

Policies and Procedures for Field Employees of the Columbia County, Wisconsin Highway and Transportation Department



The employees of Columbia County, the Columbia County Board of Supervisors and the committees appointed by the Board, are responsible for delivering services to the citizens of the County in a cost effective and efficient manner. Of particular concern are the ill, the aged, the youth and those whose social conditions render them most vulnerable. We will measure our success against those considerations, ever mindful of the fiscal restrictions imposed by our tax levy.

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Introduction

The handbook provides a general explanation of the County's current personnel policies, procedures and benefits. It is not, however, a contract or a guarantee of employment either expressed or implied. Each employee is subject to the County's business requirements and to the County's rules and policies. No oral or written representations to the contrary create an enforceable contract of employment, expressed or implied.

The Columbia County Board of Supervisors has the sole discretion to amend, add to or revoke any or all of these policies, procedures or benefits at any time and without prior notice. Columbia County reserves the right to: revise, supplement, or rescind any policies or portion of the handbook as it deems appropriate, in its sole and absolute discretion. However, in the event that changes are made, every effort will be made to communicate them to employees in a timely manner.

This handbook replaces any prior such handbook(s), and applies to current employees (except as noted) and those hired after the effective date of these policies January 1, 2012.

Should any provision of this handbook be found to be unenforceable and invalid, such finding does not invalidate the entire handbook, but only that particular provision. In any case where any section of this handbook is in conflict with applicable federal, state or local law the applicable federal, state or local law shall prevail.

Throughout this handbook, "County" shall designate Columbia County and the term "department" shall designate the Highway and Transportation Department.

Equal Employment Opportunity

Columbia County assures equal employment opportunity and affirmative action in the application of its personnel administration policies. Discrimination against any person in recruitment, appointment, training, promotion, retention, discipline because of race, sexual orientation, age, political or religious beliefs or affiliations is strictly prohibited.

Discrimination on the basis of age, sex, sexual orientation or physical disability is prohibited except where specific age, sex or physical requirements constitute a bona fide occupational qualification necessary to perform the essential duties of any given position within the County.

Columbia County adheres to and supports the principles set forth by the Americans with Disabilities Act, as well as all regulations of the State of Wisconsin that pertain to employment practices.

Trial or Probationary Period

Whenever an individual begins a new job, whether he or she has just been hired by the County or has assumed a new position as the result of an internal transfer, there will be a “trial” or probationary period. The length of that period is determined by the complexities of the position and may vary from six (6) to eighteen (18) months. During the trial period, the employee will receive formal performance evaluations every six months (or more frequently if needed).

An employee who is not able to meet the expected standards of performance within that trial period will be terminated. If the employee transferred from one position to another one within the County, he/she will not be able to return to her/his former position within the County if the employee is dissatisfied with the new position or is unable to successfully complete the probationary period.

Your Work Week

Regular full time employees will normally have a forty (40) hour work week (eight (8) hours per day). The anticipated, normal work schedule for all employees, except those classified as Ferry Operators, will be eight (8) hours per day, Monday through Friday. The anticipated daily work hours will commence at 7:00 a.m. include a lunch period of one-half hour (30 minutes) and the normal work day will end at 3:30 p.m. Employees’ actual work hours will vary depending on road and weather conditions as well as staffing requirements.

Ferry Operators will work twelve (12) hours per day, three (3) days on and three (3) days off throughout the ferry season. Shift hours will be set by management. The Ferry Operator (Maintenance Person) will work a minimum of eight (8) hours per day, forty (40) hours per week. The hours will be paid at straight time only. The normal work week will be Monday through Friday from 7:00 a.m. to 3:30 p.m., including a thirty (30) minute lunch period. No one classified as a Ferry Operator will be eligible to participate in the Four/Ten Seasonal Schedule.

Management of the Highway and Transportation Department may choose to change the majority of the department’s operations to a “Four/Ten Seasonal Schedule” at the discretion of the Highway Commissioner. This includes all Highway and Transportation Department employees except ferry operators, ferry mechanics and any dispatching positions. During the term of the Four/Ten Seasonal Schedule, the anticipated normal work week will be Monday through Thursday. Each day’s work will commence at 6:00 a.m. and conclude at 4:00 p.m. with a fifteen (15) minute paid morning rest break and a fifteen (15) minute paid lunch break. See Special Provisions for the Highway and Transportation Department for additional information regarding the Four/Ten Seasonal Schedule.

Your Pay

Columbia County’s compensation plan is based on a schedule of pay ranges that consist of a minimum and maximum rate of pay for all positions within the county. Each job title’s pay range is determined by the complexities of the position and the experience and qualifications

necessary to perform the job. Your supervisor will explain the ways in which you will earn salary increases.

Overtime and How You Are Paid

Employees are paid at the rate of one and one-half (1.5) times the normal hourly rate for all hours worked in excess of eight (8) hours per day during an eight (8) hour day, five (5) day work week schedule, all hours worked in excess of ten (10) hours per day during a ten (10) hour day, four (4) day work week schedule, and for all hours worked in excess of forty (40) hours per week. However, all work performed on Saturdays, Sundays or holidays will be compensated at the overtime rate, regardless of the number of hours worked in that week. All overtime must be authorized by the Highway Commissioner or his/her designee. Overtime will not be paid twice for the same hours worked. All overtime pay will be included in the pay check following the pay period in which the overtime was worked. Vacation, personal holidays and sick leave are not considered as time worked when overtime is computed. During the ferry season, Ferry Operators are paid at the regular rate for eight (8) hours and four (4) hours at the overtime rate for each shift worked.


Call-in Pay

Employees who are called into work to respond to an emergency will be paid at the rate of one and one-half (1.5) times the normal hourly rate with a minimum of two (2) hours. "Emergency" shall be defined as a situation that endangers public safety.

Pay Days

You will be paid every other Friday by direct deposit to the bank of your choice. If a scheduled payday falls on a county observed holiday, the deposit will be made the day before. On the first regularly scheduled work day after the deposit is made, each employee will receive written payroll direct deposit information. An example of that notification is on the next page.

Direct Deposit Notification



COLUMBIA COUNTY

Employee Name	Employee Number	Check Date	Pay Period End Date	Deposit Number
Employee, Test	7053	5/20/2011	5/13/2011	000018

Hours & Earnings					Gross Wages & Deductions		
Earnings Description	Hours	Rate of Pay	Current Earnings	YTD Earnings	Description	Current	YTD
Regular	40.00	15.125	605.01	3,219.15	Gross Wages	1,255.40	5,277.19
Overtime 1.5	2.00	22.666	45.39	45.39	Federal Income Tax	36.12	276.28
Sick Pay-B				603.25	Federal FICA Withheld	44.00	304.18
Vacation-B	40.00	15.125	605.00	1,007.19	Federal Medicare Withheld	15.19	70.49
Holiday Pay				201.09	WI Department of Revenue	42.54	229.14
Fit-Hdy-B				201.09	Life Ins.	13.44	13.44
					Disability Ins	19.29	78.33
					DeferredComp	26.00	626.00
					TestPension	72.81	72.81
					Hth Fam PT	207.92	416.84

Leave Available				County Paid Benefits		
Description	Hours Used Current Pay Period	Hours Earned Current Pay Period	Current Balance	Description	Current Pay Period	Year to Date
Vac Avail	40.00		80.00	Hth Fam PT	1,871.32	3,742.64
Sick Avail B		4.00	141.75	Life Prem		3.36
Parent Avail			16.00	Life AddPrem		0.67
FthHdAvail			8.00	Pension	72.81	539.35

