant: _____ Date Signed: _____	

INSTRUCTIONS

1. USE: This Workplace Safety grievance form is for use in connection with the Waushara County Grievance Procedure (Grievance Procedure) in the Waushara County Personnel Policy (Policy). Any Employee of Waushara County may use the Grievance Procedure provided that the hazard or condition which is the subject of the grievance constitutes a "Workplace Safety" violation as defined in the Grievance Procedure and Employee has complied with the conditions for filing a Workplace Safety grievance outlined in the Grievance Procedure. An Employee does not have to be personally impacted by a claimed hazard or condition in order to file a Workplace Safety grievance. Please refer to the Grievance Procedure in the Policies for additional rules and restrictions.

2. FILING DEADLINE: In accordance with section 1.04(B)(2) of the Grievance Procedure, this grievance form must be completely filled out, signed and filed by an Employee with the Waushara County Administrative Coordinator's office within ten (10) working days of: (a) the Employee's receipt of written notice from the County that the County will not be taking corrective action with respect to an alleged Workplace Safety violation; (b) the County's failure to begin corrective action within ten (10) working days of the Employee's report of the Workplace Safety violation in accordance with section 1.04(A)(2)(b) and (3) of the Grievance Procedure; (c) the failure of the County to respond to the Employee's report of a Workplace Safety violation within ten (10) working days.

3. FILLING OUT THE GRIEVANCE FORM.

a. Condition Being Grieved. This section requires you to describe the Workplace Safety hazard or condition that you are grieving. A grievance form may only address one Workplace Safety hazard or condition.

b. Basis for Grievance. This section of the form requires you to provide a detailed description of the standard or standards under Wis. Admin. Code Chap. Comm 32 (Chapter Comm 32) that you believe the hazard or condition violates. The description must include an explanation as to *how* the hazard or condition constitutes a violation. Single word or limited responses simply indicating that the hazard or condition violates Comm 32 or a standard in Comm 32 are insufficient. A copy of Chapter Comm 32 and the regulations referenced in Comm 32 are available from the office of the Corporation Counsel.

c. Witnesses. This section of the form requires you to identify all witnesses who you believe will support your claim. The last known telephone number and address of each witness must be provided. You are also required to provide a detailed description of the facts or information known by each witness that supports your claim. You must provide a *detailed* description of the facts or information known by each witness.

d. Documents. This section of the form requires you to produce all documents you believe support your claim. If you do not have the documents, you are required to provide a description of each document which includes the date of the document, the source of the document and a description of the contents. The source can be, for example, an e-mail from a department head, supervisor, co-worker or other individual, a County policy or communication, a time card, portions of an Employee or County file or a document that you wrote. The description of the contents should include the subject of the document and the information in the document which you believe supports your position on the grievance.

e. Remedy Requested. This section requires you to describe your opinion on the appropriate remedy.

4. ASSISTANCE: All information on the grievance form *must* be provided. If you have any questions regarding the information required by the form, please contact the office of the Waushara County Administrative Coordinator at (920) 787-0431. Employees

in the Administrative Coordinator's office may only offer assistance in identifying the information required in the grievance form. Employees in the Administrative Coordinator's office cannot provide you with legal advice in connection with your grievance. Employees are encouraged to consult an attorney of their choice with any legal questions.

WAUSHARA COUNTY DISCIPLINE/TERMINATION GRIEVANCE FORM

Please fill out this form completely. If you need more space, use a separate sheet of paper.

Name of Grievant: Job Title:	Work Phone: Home Phone:
Home Mailing Address:	DATE AND TIME RECEIVED <i>(for County use only)</i>
1. Discipline/Termination Being Grieved. Provide a description of the discipline/termination being grieved.	
2. Basis For Grievance. Provide a detailed description of the reason or reasons why you believe that the County's decision to discipline or terminate you was incorrect and should be overturned and a detailed description of any facts or information which support your belief.	
3. Witnesses. Identify by name, telephone number and address all witnesses that you believe will support your claim that the County's decision to discipline or terminate you was incorrect and should be overturned. Provide a summary of the facts and/or information known by each witness.	
4. Documents. Attach any documents which support your claim that the County's decision to discipline or terminate you was incorrect. If you do not have a document, provide a description of the document which includes date of the document, the source of the document and the content of the document.	
5. Remedy Requested. Describe in detail how you believe the County's disciplinary action or termination should be modified.	
6. Certification and Signature. By my signature below, I certify that I have read the above complaint and, under penalty of law, I declare that this complaint is true and correct to my knowledge and belief. Signature of Grievant: _____ Date Signed: _____	

INSTRUCTIONS

1. USE: This discipline/termination grievance form is for use in connection with the Waushara County Grievance Procedure (Grievance Procedure) in the Waushara County Personnel Policy (Policy). Only regular full time employees who have completed at least six (6) continuous months of employment with the County or regular part time employees who have worked over one thousand two hundred (1200) hours in the twelve months prior to the action being grieved and who have completed at least six (6) continuous months of employment with the County may use this Grievance Procedure. The grievance form may be used only in connection with "discipline" and "termination" as defined by the Grievance Procedure. Please refer to the Grievance Procedure in the Policy for additional rules and restrictions relating to the Grievance Procedure.

