

Policies and Procedures
for the Non-Sworn Staff of the
Columbia County, Wisconsin
Sheriff's Office



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.

Table of Contents

Introduction..... 4

Equal Employment Opportunity 4

Probationary Period 5

Your Work Week..... 5

Special Provisions..... 6

 2016 Work Schedule for Jail Staff..... 6

 Your Work Week 6

 Overtime and How You Are Paid 6

 Holidays, Vacation and Other Time Off 7

 Vacation 7

 Compensatory Time Off..... 7

 Bereavement Leave 7

 Sick Leave Incentive Holiday 7

Your Pay 7

Overtime and How You Are Paid..... 7

Pay Days 8

Direct Deposit Notification..... 9

Your Employee Benefits..... 10

 Health Insurance..... 10

 Life Insurance..... 10

 Unemployment Compensation..... 10

 Workers’ Compensation..... 10

 Retirement 10

 Post Retirement Health Insurance Benefits..... 11

 Clothing Allowance..... 11

Holidays, Vacations and Other Time Off 11

 Holidays 11

 Vacation 12

 Compensatory Time Off..... 13

 Jury Duty 13

 Subpoenas - Personal vs. Professional 14

Other Time Off 14

Bereavement Leave	14
Sick Leave	14
Family Medical Leaves	15
Leaves of Absence	16
Candidate for Sheriff	16
Military Leave	16
Personal Leave	16
Standards of Conduct	16
Prohibited Conduct	17
Injuries While At Work	17
Personnel Records	17
Employment Verifications, Reference or Credit Checks	17
Job Opportunities Within the County	18
Loss of Necessary Licensure or Certification	18
Personal Use of County Property and Resources	18
Personnel Sanctions for Noncompliance of Information Systems Technology Policies	19
The Columbia County Grievance Procedure	19
Procedure	20
Timelines	21
Exclusive Remedy	21
I Don't Have a Grievance (as it is defined above) but I Do Have a Problem - What Can I Do? .	21
The Definition of a "Problem"	21
The Procedure to Resolve that Problem or Issue	22
Performance Evaluations	22
Performance Improvement Plans	23
Other Things Employees Need to Know	23
Accommodation for Religious Beliefs	23
Employment of Relatives/Family Ties	24
Intellectual Property Policy	24
Changes in an Employee's Status	24
Reimbursement for Loss of Personal Items	24
County Organization Chart	25
Appendix	26
Exhibits	26

Introduction

All Sheriff's Office employees receive a copy of the Sheriff's Policy and Procedures Manual which sets out detailed definitions and descriptions of the responsibilities of each employee. This handbook is a supplement to that Manual, and is intended to provide a general explanation of the Sheriff's Office's current personnel policies, procedures and benefits for its non-sworn staff. 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" or "SO" shall designate the County's Sheriff Department or the Sheriff's Office.

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.

Probationary Period

All individuals who are appointed to a position within the Sheriff's Office (SO) are subject to an eighteen (18) month probationary period. During that 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 the probationary period will be terminated.

The Sheriff may make office promotions or fill vacancies when approved positions are available; those selections will be made based on ability and experience and may be done without following the normal recruitment process for external applicants. The Sheriff is authorized to use promotional exams. An employee, who transfers from one position to another one within their division, will be subject to a six (6) month probationary period. With the approval of the Sheriff, the employee may return to his/her former position if the employee is dissatisfied with the new position or is unable to successfully complete the probationary period. However, this is at the sole discretion of the Sheriff.

Your Work Week

The normal scheduled workday for all employees in the SO will be determined by the Sheriff or his/her designee.

Shift Trades: Employees may trade shifts with employees in the same classification after each employee has had eight (8) hours off. Such trades must be authorized by the Sheriff or the Sheriff's designee.

Voluntary and Mandatory Work Hours: Limits on voluntary and extra mandatory work hours will be equal.