Total Hours	Gross Wages	Taxes	Other Deductions	NET PAY
82.00	1,255.40	137.85	326.02	792.53

A Employee Information:

- i. Employee name
- ii. Employee number

B Pay Period Information:

- i. Check date
- ii. Pay period ending date
- iii. Check number

C Hours, Earnings & Hourly Rate of Pay (Current Pay Period & Year to Date (YTD) Earnings)

- i. Pay type (regular, overtime, sick, vacation, etc.)
- ii. Number of hours per pay type
- iii. Current hourly rate of pay
- iv. Gross earnings per pay type for current pay period and YTD

D Gross Wages, Taxes & Deductions:

- i. Current pay period and YTD gross wages
- ii. Taxes withheld for current pay period and YTD (Federal, Soc. Sec. (FICA & Medicare), State)
- iii. Benefit deductions for current pay period and YTD

E Leave Available:

- i. Benefit available (description)
- ii. Benefit hours used for current pay period
- iii. Benefit hours earned for current pay period
- iv. Benefit hours remaining to be used (balance)

F County Paid Benefits:

- i. County paid benefit (description)
- ii. Current pay period County paid benefit
- iii. Year to date benefits paid by the County

G Current Pay Period Summary:

- i. Total hours paid (regular, overtime, sick, vacation, etc.)
- ii. Current pay period gross wages
- iii. Current pay period taxes withheld (Federal, Social Security, and State)
- iv. Other current pay period deductions (excluding taxes)
- v. Current pay period net pay

Your Employee Benefits

Health Insurance

The County provides health insurance to its employees, with a percentage of the cost paid by the employee in an amount determined by the County Board. The County will not provide duplicate family insurance coverage in the event that a husband and wife are employed concurrently by the County. In that situation, both spouses may opt for individual single plan coverage or one family plan for both unless one spouse has different dependents than the other; in that case, two family plans must be selected. Regular part-time employees receive health insurance benefits on a pro-rata basis.

Life Insurance

The County participates in the State group life insurance plan and pays for life insurance equal to one year's earnings for each employee. Employees may purchase additional life insurance for themselves or dependents through this plan by payroll deduction.

Unemployment Compensation

County employees are covered by Wisconsin Unemployment Compensation laws.

Workers' Compensation

County employees are subject to the Wisconsin Workers' Compensation laws. In the event of an injury at work or on the county's premises, the employee must notify his/her supervisor immediately, and an injury report must be completed and submitted to the Human Resources Department within 24 hours.

When an employee seeks medical attention for the injury, he or she must provide the attending physician with a copy of the Attending Physician's Return to Work Recommendation Record and a copy of his/her job description; both of these are in Workers' Compensation Packets that are located in each shop. The employee is to request that the attending physician return the form to the Human Resources Department as soon as possible. (Exhibit D - Appendix.)

Retirement

County employees are participants in the Wisconsin Retirement Fund. A regular employee will be vested in the Wisconsin Retirement Plan after five (5) years of continuous employment with the County.

Post Retirement Health Insurance Benefits

Individuals who retire from the County prior to reaching Medicare eligibility may continue to participate in the County's group health insurance plan by paying the full premium at the rate established by the insurer.

The County will pay the following amounts toward the health insurance premium for employees who retire between the ages of sixty (60) and the age of Medicare eligibility, and who have a minimum of twenty (20) years of continuous service with the County:

- Five Thousand Dollars (\$5,000.00) in 2012;
 - Four Thousand Dollars (\$4,000.00) in 2013;
 - Three Thousand Dollars (\$3,000.00) in 2014;
- and eliminated in 2015.

Prorated Payment Toward Retiree Health Insurance in the Year of Retirement

In the year of retirement, individuals who retire from the County will receive a percentage of the amount listed above. This prorated payment will be based on the total annual hours for the position less the total number of hours paid prior to retirement.

Holidays, Vacations and Other Time Off

Time off with pay comes in the form of sick leave, holidays, vacation time, some court-related absences and in the case of a death in the family.

Holidays

Paid holidays for employees in the Highway and Transportation Department are:

New Year's Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Day after Thanksgiving
Christmas Eve Day	Christmas Day	Three (3) Personal Holidays

If a holiday falls on a Saturday, the County will recognize that holiday on the preceding Friday; Sunday holidays will be recognized on the following Monday. If consecutive holidays (such as Christmas Eve Day and Christmas Day) fall on a Friday and Saturday or a Sunday and Monday (as they will in 2021 and 2022 respectively) the County Board will determine and announce the applicable holiday schedule by October 1 of the year preceding the year in which the first three holidays (Christmas Eve Day, Christmas Day and New Year's Eve Day) will be recognized.

Personal Holidays must be approved by department management and scheduled in advance. Employees, excluding the Ferry Operators, may use Personal Holidays during the Four/Ten Seasonal Schedule. If a Personal Holiday is taken during this period of time, the

employee will receive eight (8) hours of pay for the holiday and will also be required to use two (2) hours of vacation time.

Holidays that fall during the Four/Ten Seasonal Schedule (Memorial Day, Independence Day and Labor Day) will cause the normal workweek to be altered. In those weeks, employees will work three (3) ten (10) hour days and receive ten (10) hours holiday pay.

Ferry Operators who work on a holiday during the ferry season will be paid eight (8) hours regular pay, eight (8) hours holiday pay and four (4) hours overtime pay for the shifts that he/she worked. The Ferry Operator (Maintenance Person) will be allowed holidays with the same stipulations as all other employees, excluding the Ferry Operators.

Vacation

Accrual: Employees earn paid vacations based on his/her anniversary date in accordance with the following schedule:

<u>Full Years of Continuous Employment</u>	<u>Weeks of Vacation</u>
6 months	1 (5 days)
1	1 (5 days)
2-4	2 (10 days)
5-11	3 (15 days)
12-17	4 (20 days)
18+	4 weeks (20 days)
18+ (For employees hired before 12/31/2011)	4 weeks + 1 additional day of vacation for each additional year of employment to a maximum of 30 days of vacation

Earned vacation is converted to hours, so that each week of vacation is equal to forty (40) hours. Employees should schedule vacations as early as possible, and they must be scheduled at least 10 (ten) working days in advance. Employees are to complete an Application for Vacation and submit it at least ten (10) days prior to the planned vacation. The Application can be obtained from management, and all requests will be considered by the Highway Commissioner or his/her designee and a written response will be given to the employee. However, a supervisor has the discretion to approve a single day of vacation when those requests are made less than ten (10) days in advance. Vacation may be used, with the approval of management, in increments of four (4) hours; however, at the beginning or at the end of the day, vacation may be used in increments of two (2) hours.

Earned vacation will be used in the anniversary year following that in which it was earned. Vacation not used within the anniversary year after which it has been earned will automatically be carried over into the next anniversary year, but that vacation must be used within 90 days of the day it is carried over. If it is not used within ninety (90) days, the vacation will be lost.

Department management is responsible for scheduling vacations and personal holidays for the department's staff and themselves to ensure the most efficient operation of the department. Length of employment shall not be used to schedule vacations or personal holidays in such a way that advantages some employees over others.

If an employee schedules a mid-week holiday or a vacation of several days and calls-in sick on either the day(s) before or after the scheduled vacation or holiday, he/she will be required to submit a statement from a physician or a licensed medical practitioner to substantiate the illness. This may also be true for absences on the day before or after a scheduled vacation of any length, or at anytime it appears that the County's sick leave policy is being abused.