2. FILING DEADLINE: In accordance with section 1.03 of the Grievance Procedure, this grievance form must be completely filled out, signed and filed with the Waushara County Administrative Coordinator's office within ten (10) working days of the event giving rise to the grievance or the date upon which an Employee should have reasonably known of the facts giving rise to the grievance. The Administrative Coordinator may, in his or her sole and absolute discretion, extend the time for filing a grievance based upon a written request for an extension received from the Employee prior to the expiration of the ten (10) working day deadline to file the grievance. Failure of an Employee to timely file a grievance with the Office of the County Administrative Coordinator within the original ten (10) day period or any period of extension granted by the Administrative Coordinator shall constitute a waiver of the Employee's right to use the grievance procedure and an abandonment of the grievance.

3. FILLING OUT THE GRIEVANCE FORM.

a. Event Being Grieved. This section requires you to describe the disciplinary act or termination that you are grieving. The description should include the reason(s) you understand you were disciplined/terminated and the date on which the discipline/termination occurred. A grievance form may only address one disciplinary event.

b. Basis for Grievance. This section of the form requires you to provide a detailed description of the reason or reasons why you believe that the County's decision to discipline or terminate you was incorrect. Single word or limited responses to the effect that the discipline/termination was "wrong," "unfair," "unequal" or "mistaken" are insufficient. You must provide a *detailed* response explaining why you believe the disciplinary action or termination taken by the County was incorrect or unreasonable and a *detailed* description of any facts, events or other information which support your belief. Note under the Grievance Procedure, you will have the burden of proving by clear and convincing evidence that the County did not have a rational basis for the disciplinary action/termination.

c. Witnesses. This section of the form requires you to identify all witnesses who you believe will support your claim that the disciplinary action or termination taken by the County was incorrect. The last known telephone number and address of each witness must be provided. You are also required to provide a detailed description of the facts or information known by each witness that supports your claim that the disciplinary action or termination taken by the County was incorrect and should be overturned. Single word or limited descriptions to the effect that the witness knows the discipline/termination was "wrong," "unfair," "unequal" or "mistaken" are insufficient. Employees must provide a *detailed* description of the facts or information known by each witness.

d. Documents. This section of the form requires you to produce all documents you believe support your claim that the disciplinary action or termination taken by the County was incorrect. If you do not have the documents, you are required to provide a description of each document

which includes the date of the document, the source of the document and a description of the contents. The source can be, for example, an e-mail from a department head, supervisor, co-worker or other individual, a County policy or communication, a time card, portions of an Employee or County file or a document that you wrote. The description of the contents should include the subject of the document and the information in the document which you believe supports your position on the grievance.

e. Remedy Requested. This section requires you to describe how you believe that the discipline or termination should be modified or reduced. Remedies that are available include: (a) reinstatement; (b) a lesser adverse employment action consisting of a suspension, reduction in the length of a suspension, oral or written reprimand or documentation of employee acts and/or omissions in an employment file; (c) back pay; and (d) in the event of a reinstatement following termination, reimbursement of the County's applicable percentage of any payments made by the Employee for continuation of health insurance under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

3. ASSISTANCE: All information on the grievance form *must* be provided. If you have any questions regarding the information required by the form, please contact the office of the Waushara County Administrative Coordinator at (920) 787-0431. Employees in the Administrative Coordinator's office may only offer assistance in identifying the information required in the grievance form. Employees in the Administrative Coordinator's office cannot provide you with legal advice in connection with your grievance. Employees are encouraged to consult an attorney of their choice with any legal questions.

WAUSHARA COUNTY GRIEVANCE PROCEDURE APPEAL FORM

INSTRUCTIONS: This form is to be used by Employees and/or the County to appeal the written decision of an impartial hearing officer relating to discipline, termination or workplace safety under the Waushara County grievance procedure. The form must be completed and filed with the Office of the Waushara County Administrative Coordinator within **ten (10)** working days of the date of the impartial hearing officer's decision from which the appeal is being taken. Failure to file a written appeal within ten (10) working days of the decision of the impartial hearing officer by the filing deadline will result in the waiver of the right to an appeal and the outcome of the proceedings before the hearing officer shall be final. You may only use the space provided on this form.

Name of Grievant: Job Title:	Work Phone: Home Phone:
Address:	DATE AND TIME RECEIVED <i>(for County use only)</i>
<p>1. Decision From Which An Appeal Is Being Taken. Attach a copy of the impartial hearing officer's decision to this form. If you do not have a copy, provide the date of the decision, the name of the impartial hearing officer and briefly describe the decision and order of the impartial hearing officer in the space below.</p>	
<p>2. Basis For Appeal. Describe why you believe the decision of the impartial hearing officer was incorrect.</p>	
<p>3. Remedy. Describe what you believe the impartial hearing officer should have ordered and why.</p>	
<p>Signature of Appealing Party: _____ Date Signed: _____</p>	

WAUSHARA COUNTY PERSONNEL POLICIES
ARTICLE 2 – GENERAL PROVISIONS - SECTION K

WAUSHARA COUNTY PROHIBITED HARASSMENT POLICY

A fundamental policy of the County is that the workplace is for performing high quality work and to serve the interest of the County and the public. Employees must provide a workplace free from tensions involving matters that do not relate to the County's business and where employees behave courteously and professionally at all times. In particular, an atmosphere of tension created by conduct not related to work – including animosity caused by ethnic, racial, sexual, or religious remarks, unwelcome sexual advances, requests for sexual favors, or similar discriminatory conduct – does not belong in the workplace.

