

TITLE 7

Human Resources

Chapter 1 Human Resources

Appendix A: Columbia County Personnel Policies and
Procedures Manual

Chapter 1

Human Resources

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Sec. 7-1-1 Human Resources Administration System.

(a) **Authority.** This Chapter is promulgated under the authority of Sec. 59.15(2)(c), Wis. Stats., as amended, and may be amended by the Columbia County Board of Supervisors in the same manner as adopted. The County Board possesses the sole right to operate County government and all management rights repose in it. These rights include, but are not limited to, the following:

- (1) To direct all operations of the County government.
- (2) To establish equitable work rules and schedules of work.
- (3) To hire, promote, transfer, schedule, and assign employees to positions within the county.
- (4) To suspend, demote, discharge, and take appropriate disciplinary action for cause.
- (5) To relieve employees from their duties because of lack of work, funds, or any other legitimate reasons.
- (6) To maintain efficiency and services of County government operations.
- (7) To apply whatever action is necessary to comply with State and/or Federal law.
- (8) To introduce new or terminate existing methods or facilities.
- (9) To change or modify existing methods or facilities.
- (10) To determine the kinds and amounts of services to be performed as pertains to County government operations, and the number and variations of classifications to perform such services.

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- (11) To contract out for goods, services.
 - (12) To determine the methods, means, and personnel by which County operations are to be conducted.
 - (13) To take whatever action is deemed necessary to carry out the operations of County government in situations of emergency.
- (b) **Purpose.** The purposes of this Chapter shall be to establish a system of Human Resources Administration that meets the needs of Columbia County government. This system shall include policies and procedures to recruit, select, develop and maintain an effective, efficient, and responsible work force for the County that meets all Federal Merit System and Affirmative Action Guidelines. This Chapter shall be based on the following objectives:
- (1) To recruit, select and advance employees on the basis of their relative knowledge, skills, and abilities.
 - (2) To provide equitable compensation for all employees.
 - (3) To require good job performance, reward exceptional performance, and correct inadequate performance in a fair and timely manner.
 - (4) To assure fair treatment of all applicants and employees in all aspects of human resources administration without regard to political affiliation or beliefs, race, color, national origin, creed, sex, age, family/marital status, handicap, and with proper regard for their rights as citizens.
 - (5) To protect employees against coercive political activities and to prohibit the use of their official authority for the purpose of interfering with or affecting the results of an election or a nomination for office.
 - (6) To provide an opportunity to appeal decisions.
- (c) **Scope.** This Chapter shall govern human resources administration for all employees and departments of the County of Columbia, except the following:
- (1) Members of the Columbia County Board of Supervisors.
 - (2) Elected County officials and one Chief Deputy or Under-Sheriff when acting as an elected official.
 - (3) Members of boards, commissions, committees, and judges when they are acting in that capacity.
 - (4) Students engaged in field training.
 - (5) Volunteer workers.
 - (6) Persons employed to make or conduct a temporary special inquiry investigation or examination on behalf of Columbia County (those under contract).
 - (7) Employees represented by unions or for whom a representation election is pending. (This Chapter is applicable to non-union employees and to union employees where specific policies are not addressed by the collective bargaining agreement.)
- (d) **Human Resources Function.**
- (1) **Organization.** There shall be in Columbia County government a Human Resources Department under the direction of the Human Resources Committee.