Jury Duty

If an employee receives a summons for jury duty, his or her supervisor should be notified immediately. Time off will be granted, and the employee will continue to receive his/her County pay if the Jury Duty pay is turned over to the County. Employees are entitled to keep the portion of the check that covers mileage, however. Should an employee choose to use benefit time to serve on a jury, he/she may keep both the mileage and the jury service portions of the check received for their service.

Subpoenas

If an employee is subpoenaed to appear in Court as a result of his/her employment with the County, that time off will be handled just as Jury Duty is. However, if an employee is subpoenaed as a witness for any reason other than a work-related incident in which he/she was involved or which the employee witnessed as a result of his/her employment, the employee must take vacation or other benefit time to comply with the summons.

Other Time Off

Bereavement Leave

Paid time off is granted to an employee in the event of a death in his/her family. The length of time off is specified in the Bereavement Policy Chart. (Exhibit A - Appendix.)

With management approval, compensatory time, if available, holiday, vacation time or sick leave may be used to extend bereavement leave.

Sick Leave

Eligible county employees earn sick leave at the rate of one (1) working day per month, or major fraction of each month worked, up to an accumulated one hundred twenty (120) days. To be eligible for sick leave, employees must be classified as full-time or regular part-time. This accumulation begins on the employee's first day of employment.

When an employee is going to be absent from work for any reason, he/she is to notify management/supervision at least one (1) hour before the start of his/her scheduled shift. This is necessary so that arrangements can be made to ensure that the tasks that you are responsible for will be completed as required. Sick leave will be granted when an employee must be absent for work for the following reasons:

- The illness or disability of the employee, employee's dependent child, or a family member for whom the employee has caregiving responsibilities, including maternity;
- Reasonable medical or dental attention of the employee, employee's dependent child, or a family member for whom the employee has caregiving responsibilities, that cannot be scheduled during non-work hours;
- In conformance with Federal and State Family Medical Leave laws.

An employee who uses three (3) or more days of consecutive sick leave is required to submit a written statement issued by a licensed medical practitioner to substantiate the medical reason for the absence. If the employee has developed an erratic pattern of absences, he/she may be required to substantiate an illness at any time he/she calls in sick.

If an employee schedules a holiday or a vacation of several days and calls-in sick on either the day(s) before or after the scheduled vacation or holiday, he/she will be required to submit a statement from a physician or a licensed medical practitioner to substantiate the illness. This may also be true for absences on the day before or after a scheduled vacation of any length, or at anytime it appears that the County's sick leave policy is being abused.

An employee who has been hospitalized for any reason or who has undergone a surgical procedure is required to submit a statement from a licensed medical practitioner that indicates the employee is able to return to work, and the terms under which the employee is able to resume his/her duties. This is required if the employee is cleared to return to work on either a full-time or part-time basis.

Unused sick time will accumulate from year to year in an employee's sick leave account to a maximum of one hundred twenty (120) days. Ninety percent (90%) of the sick time balance will be paid to the employee at the time of retirement or to the employee's estate in the event of death.

Donated Sick Leave

With the approval of the department head and the Human Resources Committee, an employee may donate up to five (5) unused sick leave days to a fellow employee who has exhausted all other benefits including Family and Medical Leave.

Sick Leave Incentive Holiday

Employees who use no sick leave allowance in a calendar year will earn one Personal Holiday (a Sick Leave Incentive Holiday) to be taken in the following calendar year and scheduled as are all other Personal Holidays.

Leaves of Absence

Family Medical Leave

In the Appendix, there is a three-page chart that provides a detailed explanation of the Family Medical Leave Act (FLMA) (Appendix - Exhibit E), as well as an application for a Family Medical Leave (Exhibit F). Questions you may have about this policy should be directed to your supervisor or to the Human Resources Department. If an employee does not qualify for FMLA, he/she may request a Personal Leave of Absence as explained in the following section.

Military Leaves of Absence

Employees who are called for Military Duty will be granted a Military Leave of Absence. Where the salary paid to the employee for such Military Duty is less than an employee's County salary, the County shall reimburse the employee for the loss occasioned by such difference in pay. The employee's position will be available for him/her upon return from military service, provided that the employee is still able to perform the duties of his/her position. The employee who has been on a Military Leave of Absence will be returned to a position that is similar in responsibilities, status and pay, with the understanding that salary advancement will not be interrupted by the military leave of absence. The employee must return to work at the County within 90 days of discharge, or as agreed upon by the employee and department management.

Personal Leaves of Absence

In the event an employee has an extended illness and has exhausted all his/her sick leave, family medical leave, comp time and vacation, department management may authorize a thirty (30) day unpaid personal leave of absence. That leave may be extended for an additional six (6) months if the need is verified by a physician's statement and upon the approval of both department management and the County's Human Resource Committee. Employees on Personal Leaves of Absence will not accumulate any benefit time (such as vacation time, sick time, holiday time) and will be responsible for paying the full costs of any County-sponsored benefits in which they participate (such as but not restricted to group health insurance, AFLAC, group life insurance, etc.).

Before returning to work, on either a limited hour basis or to full-time work, release from a licensed medical practitioner will be required.

Personal Leaves for other reasons may be requested, but will be granted only in very unusual circumstances, and in those cases, it must be realized that re-employment is not guaranteed.

Maintaining a Safe and Comfortable Workplace

Columbia County is a Drug, Alcohol and Smoke-Free Workplace

It is the policy of the County to maintain a drug and alcohol-free workplace for its employees. Drug and alcohol use both on and off the job can threaten an employee's personal well-being and safety as well as the safety of other County employees and the public. Employees must report to work free from any substances that could inhibit his/her ability to perform his/her duties. ***Failure to comply with this policy may lead to disciplinary action up to and including dismissal.***

The County prohibits the use or possession of alcohol, illegal drugs or any controlled substance other than the employee's own prescription medications on County time or on or in County property. ***Possession, use of, or being under the influence of any of the above on County time or premises is grounds for immediate dismissal.***

If management determines that an employee has exhibited behavior that may be associated with a person under the influence of alcohol, or if the employee has been involved in an on-the-job accident or other work related incident in which drug or alcohol abuse may be a contributing factor, the County reserves the right to require an employee to undergo a blood test and/or urinalysis to determine the presence or absence of alcohol or drugs in his/her system. The screening will be done in conformance with established Federal guidelines. ***Refusal to cooperate with this policy will be grounds for immediate dismissal.***

It is a condition of employment that employees abide by the Drug and Alcohol Free Workplace Policy and notify the County (the employee's immediate supervisor, department head or the Human Resources Director) of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

Note: An employee who voluntarily admits a problem and requests assistance with a drug and/or alcohol rehabilitation program prior to the County identifying a drug or alcohol problem on the job will be granted any necessary leave of absence (without pay) to participate in such a program. Such leave of absence will be available to an employee only one (1) time and will be conditional on the employee's full compliance with the terms of the rehabilitation program. No disciplinary action will be taken for an employee's use of drug or alcohol when the employee comes forward prior to the County identifying a drug or alcohol problem on the job. However, employees may be disciplined for drug or alcohol related conduct.