Harassment of employees or applicants for employment is prohibited. "Harassment" is defined as persistently bothering, disturbing, or tormenting another. Waushara County prohibits all forms of harassment, discrimination or retaliation, including, but not limited to:

1. Verbal harassment, such as making derogatory statements, epithets, or slurs to or about another person or group;
2. Visual harassment, such as displaying offensive posters, cartoons, or drawings; and
3. Physical harassment, such as threatening, assaulting, or physically interfering with another person or making other inappropriate or unwelcome physical contact.
4. "Sexual harassment" is defined as unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal, visual, or physical conduct of a sexual nature when:
 - A. Submission to such conduct is explicitly or implicitly made a term or condition of employment;
 - B. Submission or refusal to submit to such conduct is used as a basis for a tangible employment action; or
 - C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or work environment.

An employee cannot be forced to submit to harassment as a basis for any employment decision. In addition, the employer will attempt to prevent and promptly eliminate any conduct that creates an intimidating, hostile, or offensive work environment for our employees.

EXAMPLES OF PROHIBITED CONDUCT

The following conduct will be considered to be sexual harassment or another form of unlawful harassment or inappropriate behavior in our workplace or in connection with work-related activities:

1. Sexually suggestive or off-color comments or jokes;
2. Sexual flirtation, innuendo, advances, propositions, or other sexual activities;
3. Unprofessional touching, such as massages, embracing, or inappropriately putting an arm around another employee;
4. Repeated and unwelcome invitations for social interactions outside of the workplace;

5. Sexual or racial slurs, derogatory remarks, or offensive gestures;
6. Displaying or distributing sexually explicit or otherwise off-color materials, including books, magazines, articles, pictures, greeting cards, photographs, drawings, cartoons, and e-mail messages; and
7. Including or excluding any individual from workplace activities, assignments, or responsibilities based on their refusal to participate in or tolerate sexual or other forms of harassment or based on other factors not related to job performance or legitimate business reasons.

This list is not intended to be exhaustive. Any particular conduct described above may also be inappropriate outside the workplace if the conduct may adversely affect the work environment. Similarly, a consensual relationship does not justify inappropriate displays of affection or other sexual statements or activities during working hours or at work-related functions. Any questions about whether particular conduct is prohibited under this policy should be discussed with the employee's supervisor or the Administrative Coordinator.

REPORTING HARASSMENT, DISCRIMINATION OR RETALIATION OR OTHER INAPPROPRIATE CONDUCT. If an employee of Waushara County believes that any sort of sexual or other unlawful harassment, discrimination or retaliation or other inappropriate conduct is interfering with his or her work or the work of others, or is creating an intimidating, hostile, or offensive work environment, then the County requires the employee to report the harassment, discrimination, retaliation or other inappropriate conduct. If an employee feels uncomfortable bringing the matter to his or her supervisor or if the employee believes his or her supervisor or member of a governmental body is participating in conduct that violates this policy, then the employee must notify other persons of the matter as set forth below. The purpose of having several persons to whom complaints may be made is to avoid situations where employees are faced with complaining to a person, or a close associate of a person, who might be the subject of a complaint.

Complaints of harassment or retaliation that are in violation of this Harassment, Discrimination, Retaliation Policy and Other Inappropriate Conduct will be accepted in writing or orally and should be directed to the following people:

1. If the harasser is a non-supervisory employee or a supervisory employee other than a department head, the Complaint should be made to the employee's Department Head, the Administrative Coordinator or the Chair of the County Board;
2. If the harasser is a Department Head or the Corporation Counsel, the complaint should be made to the Administrative Coordinator or the Chair of the County Board;
3. If the harasser is a County Board member other than the County Board Chair, the complaint should be made to the County Board Chair, the Administrative Coordinator or the Corporation Counsel;
4. If the harasser is the Chair of the County Board, the complaint should be made to the Administrative Coordinator or the Corporation Counsel; and

5. If the harasser is the Administrative Coordinator, the complaint should be made to the County Board Chair or the Corporation Counsel.

INVESTIGATION FOLLOW-UP. Complaints of harassment, discrimination or retaliation will be promptly and thoroughly investigated and the complaining employee will be advised of the results of the investigation. The County understands that these matters are sensitive and will therefore attempt to keep all employee complaints and communications, such as interviews and witness statements, in confidence to the extent practicable. Employees are required to cooperate with any investigation and to provide full, complete and truthful information regarding any incidents of which the employee is familiar.

The County will take appropriate disciplinary action, up to and including discharge, against any employee who engages in sexual or other harassment, discrimination or retaliation or who otherwise violates this policy. Further, the County will correct any adverse employment action the employee or another employee experienced due to conduct forbidden by this policy and other corrective action designed to end the harassment, discrimination or retaliation.

If an individual involved in harassing or inappropriate conduct is not employed by the County, then the individual will be informed of this policy and appropriate action will be taken. In all cases, the County will make follow-up inquiries to make sure the harassment, discrimination or retaliation has stopped. If the employee is not satisfied with the results of the investigation or follow-up action, or if further harassment, discrimination or retaliation or other unacceptable conduct occurs, then the employee must contact the Administrative Coordinator promptly.