Relief Officer Schedule: The work schedules for Relief officers will be posted at least thirty (30) days in advance.

Shift Selections: Before October 1, employees will have the opportunity to select shifts for the following year. The order of the selections will be based on length of service. Selections will be effective in the first pay period January of the following year. It is understood that the Jailer positions must be distributed equitably among all three shifts and cannot create shortages on the shifts for jailers as required or create an inequity by having too many probationary employees on any one shift. If a shift change is requested it must be approved by the Sheriff to ensure the equitable distribution of staff at all times.

Rest and Lunch Breaks: A coffee break or rest period of 15 minutes for the first half of a shift and a 15 minute break for the second half of a shift may be taken by each employee. A one-half (.5) hour paid lunch break approximately midway through a shift shall be allowed each jailer or dispatcher. Secretaries shall receive either a one-half (.5) hour or a one hour lunch break approximately midway through the shift, as arranged by mutual agreement between the employee and the Sheriff. Any employee required to extend their normal workday shift beyond 12 hours shall be entitled to a second meal break.

Call-In Pay: An employee required to respond to a call to work outside his/her regular scheduled work days or week shall be paid time and one half (1½) for such call-in time with a minimum of two (2) hours.

Court Time: An employee required to appear in any court of law (relating to matters arising out of his/her employment) outside his/her regular scheduled work day or week shall be paid time and one half (1½) for such court time with a minimum of two (2) hours.

Subpoena: An employee who is subpoenaed (relating to matters arising out of his/her employment) outside his/her regular scheduled work day or week shall be paid for the time worked at the prevailing wage. (Subpoena fees shall be turned over to the County.) An employee who is subpoenaed on a personal matter not related to his/her employment must use vacation, holiday or comp time to answer the subpoena; and will retain the subpoena fees.

Special Provisions

2016 Work Schedule for Jail Staff

Beginning on January 1, 2016, and notwithstanding any provisions of these Policies and Procedures to the contrary, the following Special Provisions are established to facilitate a twelve (12) hour work schedule for Jail staff in 2016:

Your Work Week

The normal schedule for Jailers will be twelve and one quarter (12.25) hours per day. The normal work day will be divided into two (2) shifts: 1) 6:00 a.m. to 6:15 p.m.; and 2) 6:00 p.m. to 6:15 a.m.

The normal shift rotation for Jailers will be:

Two (2) days on
Two (2) days off
Three (3) days on
Two (2) days off
Two (2) days on
Three (3) days off

Overtime and How You Are Paid

All work performed in excess of twelve and one quarter (12.25) hours per day will be paid at time and one half (1.5) the appropriate rate.

Jailers who work the 6:00 p.m. to 6:15 a.m. shift will receive a shift differential of forty-five cents (\$0.45) per hour for all hours worked.

Holidays, Vacation and Other Time Off

Vacation

Accrual: A Jailer earns paid vacations based on his/her anniversary date in accordance with the following schedule:

<u>Full Years of Continuous Employment</u>	<u>Hours of Vacation</u>
6 months	48 hours
1	48 hours
2-4	96 hours
5-11	120 hours
12-17	168 hours
18+	168 hours
18+ (For employees hired before 12/31/2011)	168 hours + 12 additional hours for each additional year of service to a maximum of 240 hours of vacation per year

Compensatory Time Off

Jailers may accrue a maximum total of thirty-six (36) hours of compensatory time in 2016. Compensatory time cannot be replenished. Compensatory time off in lieu of pay will normally be taken in no less than six (6) hour blocks.

Bereavement Leave

Bereavement Leave for Jailers will be paid based on a twelve (12) hour day.

Sick Leave Incentive Holiday

The Sick Leave Incentive Holiday for Jailers will be paid based on a twelve (12) hour day.

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. Any questions about your salary should be referred to the Human Resources Department.