Employees who do request such assistance will be given, in writing, a complete explanation of the process the County will use to aid in the employees' recovery and to determine her/his ability to return to employment with the County. ***Failure to acknowledge the receipt of such information will lead to the denial of the employee's request for a leave of absence to participate in a rehabilitation program.***

Testing for Controlled Substances

For purpose of this policy and the Federal Regulations, Columbia County will utilize a minimum of a five panel drug screen consisting of the following drugs:

- Tetrahydrocannabinol (Marijuana drug)
- Cocaine
- Amphetamines
- Opiates (including heroin)
- Phencyclidine (PCP)

In the instance where there is reason to believe an employee is abusing a substance other than the five drugs listed above, the County reserves the right to test for additional drugs under the County's own authority using standard laboratory testing protocols.

Prescription Drug Usage

If an employee whose position affects public safety where the inability or impaired ability to perform essential functions will result in a significant risk of substantial harm to the health or safety of the individual or others is taking any legally prescribed medication, therapeutic drug, or any non-prescription drug which contains any measurable amount of alcohol or which carries a warning label that indicates the employee's mental functioning, motor skills or judgment may be adversely affected by the use of this medication, he or she must notify his/her supervisor before performing any work related duties. A written report of this notification is to be filed by the supervisor with the department head. It is the responsibility of the employee to inform his/her physician of any types of safety-sensitive functions that he/she performs in order that the physician may determine if the prescribed substance could interfere with the safe and effective performance of the employee's duties or the operation of County equipment. However, as required by the Federal Regulations, any employee who uses or possesses medication containing alcohol while on duty or who tests positive for alcohol will be removed from his/her position and subject to the provision of this policy, even though the reason for the positive alcohol test is the fact that the employee's prescription or nonprescription medication contains alcohol.

A legally prescribed drug is one where the employee has a prescription or other written approval from a physician for the use of the drug in the course of medical treatment. The prescription must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs while performing County business is prohibited by County policy.

Confidentiality of Records

The County respects the confidentiality and privacy rights of all of its employees. Accordingly, the results of any test administered under this policy and the identity of any employee participating in the County's EAP or other assessment or treatment program will not

be revealed by the County to anyone except as required by law. The County will release an employee's records as directed by the express written consent of the employee authorizing release to an identified person. In addition, the County will ensure that any lab or agency used to conduct testing under this policy will maintain the confidentiality of employee test records. However, the lab or testing agency will disclose information related to a positive drug or alcohol test of an individual to the department head or Human Resources Director. The department head or Human Resources Director may disclose this information to the employee or to the decision maker in a lawsuit, grievance or other proceeding by or on behalf of the individual which arises from any action taken in response to a positive drug or alcohol test; or as required by law, including court orders or subpoenas.

Standards of Conduct

Columbia County employees will maintain standards of conduct for employees that enhance the efficiency and effectiveness of the services they deliver to the County's citizens and taxpayers.

The County is committed to maintaining a workplace that is free from discrimination and any form of harassment or retaliation. Federal and State laws prohibit employment discrimination on the basis of race, color, religious or political beliefs, creed, age, sex, disability, national origin or sexual preference. Among these prohibitions is the harassment of fellow employees.

No employee will be subjected to behavior that is personally offensive, and all employees are responsible for maintaining a workplace that is free from harassment, intimidation, retaliation or threats of any kind.

County employees are required to dress appropriately for their profession and the public and to always maintain a professional attitude while carrying out their duties.

Prohibited Behavior

- **Harassment** is defined as engaging in persistent, repetitive, hostile and unwanted conduct which has the purpose or effect of violating an individual's dignity or which creates a hostile work environment; such conduct is strictly forbidden.
- **Discrimination** or treating people inequitably or with bias because of the individual's age, race, sex, religious or sexual preferences, ethnicity or cultural background is illegal and will not be tolerated.
- **Physical Contact of a Degrading, Demeaning or Sexual Nature.** Punching, hitting, slapping, rape, battery, molestation or attempts to commit any such assaults; intentional physical conduct that is offensive or sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
- **Unwanted Sexual Advances.** Sexually oriented gestures, remarks, noises, jokes or comments; preferential treatment or promises of preferential treatment in exchange for sexual favors; subjecting, or threatening to subject anyone to unwelcome sexual attention; displaying or distributing materials that may be offensive to others because they may be viewed as being

sexually suggestive, demeaning or pornographic; bringing into the workplace or possessing any such material to read, display or view at work, except as required by the criminal justice system.

- **Assault.**
- **Propositions or Other Sexual Comments.**
- **Possessing alcohol or illegal drugs in the workplace or bringing weapons into the work place,** except as required by the criminal justice system.
- **Reporting to work under the influence of alcohol or illegal drugs.** Under these circumstances, the County reserves the right to require drug or alcohol testing.
- **Creating a hostile work environment** by intimidating, harshly criticizing, refusing to cooperate or deliberately withholding information necessary for another employee to accomplish the duties assigned to that employee; or evaluating the work of an employee not under his or her supervision.
- **Retaliation for Harassment Complaints.** Any type of retaliation, including, but not limited to, disciplining, changing work assignments, providing inaccurate information or refusing to cooperate with any employee because that individual has complained about or has resisted harassment, or intentionally pressuring another employee, falsely denying, lying about or otherwise covering up or attempting to cover up any such conduct outlined above is strictly prohibited and any employee at any level who engages in such conduct will bear the full responsibility of such unlawful conduct.
- **Misappropriation of County funds or property.**
- **Use of County property or resources for personal gain.** All records of the County's business, its income/receipts, expenditures/outlay, operations, projects, plans and employees are the property of the County and cannot be removed from County-owned or leased property.
- **Falsification of County Records or causing County records to be falsified.**
- **Conduct unbecoming of a County employee while on or off duty.**
- **Disclosure of confidential records or information.**
- **Willful misconduct or insubordination.**
- **Hindrance of the regular operation of his/her department because of unauthorized absence or tardiness.**
- **Violations of State laws.**
- **Refusing to take a required drug and/or alcohol test, or providing false information in connection with such a test of falsifying test results through tampering, contamination, adulteration or substitution.**
- **Fraudulent use of sick leave benefits.**
- **Failure to notify his/her supervisor or manager of absence or tardiness.**
- **Taking for personal use a fee, gift or other thing of value in connection with his/her job responsibilities.**
- **Theft of goods from any other employee or client with whom the employee has contact.**
- **Endangering his or her own safety or that of others through non-compliance with established safety procedures or carelessness in the performance of his/her job responsibilities.**
- **Abusive behavior toward other employees or the public.**

- **Willful misconduct or refusing to carry out the work assignments or instructions given by the work unit supervisor, department head or a County official who has lawful authority over the employee.**
- **Providing incorrect or fraudulent information on any County forms, including (but not limited to) all those associated with employment, Workers' Compensation reports, or medical/dental information that may result in unwarranted benefit payments.**
- **Drinking intoxicating beverages, using controlled substances or engaging in illegal gambling while on the job or on County property.**
- **Destruction or waste of County property, either intentionally or as the result of engaging in unlawful or hazardous activity.**
- **Aiding or abetting another employee who engages in any form of prohibited conducted.**

The above is not all-inclusive and other behaviors which suggest hostility toward any employee is considered to be a form of harassment; other behaviors that indicate fraudulent or unauthorized activity will also be considered as prohibited behaviors.