RETALIATION FORBIDDEN. The County will not tolerate retaliation against any employee who complains of sexual or other unlawful harassment, discrimination or retaliation or who provides information in connection with any such complaint of sexual or unlawful harassment, discrimination or retaliation. If an employee believes that he or she has been retaliated against for bringing a complaint or providing information related to a complaint, the County requires the employee to use the reporting procedure described in this policy.

WAUSHARA COUNTY PERSONNEL POLICIES
ARTICLE 2 - GENERAL PROVISIONS – SECTION I

RULES OF CONDUCT

RULES OF CONDUCT. The purpose of this policy is to state Waushara County’s general approach to administering equitable and consistent discipline for unsatisfactory conduct and identify various forms of misconduct which may warrant discipline up to and including discharge.

Waushara County’s own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. At the sole discretion of the County, various types of employee discipline may be imposed which include oral reprimand, written reprimand, suspension and discharge. None of these disciplinary measures are required to be used before discharge from employment occurs, nor are the listed actions required to be used in any specific order. Nothing in this policy shall be construed as establishing a “just cause” standard for discipline or discharge of employees or to require the County to impose progressive discipline. Likewise, the County’s use of any form of progressive discipline does not change any employee’s status as an at-will employee or create any additional contractual rights.

To ensure orderly operations and provide the best possible work environment, Waushara County expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. Employees who violate policies and procedures, whether express or implied, or who have unsatisfactory work performance are subject to disciplinary action up to and including discharge from employment. Listed below are examples of behaviors or actions which, in the absolute discretion of Waushara County, may result in discipline or discharge. The listing provided below is illustrative, and is not intended to be all-inclusive.

1. Dishonest, misleading or deceptive conduct
2. Circumventing the chain of command
3. Undermining the authority of a supervisor
4. Refusing or failing to follow an order or directive
5. Theft or misappropriation of County property or the property of others, including theft of work time, excessive time at break periods, misuse of leave time, misrepresenting work time, or failing to accurately record work time
6. Failing to completely and accurately document relevant information
7. Failure to understand job duties and perform duties with organization, good judgment, and initiative
8. Failure to adapt and cooperate
9. Not dependable
10. Leaving the job without permission
11. Causing or working unauthorized overtime
12. Engaging in conduct that creates an unsafe work environment
13. Fighting, threats, intimidation or harassment of others
14. Damage or defacing of County or employee property
15. Misuse or unauthorized use of County property
16. Possession, use or being under the influence of drugs or alcohol while on duty

17. Engaging in illegal conduct
18. Unauthorized possession of weapons or firearms during work time or on County premises or property
19. Failure to report to work as scheduled, excessive absenteeism, tardiness or leaving prior to the end of the shift.
20. Working another job while absent
21. Disclosing confidential information to unauthorized source
22. Loafing or sleeping on the job
23. Misuse of licenses, patents or copyrights while on work time or using work resources
24. Unauthorized solicitations or distributions
25. Failure to promptly report defective equipment or safety hazard
26. Failure to report injury or accident immediately
27. Engaging in conduct or activities which serve to lengthen the healing period for a work-related injury
28. Substandard quality or quantity of work, including deliberate reduction of output
29. Failure to complete assignments promptly and accurately
30. Smoking in unauthorized areas or during work time
31. Unprofessional appearance
32. Discourteous treatment of others
33. Profane or disrespectful conduct
34. Conducting personal business on County time or property, including promoting or selling any item or soliciting
35. Failing to comply with expectations of conduct communicated to an employee
36. Failing to report a possible violation of the rules or policy through the chain of command
37. Failing to fully comply with any of the rules, regulations, guidelines or policies set forth in the Manual or any Departmental rules.
38. Improper use of picture cell phones or other video recording devices.
39. Failure to cooperate or participate in a County investigation.

The County reserves the right to determine whether any other conduct is contrary to the interests of the County and warranting of disciplinary action up to and including discharge.

INVESTIGATIONS. The County will determine the scope, duration, and strategy of internal investigations. Employees must cooperate and participate in investigations as requested by the County. The County reserves its right to place an employee, who is the subject of an investigation, on administrative leave, with or without pay. The determination of whether leave will be with pay or without pay is reserved to the Administrative Coordinator.

WAUSHARA COUNTY PERSONNEL POLICIES
ARTICLE 2 – GENERAL PROVISIONS – SECTION P

TECHNOLOGY USE EMPLOYEE NETWORK, INTERNET AND E-MAIL PROCEDURES

USE OF THE INTERNET AND NETWORKS: SOFTWARE AND SERVICES

All use of the network and Internet must be related to county business. Waushara County, through Data Processing (DP), reserves the right to prioritize use and access to the network and Internet. Downloading and installation of files/programs that are not related to County policies are prohibited. All software licensing agreements will be located and maintained by Administration.

All use of the network and Internet must be in conformity with local, state and federal law and Waushara County policies and procedures.

Subscriptions to mailing lists, bulletin boards, chat groups, commercial on-line services or other information related services must be pre-approved by the employee's department head and the Executive Committee and must be related to county business.

NO EXPECTATION OF PRIVACY. All communications and information accessible via the network should be assumed to be property of Waushara County. Employees should not have the expectation of privacy in anything they create, send or receive on the computer, except that all communications which are confidential according to state and/or federal law will be treated with the same care and insurance of privacy as non-electronic records.