Overtime and How You Are Paid

All work performed in excess of eight (8) hours per day or forty (40) hours per week or in excess of the normal schedule shall be paid at time and one half (1.5) the appropriate rate. The

prevailing hourly rate of pay will apply to each hour worked in the normal schedule. Employees who work in excess of the normal work day will be compensated at time and one-half. This compensation may come in the form of compensatory time off or in pay, as determined by department management. Overtime will be paid on the payday following the pay period in which the overtime was earned/authorized. All overtime must be pre-approved; overtime slips will be returned to employees when not approved in advance.

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 Federal holiday, the deposit will be made the day before. On the day the deposit is made, each employee will be provided with a notice that provides the details of your earnings for that pay period. The notification provides information regarding your rate of pay, the hours worked in the current pay period, benefit deductions, State and Federal deductions and other information as explained in the graphic on the next page.

Direct Deposit Notification



Employee Name Employee, Test	Employee Number 7053	Check Date 5/20/2011	Pay Period Ending 5/13/2011	Deposit Number 0000018
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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	22,688	45.39	45.39	Federal Income Tax	36.12	276.28
Sick Pay-8				603.28	Federal FICA Withheld	44.00	204.18
Vacation-8	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
Flt Hldy-8				201.09	Life Ins.	13.44	
					Disability Ins	19.29	78.33
					DeferredComp	25.00	625.00
					TestPension	72.81	72.81
					Hlth Fam FT	207.92	415.84

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	Hlth Fam FT	1,871.32	3,742.64
Sick Avail 8		4.00	- 141.75	Life-Prem		3.36
PerHol Avail			16.00	Life-AddPrem		0.67
FltHol Avail			8.00	Pension	72.81	539.35

Total Hours	Gross Wages	Taxes	Other Deductions	NET PAY
82.00	1,255.40	137.85	325.02	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 at a cost 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.

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 opt to 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. (Exhibit D – Appendix.)

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 (obtained from the Human Resources Department) and a copy of his or her job description (obtained from the Human Resources Department or the employee's supervisor). The employee is to request that the attending physician return the form to the Human Resources Department as soon as possible.

Following an injury at work, the Sheriff has the sole discretion to assign employees who are limited from performing all of their job duties to limited or light duty assignments as specified in the Sheriff's Office Policy and Procedure Manual.

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.

Clothing Allowance

Those employees who are on the payroll will receive three hundred seventy-five dollars (\$375.00) per year, paid in two (2) equal, separate payments. The first payment will be on the second payday in March. The second payment will be on the last payday in September.

Holidays, Vacations and Other Time Off

Time off with pay comes in the form of sick leave, holidays, vacations and compensatory time.

Holidays

Because the Sheriff's Office (SO) is an around-the-clock operation, the department has a different holiday schedule than the rest of the county.

All employees are entitled to compensatory time off or pay at straight time rates for the following holidays:

New Year's Day

Easter

Memorial Day

Independence Day

Three (3) Personal Holidays

Labor Day

Veterans' Day

Thanksgiving Day

Christmas Day

Use: All holidays accumulated by the employee during a calendar year must be taken in that calendar year or paid for at the straight time rate at the same time the payment for longevity, if applicable, is made. Secretaries/Support Staff, Dispatchers and Jailers will be paid for unused holidays as directed by the Sheriff. Holidays may be taken with the prior approval of department management and must be taken in full work day increments.

Compensation: All holidays accumulated by the employee during a calendar year must be taken in that calendar year or paid for at the straight time rate on the first payday in December of each year. All employees who work on a holiday shall receive one and one-half (1.5) times their rates of pay for all hours worked.

Scheduling: Holiday and/or compensatory time may be taken with approval of the Sheriff or his/her designee one day at a time.

Personal Time Off: Secretaries may elect to use paid time off (vacation, holiday, compensatory time, or sick leave incentive day) on named holidays. The Sheriff or his/her designee may allow more than one request to be approved.