Prohibited Conduct for Commercial Motor Vehicle Operators

Pursuant to Federal Regulations (49 C.F.R. Parts 40 & 381) of the Omnibus Transportation Testing Act of 1991, all employees who operate a commercial motor vehicle on a full time, casual, intermittent or occasional basis are prohibited from engaging in the following conduct:

1. Reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 grams of alcohol in 210 liters of that persons breath or greater;
2. Being on duty or operating a commercial motor vehicle while possessing alcohol, or using alcohol while performing safety-sensitive functions. Note: Federal Regulations include non-prescription and prescription medications containing alcohol in the substances banned from use or possession in the workplace. Therefore, employees should not report for duty while using or possessing prescription medication if such medication contains any measurable amount of alcohol;
3. Performing safety-sensitive functions within four (4) hours after using alcohol.
4. Using alcohol within eight (8) hours following an accident, if the employee was required to be tested, unless an earlier test results in a reading of less than 0.02 grams of alcohol in 210 liters of that person's breath;
5. Reporting for duty or remaining on duty requiring the performance of safety-sensitive functions when using any controlled substance, unless the use is pursuant to the instructions of physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle;
6. Reporting for duty, remaining on duty or performing a safety-sensitive function if the employee tests positive for controlled substances; or
7. Refusing to submit to any alcohol or drug testing required by this policy. Note: A "safety-sensitive function" is defined as any of the following on-duty functions:

- a. All time waiting to be dispatched.
- b. All time inspecting, servicing or conditioning any commercial motor vehicle.

Reporting Prohibited Conduct

If any employee feels he/she has been subjected to any type of prohibited conduct, or has witnessed such conduct, the employee must report the incident immediately to management. This policy applies even if it was not directed toward the employee himself/herself. If the complaint is against the employee's immediate supervisor, the incident must be reported at once to the Human Resources Director or another member of management in whom the employee has confidence. Anyone who is aware of an incident of harassment or discrimination is responsible for reporting it to the Human Resources Director, who will investigate it immediately. If such conduct is not reported by either the employee who was subjected to it or an employee who witnessed such conduct both /all parties will be disciplined.

Records of oral counseling and written warnings will become a permanent part of the employee's personnel file and will be removed only upon termination, retirement or death.

Penalties for Misconduct

Any employee who is proven to have assaulted or proven to have threatened to assault another individual, whether or not that assault is of a sexual nature, will be dismissed immediately.

Other acts of harassment or retaliation or which create a hostile work environment will result in non-disciplinary oral counseling for an alleged first offense.

A written warning or suspension or discharge will be imposed on any employee for the first proven act of harassment or retaliation or creating a hostile work environment; the severity of the discipline will depend on the nature and severity of the misconduct. The second proven incident of any type of harassment will result in suspension or discharge, based on the nature and severity of the misconduct.

An employee who brings alcohol, illegal drugs or weapons in to the workplace (except as required by the criminal justice system) will be suspended immediately without pay and an investigation into the circumstances will be conducted. Unless there are extenuating circumstances, the employee will be discharged for misconduct.

An employee who is in possession of, uses or is under the influence of alcohol, illegal drugs or any controlled substance other than his/her own prescription medication on county time or premises will face immediate dismissal.

Injuries While At Work

Employees who suffer any type of injury while at work or while on County property are required to report it immediately (by the end of that work day) to his/her supervisor. State regulations mandate that all injuries, no matter their severity, be reported. (Exhibit D - Appendix.) The County's Workers Compensation Insurance carrier will investigate the cause of the injury and work with you and your medical providers to provide the best possible outcome for you. Refer to Workers' Compensation on page 8 of this handbook for more specific information.

Personnel Records

All employee records are kept in the Human Resources Department, and these Personnel Files are available only to the employee, the employees' supervisors and department management, and to the Human Resources Department. The files include:

- Application for Employment
- Performance Evaluations
- Applications for various benefits such as health insurance
- Payroll and tax information
- Disciplinary records

The Highway and Transportation Department retains each employee's D.M.V. records, drug testing data and health records. Employees may, upon written request, review these files on an annual basis.

Employment Verifications, Reference or Credit Checks

All requests for employment information or verification of employment, whether made by telephone or in writing, must be referred to the Human Resources Department. This policy applies to inquiries regarding both present and former employees.

It is the County's policy to release only the individual's dates of employment and job title. No information regarding performance evaluations or reasons for termination (if applicable) will be made available.

If a current or former employee wishes to have additional information regarding his/her employment history released, he/she must submit an authorization to that effect, in writing to the Human Resources Department.

Job Opportunities Within the County

Positions which have been approved to be filled are posted across the County. Current employees who have completed the trial probationary period of employment are welcome to

apply for those positions. External recruiting for those positions will also be conducted. All qualified applicants will undergo the same hiring process which will include:

- The submission of an application or resume
- Interviews
- Applicable testing
- Background/reference checks

If an internal candidate is selected for the position and accepts the job, it is with the understanding that there will be a trial period of employment in the new position, and that there will be no option of returning to the employee's former position. The length of the trial period is based on the complexities of the position, and will be the same for whoever is selected for the position.

Loss of Necessary Licensure or Certification

Some jobs within the county require employees to maintain a current State of Wisconsin driver's license or a Commercial Driver's License in order to perform all the essential functions of the position. If, for any reason, that required driver's license is revoked, it must be understood that the employee is no longer legally able to perform those required functions, and, unless a position is available in his or her unit that does not require a valid driver's license, the employee will be terminated. Upon reinstatement of his or her license, the individual may re-apply for a position with the County; however, re-employment is not guaranteed.

In other cases professional licensure or certification may be required. If an employee no longer qualifies for such licensure or certification, it will also be understood that the employee is no longer legally able to perform the requirements of her or his position and employment will be terminated immediately, as outlined in the preceding paragraph.

All employees who operate a commercial vehicle must conform with all current Federal Regulations (49 C.F.R. parts 40 & 381) of the Omnibus Transportation Testing Act of 1991, as well as all State of Wisconsin supplements.

Personal Use of County Property and Resources

Master Mechanics in the Highway and Transportation Department are responsible for providing their own tools to perform her or his job. All other employees will be provided with the tools necessary to perform the tasks to which he/she is assigned. Use of the County's tools and resources tools for personal advantage is strictly prohibited. However, incidental use of County-provided computers (while an employee is on break, lunch or before or after work hours for which he or she is not being paid) is acceptable. In addition, County-issued cell phones may be used by employees in work-related or emergency situations. Employees must understand that computer usage may be tracked and that excessive use of the County's cell phones may be subject to investigation.

Speaking of Cell Phones

It is recognized that the majority of the County employees have their own, personal, non-County issued cell phones. In most cases, it is not appropriate to engage in personal telephone calls while at work. However, management in each department is responsible for setting appropriate guidelines for use of personal cell and business telephones. It is recognized that in many departments, cell phone usage is integral to the conduct of County business.

Technology in the Workplace

The use of technology in many departments within the County has simplified processes and increased the efficiency and productivity of its employees. All employees are expected to become familiar with the resources available to them, and to participate in internally offered training courses which will enhance their skills and job performance.

For specific policies regarding access to the County's computer system, internet access, electronic mail and telework refer to Exhibits G, H, I, J and K in the Appendix.

Telework

At the discretion of the department head and with the approval of the Human Resources Department, an employee may work remotely, such as from home, with the following limitations:

- Any telework engagement must be in the best interest of Columbia County.
- The work performed must be information based.
- The employee must be able to work with limited direct supervision.
- The remote site must have access to high speed internet.
- The remote location must be a safe environment conducive to telework.
- All parties must indicate agreement with the telework restrictions by signing the Telework Agreement Form (see Exhibit K) and filed with the Human Resources Department.
- Department Heads and employees should reference the Telework – Best Practices (see Exhibit J) when considering a telework engagement.
- The telework agreement may be terminated at any time by the department head, the employee or the Human Resources Department without prior notice.