HARASSMENT, DISCRIMINATION AND ANTI-SOCIAL BEHAVIOR

PROHIBITED. Users are responsible to the appropriateness and content of material they transmit or publish on the network and Internet. Hate mail, harassment, discriminatory remarks or other antisocial behavior such as targeting another person or organization to cause distress, embarrassment, injury, unwanted attention or other substantial discomfort is prohibited. Personal attacks or other action to threaten or intimidate or embarrass an individual group or organization or attacks based on a person's race, national origin, ethnicity, handicap, religion, gender, veteran status, sexual orientation or another such characteristic or affiliation is prohibited and shall result in disciplinary action including, but not limited to, the termination of the right to access the Internet/e-mail and/or termination of employment.

NO ANONYMOUS OR PSEUDO ANONYMOUS COMMUNICATIONS. All users must identify themselves clearly and accurately in all electronic communications. Anonymous or pseudo-anonymous communications are prohibited. Any attempt to conceal one's identity to dissociate oneself from irresponsible or offensive behavior is a violation of Waushara County policies and procedures that will, at minimum, result in the loss of network and/or Internet privileges to the extent necessary to address the violation.

ETIQUETTE

1. Be polite.

2. Use appropriate language. Do not get abusive in messages or communications to others. Do not use swear words, vulgarities or any other inappropriate language. Use the same care in drafting messages as you do in written communications.
3. Do not use the network or Internet in such a way that would disrupt the use of the network by others.

SECURITY. Each user is accountable for all activity that occurs under his or her password. Each employee shall provide his/her supervisor with his/her login information. Passwords are for the protection of the county and the individuals conducting business with the County, not individual employees. Misrepresenting oneself through use of another's password constitutes fraud and is a violation of Waushara County policies and procedures.

Seeking information on, obtaining copies of or modifying files, other data, or passwords belonging to another person is prohibited and may subject an employee to disciplinary action including but not limited to termination. These prohibitions shall not apply to supervisors who utilize employee passwords to access files for a business reason.

Users may not leave an open file or session unattended or unsupervised.

Attempting to gain unauthorized access to the system and/or network is against the law and is prohibited and may subject an employee to disciplinary action including but not limited to termination.

Communications may only be encrypted to the extent necessary by federal and state law for the purposes of fulfilling confidentiality requirements and not solely as a means to avoid the security review. All employees needing to use encrypted messages must have prior approval from his/her Department Head.

Distributing or otherwise making a user password or those of another person available to others or otherwise attempting to evade, disable or crack passwords or other security provisions or assisting others in doing so is a serious violation of Waushara County policies constituting grounds for immediate suspension of network privileges and other disciplinary action including but not limited to termination. Only the supervisor can access an employee's file when there is a business reason for doing so.

Waushara County has the right (but not the duty) to monitor any and all aspects of the computer system, including employee e-mail, to ensure compliance with this policy.

Personal information such as addresses and telephone numbers should remain confidential when communicating on the network and Internet. This includes the user's own as well as those of colleagues.

ELECTRONIC MAIL

1. E-mail may not be used for commercial solicitation.
2. Users must include their E-mail address in all mail sent.
3. Users must be aware that the Internet is not secure and assume that others can read and possibly alter E-mail. Users must take all necessary precautions to ensure that

confidential information exchanged over the network and/or Internet and through E-mail is handled in such a way to maintain the confidentiality of the information.

4. No form of a chain letter or similar communication may be sent on the network or Internet.
5. Sending mail that appears to have come from someone else is prohibited.
6. Minimize large attached files when sending and/or receiving E-mail.
7. Use extreme caution when downloading attached files and/or programs from persons known or unknown since they may contain viruses.
8. Downloaded files and/or programs must be scanned with a virus detection program. Users are responsible, and may be held liable, for a computer becoming infected with a virus.
9. E-mail received at Waushara County is retained on the system until deleted by the recipient. In addition, E-mail deleted on the system by the recipient will continue to exist in an offline backup archive file.
10. Employees are expected to delete E-mail in a timely manner. DP may remove such mail if not attended to regularly by the recipient.
11. Waushara County reserves the right to inspect contents of E-mail. Waushara County will fully cooperate with local, state and/or federal officials in any investigation concerning or relating to any E-mail transmitted from or received at any Waushara County facility.
12. Waushara County recognizes that some messages sent via E-mail for valid county purposes, contain privileged and confidential material. Therefore, any such material discovered during compliance monitoring by Waushara County shall be handled with the same care and protection as written documents containing such material. Any person disclosing confidential and/or privileged material without appropriate authorization shall be subject to disciplinary action, including but not limited to termination of employment.
13. Employees may use email in a limited manner for incidental personal use. Any personal use that interferes with an employee's work performance, the work performance of others or County business is subject to discipline.

SOCIAL NETWORKING ACCESS. Use of social networking sites (i.e. Twitter, Facebook, MySpace, etc.) shall be limited to business uses only and must be explicitly approved by the Department Head and consistent with Waushara County policies. All postings to such site(s) are to be consistent with Waushara County business objectives and existing policies. This includes, but is not limited to: political statements, cursing or other foul language and statements viewed as harassing others based on race, creed, color, age, sex, physical handicap or sexual inclination. Departments wishing to create and maintain a Facebook page must abide by the Facebook guidelines below.