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>Working Days of Vacation</u>
6 months	5 days
1	5 days
2-4	10 days
5-11	15 days
12-17	20 days
18+	20 days
18+ (For employees hired before 12/31/2011)	20 days + one additional day for each additional year of service to a maximum of 30 days of vacation per year

Vacation Pay: Will be based on the work week in effect at the time the vacation is taken. Unless otherwise specified, the Sheriff will determine whether the SO employees will accrue vacation based on a five or six day vacation week.

Vacation Pay for Terminating Employees: All employees who terminate for any reason after completing one full year of continuous service will be paid for his/her earned vacation at the rate of 1/12th for each month worked in the work year.

Vacation Selection: There will be separate vacation calendars established for each shift in the jail, (first, second, third and Power), the Dispatch Center and the secretaries. The calendar will be posted by October 15th of each year. Employees must make their vacation week picks by November 15. The vacation schedule will be approved by management by December 15.

Vacation picks will be made on the basis of the length of employment. Two rounds of selection will be made. The first round of vacation picks will consist of any consecutive vacation limited to one (1) work week rotation.

The remainder of vacation will be selected in the second round of picks. All vacation will be selected in consecutive days of one work week rotation until an employee reaches the point that he/she has less than one full rotation of vacation available. The remaining vacation days may be supplemented with holidays to complete one consecutive work week rotation off. An employee may keep the remaining vacation days, numbering three (3) or less if they are working a four (4) day rotation and four (4) or less if they are working a five (5) day rotation, in reserve; these days will be chosen in the same manner as holidays and compensatory time during the year.

Once the scheduled is approved, no employee signed up will be bumped, as long as the employee remains in the same shift and in the same position. In an emergency the Sheriff may cancel vacations.

Vacation Carry-Over: Employees with three weeks or more of vacation may carry-over up to five (5) days of vacation into the following year with the approval of the Sheriff. However, those days will be scheduled to be used in the last round of picks for that following year.

An employee-initiated vacation cancellation must be cancelled in its entirety; fractured vacation weeks are not permitted, except with the prior approval of the Sheriff.

Department management is responsible for scheduling vacations and personal holidays to ensure the most efficient operation of the department.

Compensatory Time Off

Any time worked in excess of the designated shift and authorized by the Sheriff is compensated at one and one-half (1 ½) times the hourly rate. Employees may elect to take compensatory time off in lieu of cash at the rate of one and one-half (1 ½) hours of compensatory time for every one (1) hour of overtime. However, employees who work less than one (1) hour of overtime shall receive a cash payment at the overtime rate and will not have the option of electing to accrue compensatory time in lieu of cash.

Employees may accrue a maximum total of forty (40) hours of compensatory time in any calendar year, and compensatory time cannot be replenished. The Sheriff may direct employees to take compensatory time off. Compensatory time that is not scheduled to be taken by December 31 of any calendar year will be paid as overtime to the employee on the first pay period during the month of December.

Employees must request the use of compensatory time no less than thirty (30) days in advance of usage and requests for use of compensatory time will be approved on a “first come, first served basis”. Requests for compensatory time that are not received at least thirty (30) days prior to usage will be considered on a case-by-case basis. Compensatory time usage requests will not be unreasonably denied, but the employee’s department head, or his/her designee, has the right to deny a compensatory time off request if, in the opinion of the department head or his/her designee granting the request would be disruptive to the effective operations of the department or interfere with the minimum staffing of the department. Compensatory time usage requests that, if granted, would require the department head or his/her designee to fill the position with another employee working overtime will not be granted. Compensatory time off in lieu of pay will normally be taken in no less than four (4) hour time blocks

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 - Personal vs. Professional

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 handled. 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 as a result of his/her employment witnessed, the employee must take vacation, holiday or compensatory time to comply with the subpoena.

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

When an employee is going to be absent from work for any reason, he/she is to notify supervision/management as soon as possible. This is necessary so that arrangements can be made to ensure that the tasks that each employee is responsible for will be completed as required. Sick leave will be granted when an employee must be absent from 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.