Personnel Sanctions for Noncompliance of Information Systems Technology Policies

All County employees are required to adhere to the County's information technology policies published on the County's intranet, located at the following link: <http://ccweb/countyintranet/mis/CustomerCare/CountyInformationTechnologyPolicies.aspx>

Any County employee violating these policies while using the County's information systems network shall be subject to loss of network privileges and any other disciplinary actions deemed appropriate by the Human Resources Department and governing committees, possibly including termination and criminal and/or civil prosecution. Any user who is aware of violations

of any of the policies defined within this document is required to report such violations to either the Human Resources or the MIS Department.

What Shall I Wear Today?

Master mechanics, mechanics and working mechanic's foreman in the Highway and Transportation Department will be provided with uniforms, which must be worn. They will be cleaned and repaired at the county's expense. Required safety equipment is provided for all employees and must be worn when required to do so. Note: The uniform benefit for mechanics is effective on January 1, 2014.

Employees must wear full length shirts, tee-shirts or shirts that cover the edge of the shoulder blades at all times. Either full length pants, blue jeans or coveralls must be worn. Work shoes or boots are the only allowed foot gear. Under no circumstances will clothing that is ill-fitting, baggy, dirty, ripped or torn be considered appropriate.

The Columbia County Grievance Process

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

- A. The name and position of the grievant;
- B. A clear and concise statement of the grievance;
- C. The issue involved;
- D. The relief sought;
- E. The date the incident or alleged violation took place;
- F. The specific section of County policy or workplace safety rule alleged to have been violated; and
- G. The signature of the grievant and the date.

1. The term "days" means all calendar days, Sunday through Saturday, including weekends and holidays regardless of whether the employee is scheduled to work. The time within which an act is to be done under this procedure shall be computed by excluding the first day and including the last day.

2. A "grievant" is an employee as defined by Wisconsin Statutes governing this grievance procedure. A grievant shall personally present his or her case at each stage of this procedure. A grievant may select one (1) other person to assist in processing a grievance.

3. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under Federal or State law, or County rule related to: Safety of the physical work environment; Safe operation of workplace equipment and tools; Provision of protective equipment, training and warning requirements; Workplace violence and accident risk.

4. "Discipline" means suspension or demotion resulting in loss of pay or benefits. Discipline does not include oral or written reprimands, performance reviews, work plans or other employment action that does not result in loss of pay or benefits.

5. “Termination” means discharge from employment. Layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

Procedure

Filing a Grievance. Within ten (10) days after the facts upon which a grievance is based are known, or should have reasonably become known, an employee shall present a written grievance to the County Human Resources (“HR”) Department on the required County grievance form. (Exhibit B - Appendix.) The County HR Department shall determine if the grievance is timely, if the subject matter of the grievance is within the scope of this procedure and if the grievance has been otherwise properly processed.

HR Committee Review. A grievance that the County HR Department determines to be properly and timely filed will be reviewed by the HR Committee of the Columbia County Board of Supervisors during a regularly scheduled monthly HR Committee meeting. Grievances shall be scheduled at the discretion of the HR Committee Chair. The grievant may request that the Human Resources Committee review the grievance in a closed session. The Human Resources Committee has the discretion to grant or deny that request. If the grievance is reviewed in a closed session, the Committee’s decision will be made in open session. The Human Resources Committee may take one of three actions:

- Uphold the action taken by department management;
- Reverse the decision made by department management; or
- Refer the grievance to the department’s governing committee for review. That committee’s recommendation will be referred back to the Human Resources Committee for final action.

The HR Committee’s decision concerning a grievance will be recorded in the HR Committee meeting minutes.

Review by Impartial Hearing Officer (“IHO”). Five (5) days following the final approval of the HR Committee meeting minutes containing a grievance decision, a grievant may file a written request with the County HR Department seeking IHO review of the grievance.

An IHO shall be appointed by the County Board Chair or designee. The grievant shall pay a fee of not to exceed Five Hundred Dollars (\$500.00) per grievance to the IHO in advance of any hearing. The County shall pay the remainder of the IHO’s fees. The IHO will convene a hearing at a date and time mutually convenient to all parties. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The grievant shall have the burden of proof in all cases. The IHO may apply relaxed standards for the admission of evidence, including allowing the admission of hearsay. The IHO shall provide the parties with a written decision within thirty (30) days following the hearing.

The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to, subtract from or modify the terms of any

County policy, statute, or work rule. The IHO shall deny the grievance if a rational basis exists for the County's action.

Appeal to the County Board. Either party may appeal an adverse determination by an IHO to the Columbia County Board of Supervisors. A written notice appealing an IHO's decision shall be filed in the County Clerk's Office within ten (10) days following the date of the IHO's written decision. The IHO's decision shall be reviewed at a regular monthly County Board meeting, which will be scheduled at the discretion of the County Board Chair.

The County Board will consider grievance appeals in open session and will make its decision based on the written decision of the IHO. The County Board will not conduct a new hearing or examine the records, evidence and testimony that were produced at the hearing before the IHO. The County Board shall decide the appeal by a simple majority vote of the members present, either affirming or reversing the IHO's written decision. The County Board's decision concerning an appeal will be recorded in the monthly Proceedings of the County Board and shall be binding on all parties.

Timelines

A grievant's failure to process a grievance within the time limits set forth in this procedure shall constitute waiver of the grievance which will then be considered resolved. To encourage that grievances are addressed in a prompt manner, the time limits set by this procedure are intended to be strictly observed and may not be extended without the express written consent of the County Board Chair.

Exclusive Remedy

This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure prevents County employees from addressing concerns regarding matters not subject to the grievance procedure with County managers and elected officials.

I Don't Have a Grievance (as it is defined above) but I Do Have a Problem - What Can I Do?

The Definition of a "Problem"

It must be understood that, subject to applicable law, the County and the Highway and Transportation Department has the right to determine the number of employee, the duties of each employee, the nature and place of their work, and all other matters pertaining to the management and operation of the Department, including the hiring, promoting, transferring, demoting, suspending or discharging for just cause an employee. This also includes the right to assign and direct employees, to schedule work and to establish and enforce policies and procedures. That notwithstanding, the County also recognizes that all employees should have a process available to resolve any issues that he/she may have in conjunction with his/her job. To address that, a complaint procedure has been established that provides employees with an avenue to resolve any

issues which impede his/her ability to perform his/her job duties. This process does not include situations involving harassment, discrimination, retaliation or other prohibited conduct which were discussed earlier and for which another process has been established.

The Procedure to Resolve that Problem or Issue

The County has established a complaint procedure that provides employees with an avenue to resolve any issues they may have (not to include harassment, discrimination or retaliation, which were discussed earlier, and for which another process has been established).