Facebook Guidelines

1. Must be set up as a business page with Fans
2. Nothing may be posted on the page that would not be acceptable to be posted on County Website or disseminated to public through printed or other material (i.e. no confidential material)
3. Privacy settings must be set to limit association of Waushara County with commercial advertisements or sponsored content so as to not appear as though advertiser is endorsed by Waushara County or that Waushara County is receiving any benefits from advertiser
4. Name must include the words "Waushara County"

5. Unrestricted access to page must be provided to Data Processing Coordinator
6. Facebook Sharelink cannot be used on any county site without permission from Data Processing Coordinator
7. Fan Box Widget may not be used on any county site without permission from Data Processing Coordinator
8. All Facebook pages and content shall be the responsibility of the Department Head – Department Heads may delegate administration responsibilities to any employee or employees, but the Department Head has the responsibility to monitor page for appropriate content
9. Prior to creating a Facebook page, a Department Head must read and review the Statement of Rights and Responsibilities issued by Facebook and sign an acknowledgment
10. All employees administering Facebook page must read and agree to the Statement of Rights and Responsibilities issued by Facebook – the Department Head obtain a signed acknowledgment from the employee prior to authorizing the employee to post any information on Facebook
11. Facebook page may not be used to disseminate information to County Board or Committee members on issues or topics that will be addressed by and may need a decision or action by the Board or Committee
12. Facebook pages must be accessible to all public unless appropriate steps have been taken to ban a fan as authorized by Facebook – Any fan banned must be documented including the reasons why and such documentation kept by the Department Head
13. No personal information about any employee, client, volunteer, committee or board member is to be posted – privacy settings must be set to guard personal information from access by the public

SYSTEM RESOURCES. Diligent effort must be made to conserve system resources. E-mail and unused files should be deleted or stored by alternative means in a timely manner.

Users will accept limitations or restrictions on network and Internet resources such as, but not limited to, storage space, time limits or amount of resources consumed when so instructed by DP.

Waushara County and DP reserve the right (but not the duty) to monitor network and Internet resources in any form to maintain network and Internet resources and to ensure that illegal or improper activity is not occurring.

WAUSHARA COUNTY PERSONNEL POLICIES
ARTICLE 2 – GENERAL PROVISIONS – SECTION R

WAUSHARA COUNTY TRAVEL EXPENSE REIMBURSEMENT GUIDELINES

POLICY

The travel expense reimbursement as outlined below, applies to employees, elected officials and volunteers of the County except that the County Board of Supervisors shall continue to receive mileage reimbursement as provided in Chapter 59.10 (3) and 59.22 (3) Wisconsin Statutes.

A. Definition – Terms used in this section mean as follows:

“Employee” means any officer or employee of the County or appointed board member entitled to actual reasonable and necessary expenses.

“Elected Officials” means any locally elected official, such as County Clerk, Treasurer, Register of Deeds, Clerk of Courts, Sheriff, Coroner or County Board Supervisor.

“Volunteer” means any person volunteering his/her time as an EMT, Volunteer Driver or other sanctioned work being done for the County without hourly compensation.

“Reasonable” means not extreme or excessive. Personal convenience or personal business expenses are not considered reimbursable.

B. Approvals – The Controlling Committee, the County Board Chair, or the Department Head as applicable, must grant prior approval for the following expenditures.

1. Travel and Expenses in state.
2. Unusual items and/or amounts.
3. The Department Head must recommend prior approval for in state or out of state travel for all employees, except elected County Board Supervisors who must be granted prior approval by the County Board Chair.
4. Any out of State travel must be pre-approved by the County Board Chair.
5. The Executive Committee will be the final approval authority on all voucher matters.

RULES

1. The Employees of the County, while on travel status, are expected to live comfortably but with reasonable prudence. They are expected to exercise good judgment when incurring travel cost. Employees need to provide the proper County tax identification number for all incurred travel expenses to avoid paying any unnecessary federal, state or local taxes.

2. A vendor’s receipt is required. In all cases, where the amount is not reasonable as provided in this directive, an appropriate justification explaining the claim must also accompany the receipt. Credit card receipts are acceptable if they contain the same information presented on the vendor’s receipt.

3. Hotel and motel expenses: Employees should live in a comfortable hotel or motel room with bath at a reasonable rate for that community. The charge would be in line with the average cost of a double room in that location. The choice of a room should be based primarily on cost with consideration given to accessibility in conducting business.
 4. Employees should observe check out hours in order to avoid a charge for the day of departure. An employee who is required to remain in one location for an extended period of time is expected to find lodging at weekly and/or monthly rates.
 5. Meals: Reimbursements for meals will be allowed on out of county trips within the state and out of state on the following conditions:
 - A. Meal receipts must be itemized indicating individual expenses.
 - B. Reimbursement for meal expenses will be allowed if parties are out of the county overnight.
 - C. Any reimbursement requests must be accompanied by a receipt.
 - Breakfast: \$5.00
 - Lunch: \$10.00
 - Dinner: \$15.00
- * Above figures includes gratuities. Gratuity reimbursement not to exceed 15% of the receipt total.
6. No reimbursement will be approved for the cost of alcoholic beverages.
 7. Luggage: Necessary gratuities for assistance with luggage due to health condition restrictions are reimbursed as approved by the Executive Committee.
 8. Transportation: Transportation expenses incurred on necessary trips away from the County are reimbursable. The most economical form of transportation available must be used taking into consideration the work assignment, the cost, and the travel time. Reasonable travel time is the amount of travel time required in using the most practical means of transportation.
 - A. In traveling by air, reimbursement is limited to the fare for the lowest jet class available.
 - B. Insurance coverage for employees traveling by air is not allowable as reimbursement expense.
 - C. Use of privately owned automobiles: The use of personal automobile for County travel is to be limited to situations as approved by Department Heads or Committee Chairs.
 - D. Reimbursement for transportation expenses will be made based on the lowest cost of the most practical means of public transportation. Because of the time loss involved in bus or rail travel, this is generally interpreted to mean the cost of tourist airfare.
 - E. Employees who are authorized to use their personal automobile for county business will be reimbursed at the allowable IRS rate.
 - F. In addition to mileage, the operator of the car will be reimbursed for parking expenses and toll, as approved by the Executive Committee.