Eligible county employees earn sick leave at the rate of one working day per month, or major fraction of each month worked, up to an accumulation of one hundred twenty (120) days. Sick Leave is paid at the employee's rate at the time it is taken. However, if an employee is receiving lost time payments from the disability plan or from Worker's Compensation Insurance, they shall be supplemented by a sum equal to the difference between such disability plan or Worker's Compensation Insurance Benefits during any period of sickness or injury up to an amount equal to the employee's daily rate, times the accumulated sick leave or injury pay.

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 (sick leave incentive holiday) to be taken in the following calendar year and scheduled as are all other personal holidays.

Maximum Daily Payment: When an employee does not receive benefits from the disability plan or Worker's Compensation, he/she will receive sickness or injury payments not to exceed the regular daily rate of pay up to the amount of accumulation he/she has earned at the time of the absence.

Probationary Employees: Employees shall be entitled to use paid sick leave during the probationary period.

Physician's Statement: An employee who uses three 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. An employee who has been hospitalized for any reason or who has undergone a surgical procedure is required to submit a physician's statement that indicates the employee is able to return to work. This is required if the employee is cleared to return to work on either a full-time or part-time basis; and the statement must indicate the terms under which the employee is able to resume his or her duties.

Payout at Death or Layoff: Employees who terminate from the service of the Employer through death shall be entitled to any unused sick leave accumulation and earned vacation to be paid to the employee's estate at the employee's basic wage rate. Employees who terminate due to permanent layoff shall be entitled to any unused sick leave and earned vacation at the employee's wage rate.

Retirement Payout: Unused sick time will accumulate from year to year in an employee's sick leave account to a maximum of 120 days. Employees who retire as an annuitant of the State Retirement Fund shall be paid 100 percent of the accumulated sick leave at his/her hourly rate.

Family Medical Leaves

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.

Leaves of Absence

Candidate for Sheriff

The Human Resource Committee may grant any employee a temporary leave of absence without pay upon written request made to the committee prior to filing nomination papers for the purpose of becoming a candidate for the Office of Sheriff.

Military Leave

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 Leave

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, holidays) 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, a release from a licensed medical practitioner will be required.

Personal/temporary 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.

Standards of Conduct

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

Columbia 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.

Prohibited Conduct

Detailed information on Prohibited Conduct for Sheriff's Office employees is included in the Sheriff's Policy and Procedures Manual that is given to each employee in the Sheriff's office.

Injuries While At Work

An employee who suffers any type of injury while at work or while on County property, is 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. The County's Workers Compensation Insurance carrier will investigate the cause of the injury and work with employee and her/his medical providers to provide the best possible outcome.

Personnel Records

The SO retains only the employees' health, training and internal investigation records. All other 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

Employees may, upon written request, review their 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 their 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 probationary 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 probationary period is determined by department management and 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 that the employee maintain a valid Wisconsin driver's license or Commercial Driver's License (CDL) in order to perform all the essential functions of the position. If, for any reason, that/those license(s) is/are revoked, it must be understood that the employee is no longer legally able to perform those 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, it will also be understood that the employee is no longer legally able to perform the requirements of his or her position and employment will be terminated immediately, as outlined in the preceding paragraph.

Personal Use of County Property and Resources

The County is responsible for providing its employees with the tools necessary to perform his or her job. Use of those 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 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.

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

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.

The Columbia County Grievance Procedure

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 has the right to determine the number of employees, the duties of each employee, the nature and place of their work, and all other matters pertaining to the management and operation of the county, including the hiring, promoting, transferring, demoting, suspending or discharging for just cause any 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 which they 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, his/her performance will be evaluated every six 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 his/her service anniversary with the County.

The evaluation process is designed to help each employee improve his/her 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 his or her 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 basis, or as often as the situation requires.

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 Program, 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 to 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

Accommodation 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.

Employment of Relatives/Family Ties

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. (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.

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.

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