An employee who has a complaint about any aspect of his/her employment, should schedule a meeting with department management to explain the problem, and to define what measurements need to be taken to resolve the issue. The problem and the employee's recommendation for solving the concern should be put in writing before that meeting. If the complaint involves the immediate supervisor or department head, the employee's first step is to schedule a meeting with the Human Resources Director. Either department management or the Human Resources Director may find that the complaint has no merit. In that event, the employee may request that the complaint be heard by the department's governing committee. Both the employee and the Human Resources Director or his/her designee will attend that meeting. The employee may request that this hearing be held in a Closed Session. The governing committee has the option of agreeing with the request or denying it. If the complaint is not resolved at that level, the employee, accompanied if he or she chooses, by a mentor of his or her own selection, will meet with the Human Resources Committee. The employee may, once again, request that this be held in a Closed Session. The Human Resources Committee may agree with that request or deny it. If the Human Resources Committee also rejects the complaint, the employee can file for a "Peer/Supervisory" review. That review will be conducted by the Human Resources Director. Included in the panel will be the employee, two peers of his/her choosing, two peers chosen by the Human Resources Committee, the employee's immediate supervisor, and a member of the Executive Committee of the County Board of Supervisors. This review is scheduled with the understanding that the decision of this panel will be final. The employee may, once again, request that this be held in a Closed Session. The members of this Peer/Supervisory review panel may agree with that request or deny it. A written summary of the findings and basis of the decisions of each of the committee reviews will be provided and will be made available to the Supervisory/Peer Review Panel.

All of the reviews must all be scheduled within sixty (60) days of the filing of the complaint and resolved within ninety (90) days.

Performance Evaluations

During an employee's trial period, her/his performance will be evaluated every six (6) months or more frequently if needed. After the trial period has been successfully passed, employee performance is evaluated on an annual basis in the month of her/his service anniversary with the County. Employees will be evaluated on:

Reliability and Dependability

Attendance

Initiative/Creativity (if applicable)
Adherence to County Policies
Safety Record
Productivity
Abilities

Skills
Working Relationships
Quality of Work
Knowledge of Job

The evaluation process is designed to help each employee improve her/his performance by focusing on the individual's knowledge, skills and abilities, and to identify opportunity areas for enhanced effectiveness. The evaluation process also provides a chance for employees to discuss with supervision her/his career goals and additional training that would be beneficial.

Performance Improvement Plans

If an employee is unable to meet the expected level of performance for her or his position, management will take an active role in helping the employee meet the standards of the job.

The steps that must be taken to correct the performance problem(s) will be identified, including the assistance that will be provided to the employee as well as the employee's responsibilities for correcting his/her performance will be clearly spelled out, and time frames for improvement agreed upon. The time frame for the correction will be fair, and progress up-dates will be prepared and communicated to the employee on a weekly basis.

If an employee is unable to meet the standards set by management, he/she will be terminated, if the Performance Improvement Program process has been followed and properly documented. If the employee has successfully completed the Performance Improvement Plan, the documentation will remain in the employee's personnel file to illustrate the ability of the employee to respond to corrective action and improve his/her contributions to the department.

There may also be instances in which an employee's ability to perform his or her job duties is compromised by other factors, such as poor attendance. Management is not in a position to correct attendance or attitude problems, but those issues will be communicated to the employee so he or she can take the necessary measures to conform with the expectations of the department. The same process as outlined above will be used under these circumstances; however, management's role in the process will be only one of advice and counsel, since the employee is the only one who can rectify the situation.

Other Things Employees Need to Know

Accommodations for Religious Beliefs

The County will endeavor to make reasonable accommodations for an employee to observe conscientious religious beliefs. The employee should notify the Department Head in a timely manner, preferably at least fifteen (15) days in advance, of such religious observance, in order to ensure that the employee's duties will be covered in his/her absence. This accommodation will be without pay unless compensatory time is used.

Family Ties/Employment of Relatives

No one will be employed, promoted or transferred to any department, division or job where the employee would be directly supervised by or would supervise a relative, including: spouse, parents, children, siblings, uncle, aunt, nephew, niece, grandparents, grandchildren, father- and/or mother-in-law, step children, stepparents or any person sharing the employee's residence.

Intellectual Property Policy

County employees are encouraged to use his/her creative skills to develop work products and procedures that contribute to the efficiency of the department in which he/she works and enhance the services provided to the community, those products and procedures remain the property of the County. Intellectual (Exhibit C - Appendix.)

Changes in an Employee's Status

It is the responsibility of the employee to inform the Human Resources Department of any changes in address, marital status, number of dependents, telephone number or insurance information. These changes must be recorded within thirty (30) days of the effective date to ensure that changes are made in insurance records as applicable, and that items mailed to the employee by the County are deliverable.

Mileage Reimbursement for County Business

As a part of their jobs, some County employees are required to meet with clients outside of the workplace or to attend training sessions and conferences in various off-site locations. While an employee may choose to use his/her personal vehicle for such travel, mileage for that travel will not be reimbursed if a County-owned vehicle is available or if a County-owned vehicle could be shared by others attending the same function. If a County-owned vehicle is not available and up to four employees are attending the same off-site meeting or function, one employee will receive mileage reimbursement for providing transportation for up to three other employees. Travel arrangements for such meetings or functions must be approved by department management prior to participation.

Reimbursement for Loss of Personal Items

The County will not normally reimburse, in any manner or form, personnel employed by the County, for any personal objects, possessions or clothing which are lost or damaged either while on duty or off duty, as an employee of the County, unless the employee can prove liability rests with the County, or the items are covered by the County's insurance. Personal objects, possessions and clothes are items purchased and maintained by the employee and not purchased or maintained by the County.

In order that all employee requests might be processed in accordance with the foregoing policy, the following procedures shall be used:

1. The employee shall submit to his/her supervisor a request for reimbursement along with a full description of what contributed to the loss and the extent to which the County or one of its employees was liable or responsible for the loss sustained.
2. The supervisor will review the incident and the facts, consult the County's insurance contract, and present to the Human Resources Committee a report and recommendation on disposition of the claim.
3. The Human Resources Committee will review the case and either declare the claim invalid and so advise the employee, or authorize reimbursement in part or full. The decision of the Human Resources Committee is final and shall be communicated in writing to the employee.

Special Provisions for the Highway and Transportation Department Field Employees

Four/Ten Seasonal Schedule

This schedule is in effect at the discretion of the Highway Commissioner.

Work Week: During the term of the Four/Ten Seasonal Schedule, the normal work week will be Monday through Thursday.

Work Day: During the Four/Ten Schedule the anticipated work day will commence at 6:00 a.m. and conclude at 4:00 p.m. with a fifteen (15) minute paid morning rest period and a paid fifteen (15) minute meal break.

Pay: Overtime pay will be earned only for hours worked in excess of forty (40) hours per week.

Holidays: During the term of the Four/Ten Schedule employees will work three (3) ten (10) hour days, and receive ten (10) hours of holiday pay. If the holiday falls on a Friday or Saturday, the previous Thursday will be treated as the holiday; if the holiday falls on a Sunday, the following Monday will be treated as the holiday.

Vacation: The vacation time of all employees is converted to hours, with each week of vacation equaling forty (40) hours. Vacation time used during the Four/Ten Schedule will be deducted from the employee's vacation accumulation, not to exceed ten (10) hours per workday. The maximum vacation paid in one week will be forty (40) hours. With the approval of management, vacation may be taken in four (4) hour increments; however, at the end of the day, vacation may be used in increments of (2) hours.

Sick Leave: During the term of the Four/Ten Schedule, sick leave will continue to accumulate at the rate of eight (8) hours per month. During this term, employees, not including employees classified as Ferry Operators, will be paid for time lost, up to a maximum of ten (10) hours per day. The hours paid will be deducted from the employee's sick leave accumulation. Ferry Operators but not the Ferry Operator (Maintenance Person) will be paid twelve (12) hours regular pay for each day of sick leave used during the ferry operating season. The Ferry Operator (Maintenance Person) will be paid eight (8) hours regular pay for each day of sick leave used during the ferry operating season.