- G. If two or more employees from the same location have the same work assignment outside the County, which requires the use of a personal automobile, they will be expected to travel together in one car. When several employees from the same location are required to attend a meeting at another location, as few cars as are necessary will be driven to transport the employees. Employees who, for personal reasons, drive their own cars without passengers when the transportation is otherwise available will not be reimbursed for mileage.
- H. Charges for gasoline, oil, lubrication, repairs, antifreeze, tires, tire repair, towing and other similar expenditures will not be allowed as reimbursable expenditures when privately owned cars are used.
- I. It is recommended that County employees on official business, driving personal automobiles, should carry liability limits at a minimum of \$250,000/\$500,000/\$250,000 personal liability and property damage liability.
- J. When repeated trips to one location from the same point are made, a set mileage allocation will be agreed upon for reimbursement.
- K. In the performance of duties and responsibilities of some of the Waushara County committees it is required that the Committee, as a whole, tour the various locations in question. In such instances where the Committee is required, as part of their normal duties, to tour various locations within the County, it is the recommendation of the Executive Committee that when the Committee is able to use one vehicle, capable of holding the entire Committee, for such touring, the driver will be reimbursed at a rate established by the Executive Committee.
- L. Employees are required to submit travel expenses with their timecard on a bi-weekly basis. When accessing the account payable voucher system, Reimbursement requests shall be submitted within sixty (60) days of the date the expense was incurred. This will insure accurate and up to date accounting of actual expenses. Mileage submitted either through payroll or by voucher, shall provide daily information giving general details on need for mileage.
- M. In situations requiring car rental, reimbursement is limited to the most economical car available.

9. Cash Advances: Registration advances may be granted by Committee Chair or Department Heads for specific purposes related to County business.

10. No County Board Supervisor will be paid per diem or mileage for meetings attended outside regular Board and/or Committee meetings without prior approval of the appropriate Committee Chair or the County Board Chair, as applicable.

11. Per diem authorizations for meeting: Authorization for meetings which are not within the purview of provisions under RULES, paragraph 10, will be reviewed and ruled on by the Executive Committee on a case by case basis. Requests for per diem payments should be made with reasons for reimbursement.

WAUSHARA COUNTY PERSONNEL POLICIES
ARTICLE 2 – GENERAL PROVISIONS – SECTIONS

WORKPLACE SAFETY AND REPORTING INJURIES OR ILLNESSES

It is the intent of the County to provide a safe environment for employees and to properly manage any conditions, hazards or incidents that do develop so as to minimize injury and other forms of loss. In order for the County to achieve its goals, it has developed a workplace safety program outlining the procedures regarding employee health and safety. Each and every employee must become familiar with the program, follow and enforce the procedures, and become an active participant in this workplace safety program. While management and the Personnel Committee will be responsible for developing, organizing and implementing this program, its success will depend on the involvement of each employee.

The Personnel Committee is responsible to address safety issues and oversee the County's workplace safety program. Department heads, supervisors, volunteers, special advisors, insurance professionals and employees may be invited to attend Committee meetings or address and provide consultation on safety issues that arise in the County.

The following general safety rules apply to all employees of the County:

1. All County employees are expected to exercise caution and observe all established safety laws, regulations and rules applicable to their positions and in the operation of tools, equipment and motor vehicles in connection with County business.
2. Any employee acting in a supervisory capacity shall require all employees under their supervision to comply with all applicable safety laws, regulations, rules and practices.
3. All employees shall use reasonable precautions in the performance of their duties and act in such a manner as to assure maximum safety to themselves, their fellow employees and the public.
4. All employees shall familiarize themselves with the safety laws, regulations and rules applicable to their jobs and shall consult with their supervisor on any safety law, regulation or rule or practice not understood, or whenever work conditions present unforeseen hazards.
5. No employee shall remove or make ineffective any safeguard, safety device or safety appliance except for the purpose of replacement, repair, or adjustment.
6. Employees shall keep their work areas clean, orderly and, to the extent possible, free from all recognized safety hazards.
7. All employees shall work in appropriate clothing, including footwear, suitable for the type of work being performed and shall wear or use appropriate safety devices or personal protective equipment as provided, or directed.
8. When driving or riding as a passenger in a County-owned vehicle, or in a personal vehicle while on County business, employees shall wear properly adjusted and fastened seat belts.
9. Employees shall comply with all applicable local, State and federal traffic laws when operating a County vehicle or personal vehicle while on County business.
10. Any employee who suffers an on-the-job injury or illness, or is involved in an accident while operating County equipment, a County-owned vehicle, or a personal vehicle on County business, shall complete a report of the accident on the approved

report form and submit the form to the immediate supervisor. The form shall be completed and submitted within 24 hours of the on-the-job accident, injury or illness.