Bereavement Leave: In the event that a Bereavement Leave is necessary during the term of the Four/Ten Schedule, the employee will be paid for the time missed from work for a period not to exceed ten (10) hours in one work day.

Jury Duty: In the event that an employee is called for Jury Duty during the Four/Ten Schedule, he/she will be paid for time lost from work for a period not to exceed ten (10) hours per day as long as the employee turns his/her jury duty pay (not including the mileage reimbursement) over to the County.

Subpoenas: If an employee is summoned to testify in conjunction with his/her job, during the Four/Ten Schedule either as a witness to an incident occurring on the job or because his/her job was responsible for his/her involvement in an incident, the employee will be paid for time lost from work in the same manner as an employee being called for Jury Duty.

Temporary Assignments for Retirees

If a retiree is asked to return to work because of an emergency situation, he/she will be paid the appropriate rate for the work that is to be performed. Any work done by a retiree that is not related to an emergency situation will be paid at the seasonal employee rate.

Relief from Long Hours

There will be occasions when it is necessary for management to extend the normal work hours of the employees in the Department. However, it is recognized that long hours of continuous work are hazardous to the safety of the Department's staff and to the public.

- Employees who have worked twelve (12) continuous hours may request relief with no fear of retaliation.
- Management will make every effort to relieve employees who have worked sixteen (16) continuous hours, with or without a request for such relief.
- No employee will be required to return to work with less than six (6) hours of relief between shifts.

Purchase and Use of Safety Equipment

Any employee who is required by the County or by any Federal or State regulatory agency to wear any particular type of uniform, safety-related clothing, or protective gear, will receive an annual Safety Clothing Allowance of fifty dollars (\$50.00) for the purchase of the required apparel or gear. The taxable allowance will be paid through Human Resources in mid-March. Mechanics, master mechanics, parts room employees, working mechanic's foreman and management are excluded from this allowance. Failure to purchase or wear such required apparel or gear will result in disciplinary action up to and including termination.

Upon the submission of an original receipt, the County will provide a reimbursement not to exceed fifty dollars (\$50.00) per calendar year for the purchase/replacement of prescription safety glasses with lenses that meet ANSI Standards as approved by an optometrist.

Employees who are required to wear safety shoes will be reimbursed one hundred dollars (\$100.00) per calendar year for the purchase of steel toed safety shoes, upon the submission of an original receipt for the purchase.

Reimbursement for Commercial Driver's License

Employees will be reimbursed for the cost of renewing the required Commercial Driver's License ("CDL") Class A and all required endorsements. The County will pay only the difference between the cost of the renewal fees required for the CDL and endorsements and the renewal cost for a general, non-commercial driver's license. The County will not reimburse employees for the renewal cost of a general, non-CDL such as Class D and M licenses.

Out of Classification Pay

An employee who is placed in a position that is in a different classification than that of his/her normal job duties will be paid at the applicable rate for that work for all of the hours worked in that job classification.

Ferry Operators' Job Classification

Even though the ferry does not operate on a year-round basis, Ferry Operators are employed on a year-round basis. When the ferry is not in operation Ferry Operators will be employed in another job classification, however, they will continue to be paid at the Ferry Operator rate for all work performed.

The Ferry Operator rate of pay shall be constant throughout the year and shall be the rate of pay earned while serving as a Ferry Operator. Sick leave compensation, during any time of year during which it might be used, shall be paid at the Ferry Operator pay rate. Ferry Operators shall be allowed to use vacation time just as all other Highway and Transportation Department employees, without any limitation of use during the part of the year when the ferry is in operation.

Random Drug and Alcohol Testing

Employees who perform safety-sensitive duties will be subjected to random drug and alcohol testing. Employees will be randomly selected for testing from a "pool" of employees who are subject to the testing. The testing dates and times are unannounced and will occur with unpredictable frequency throughout the year. The testing will be done on County time and will be paid for by the County. Refusal to participate in the random testing is grounds for immediate termination.

Special Provisions for Highway and Transportation Department Management Staff

Your Work Week

Regular full time employees have a work week of forty (40.0) hours per week with paid fifteen (15) minute rest breaks in the morning and afternoon, and a lunch break of thirty (30) minutes.

Management of the Highway and Transportation Department may choose to change the majority of the department's operations to a "Four/Ten Seasonal Schedule" at the discretion of the Highway Commissioner. This includes all Highway and Transportation Department employees except ferry operators, ferry mechanics and any dispatching positions. During the term of the Four/Ten Seasonal Schedule, the anticipated normal work week for management will be Monday through Thursday. Under normal circumstances, each day's work will commence at 6:00 a.m. and conclude at 4:30 p.m. with paid fifteen (15) minute morning and afternoon rest breaks and a thirty (30) minute lunch break.

On-Call and Call-In Pay for Managerial Employees

The Operations Superintendent, Shop Superintendent and Patrol Superintendants shall receive compensation in addition to their regular salaries according to the following schedule:

Weekend on-call duty	\$100.00 per weekend
Holiday on-call duty	\$50.00 for a 1 to 2 day holiday that falls on Monday – Friday
Call-in pay	\$25.00 for each event to which managerial employees are required to respond in person. Paid in addition to on-call pay listed above.

Reimbursements for Managerial Employees

Managerial Employees shall receive reimbursement for prescription safety glasses, safety shoes and the cost of renewing the required Commercial Driver's License ("CDL") in a manner equivalent to similar benefits provided to Field Employees of the Highway and Transportation Department.

Management

All employees in management positions are on-call twenty-four (24) hours a day/seven (7) days a week.

To ensure the continued operation of the Highway and Transportation Department in the event of an emergency, the Highway Commissioner or his/her designee will schedule supervisory personnel as deemed necessary for holiday work.

If a management employee is required to work on a holiday, she/he will be allowed to take a floating holiday to make up for that lost holiday.

The Highway Commissioner or her/his designee will develop an annual supervisory on-call schedule for emergencies to cover weekends and holidays.

In the event of an emergency or other unforeseeable event, the Highway Commissioner or her/his designee may cancel the scheduled vacation or holiday of any member of management on order to facilitate and coordinate the services provided by the department.

No department equipment or property will be utilized by any member of management except during emergency on-call periods.

Business-casual attire is required for all management and office work environments.

Business casual apparel is the minimum requirement for all business meetings out of the Highway office. However, the hosting county or organization should be contacted to verify the dress code for the meeting, but under no circumstances should a Columbia County Highway and Transportation Department employee attend any meeting in anything less than business-casual attire.

Field supervisors should follow these provisions when a full day in the office or meetings are scheduled. Business-casual or dress foot wear is required at all times; however, field supervisors may opt to wear leather work boots while doing field operations.

Everyone

Inappropriate wearing apparel includes:

Non-collared shirts, advertising tee-shirts, sports gear, tank tops, spaghetti strap or halter tops or tops that expose midriffs.

Shorts, cut-offs.

Flip-flops, canvas shoes, slippers and sports footgear.

County Organization Chart

Appendix

Exhibits

<u>Title</u>	<u>Exhibit</u>
<u>Bereavement Leave Chart</u>	A
<u>County Grievance Process Filing Form</u>	B
<u>Intellectual Property Policy</u>	C
<u>Injury Report Form (Workers' Compensation)</u>	D
<u>Family Medical Leave (FLMA) Chart</u>	E
<u>Family Medical Leave (FLMA) Application</u>	F
<u>Access to County Computers & Networks</u>	G
<u>Internet Access</u>	H
<u>Electronic Mail</u>	I
<u>Telework Best Practices</u>	J
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