Individual departments may adopt any safety rules that address particular operations or hazards that exist within that department and which are not inconsistent with the general safety rules listed above.

It is the responsibility of every employee who has knowledge of any unsafe condition or work practice to immediately report such condition or practice to their immediate supervisor, department head, or the Administrative Coordinator. Any report to the Administrative Coordinator must be in writing on the County's Unsafe Conditions or Hazard Report form. Employees are encouraged to first report an unsafe condition or hazard to their immediate supervisor or department head for resolution before referring the issue to the Administrative Coordinator.

The County will comply with all applicable standards of Chapter Comm 32 of the Wisconsin Administrative Code. The County maintains a safety and health program in accordance with Chapter Comm 32 of the Wisconsin Administrative Code that describes the procedures, methods, processes and practices used to manage workplace safety and health in the County. The elements of the program include hazard identification and assessment, hazard prevention and control and information and training. The Personnel Committee shall be responsible for overseeing the County's safety and health programs.

Supervisors and/or department heads are held to the same safety and health standards to work safely and to prevent injuries and property damage as all other employees of the County. Their responsibilities include, without limitation, the following:

1. Coordinate accident prevention as it applies to all areas of the safety and health program.
2. Keep a regular check on work conditions, practices and methods to prevent safety violations.
3. Correct and instruct employees concerning safety laws, rules, regulations and practices.
4. Exercise stop work authority as necessary.
5. Promote employee accountability to safety practices.

The following violations are offenses which could result in discipline up to and including discharge from employment. The decisions as to what level of disciplinary action will be taken rests solely with the County and will be made on a case-by-case basis. The listing below is intended to be illustrative and is not intended to be all inclusive:

1. Drugs and Alcohol. Employees who report to work when physically, mentally or emotionally impaired as a result of the use of drugs or alcohol, whether or not their condition results in personal injury and/or damage to property.
2. Violation of General Departmental Safety Rules. Employees who violate any of the general safety rules or department safety.
3. Hazardous Acts. Employees who knowingly circumvent safety procedures, or violate safety rules or practices.
4. Medical Information. Failure to provide appropriate medical information and required forms.

5. Negligent Conduct. Failure to use reasonable care in performance of work-related duties which may result in injury or property damage.
6. Irresponsible Actions. Behavior which creates risk of harm or actual harm to another person or the business, damage to County property or to the property of others while on County time or on the premises. This includes, but is not limited to: reckless use of County equipment; assault or attempted physical assault on any fellow employee or horseplay.

Any injury must be reported immediately to the immediate Supervisor, Department Head or Administrative Coordinator, but not later than 24 hours subsequent to the injury.

Employees are covered by Worker's Compensation Insurance in accordance with State law. Worker's Compensation provides payment to employees injured at work to replace lost income. It also provides payment of medical bills and related expenses. Worker compensation is considered income under the Wisconsin Retirement System. Waushara County and the employee are each required to pay their share of the actuarially required contribution.

WAUSHARA COUNTY PERSONNEL POLICIES
ARTICLE 4 – LEAVES OF ABSENCE – SECTION B

FAMILY/MEDICAL LEAVE

Wisconsin Family Medical Leave. Employees who have been employed by the County for more than fifty two (52) consecutive weeks and have worked at least one thousand (1000) hours in the preceding fifty two (52) weeks period, shall be allowed to substitute sick leave (and other accrued leaves) for leaves covered under the Wisconsin Family Leave Act as long as the term, definitions and provisions of the Wisconsin Family Leave Act apply and the Act is interpreted by the courts to include substitution of accrued paid leaves for unpaid leaves under the Act. The Act allows employees the following:

*Up to two (2) weeks of unpaid family leave over a twelve (12) month period for the care of self, a child, spouse, domestic partner (as defined in 40.02(1) or 770.01(1) or parent who has a serious health condition;

*Up to six (6) weeks of unpaid family leave in a twelve (12) month period for birth of a child, placement of a child for adoption or as a pre-condition for adoption.

Federal Family Medical Leave. Employees who have been employed by the County for at least one year and have worked one thousand two hundred fifty (1,250) hours over the previous twelve (12) months, shall be allowed to substitute sick leave (and other accrued leaves) for leaves covered under the Federal Family and Medical Leave Act of 1993 as long as the terms, definitions and provisions of the Family and Medical Leave Act apply and the Act is interpreted by the courts to include substitution of accrued paid leave for unpaid leaves provided under the Act. The Act allows employees the following:

*Up to twelve (12) weeks of unpaid family leave to care for the employee's child after birth or placement for adoption or foster care; to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or for a serious health condition that makes the employee unable to perform the employee's job. The employee is required to provide advanced notice and medical certification when possible.

*Up to twelve weeks of unpaid family leave for eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 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.

*FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Family/medical leave request for family (including adoption) or medical leave shall be submitted to the Administrative Coordinator for review. All family and medical leaves

are considered on a case by case basis. Should you need a family medical leave, please contact Administration for further information.

An employee on Federal Family and Medical Leave shall use accumulated sick leave to the extent allowed by County policy.