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- (2) ***Human Resources Committee.***
- (a) There shall be a five (5) member Committee known as the Human Resources Committee.
 - (b) Duties of the Committee shall be:
 - 1. To provide advice and counsel on all aspects of public human resources administration and monitor the human resources system effectiveness.
 - 2. To review and adopt personnel policies for execution of the County's human resources function in accordance with this Chapter.
 - 3. To foster the development, implementation, and execution of an Affirmative Action Plan, American with Disabilities Act Plan, and Equal Employment Opportunities Commission Plan.
 - 4. To make recommendations to the County Board to bring all relevant laws, rules, and regulations into conformity with this Chapter.
 - 5. To serve as the final internal appeal level under this Chapter for employees complaints, when the Human Resources Committee is not the direct supervisor of the complainant. When the Human Resources Committee is the direct supervisor of the complainant, the Executive Committee will fulfill this function. (Determination of this committee is binding upon the employer in cases of discrimination.)
 - 6. The Human Resources Committee shall establish a Personnel Policies and Procedures Manual. Changes to the Manual shall require approval of the County Board by resolution. All approved changes to the Manual shall be distributed to all departments by the Human Resources Director.
- (3) ***Human Resources Department.***
- a. There shall be a Human Resources Department. The head shall be the Human Resources Director who shall be hired and appointed pursuant to County Ordinance and serve in the same manner as other department heads.
 - b. The Human Resources Director shall direct the Department's activities and appoint its employees with approval of the Human Resources Committee.
- (e) **Intergovernmental Cooperation.** The Human Resources Director shall cooperate with other governmental agencies regarding personnel tests, recruiting, training.
- (f) **Department Heads.** Department heads shall cooperate with the Human Resources Director in all areas covered under this Chapter and the Policies and Procedures Manual.

- (g) **Unlawful Acts Prohibited.**
 - (1) No person shall make any false statement, certificate, mark, rating or report, or in any manner commit, or attempt to commit, any fraud preventing the impartial execution of this chapter and policies.
 - (2) No person shall directly or indirectly give, render, pay, offer, solicit, or accept any money, service, or other valuable consideration for any appointment, proposed appointment, promotion or proposed promotion or advantage, in a position in the County service.
 - (3) No person shall deprive another of any right granted by this Chapter or furnish to any person any confidential information for the purpose of affecting the rights or prospects of any person with respect to employment in the County service.
- (h) **Sexual Harassment Policy.** It is the policy of Columbia County that sexual harassment in County employment is illegal and the County's policy is further enumerated in the Personnel Policies and Procedure Manual.
- (i) **Equal Employment Opportunity.** Columbia County assures equal employment opportunity and affirmative action in the application of its human resources administration as enumerated in the Personnel Policies and Procedures Manual.

Sec. 7-1-2 Classification of Positions.

Columbia County shall maintain a Classification Plan to be governed by the Human Resources Committee. The purpose of the Classification Plan is to provide a system of standardized titles and standardized job descriptions for effective planning and budgeting, standards of job performance, fair and equitable pay, valid selection and recruitment programs.

Sec. 7-1-3 Compensation Plan.

Columbia County shall maintain a current and equitable Compensation Plan for all employees (reviewed annually). This Compensation Plan shall include the schedule of pay ranges consisting of minimum and maximum rates of pay for all classes of positions in the County service. The objective of the Compensation Plan shall be:

- (a) To provide an appropriate salary structure in order to recruit and retain an adequate number of competent employees; and
- (b) To provide appropriate pay incentive for high employee productivity.

Sec. 7-1-4 Recruitment; Applicant Evaluation; Appointment; Promotion.

It shall be the policy of the County to recruit and select the most qualified persons for positions in the County's Service. Recruitment and selection shall be conducted in an affirmative manner to insure open competition, provide equal employment opportunity, affirmative action, and compliance with the Civil Rights Act and American with Disabilities Act. Whenever possible, vacancies shall be filled from within County service by qualified individuals.

Sec. 7-1-5 Performance Evaluation; Disciplinary Procedure; Grievance Procedure; Employee Orientation and Training; Exit Interviews.

It shall be the policy of Columbia County to have a performance evaluation system, a disciplinary procedure, a grievance procedure, employee orientation and training, and to conduct exit interviews when appropriate.

Sec. 7-1-6 Records Management.

It shall be the policy of Columbia County that an effective personnel records management system be developed and maintained that meets all Federal and State law and County needs.

Sec. 7-1-7 Fringe Benefits.

It shall be the policy of Columbia County to provide fringe benefits as set forth in the Policies and Procedures Manual.

Sec. 7-1-8 Conditions of Employment.

The conditions of employment applying to all employees of Columbia County are as set forth in the Policies and Procedures Manual.

Sec. 7-1-9 Selection and Placement of Department Head Positions.

Department Head positions shall be filled in conformance with the procedures in the Policies and Procedures Manual.

Sec. 7-1-10 Special Provisions for Sheriff, Health Care Center, and Highway Departments.

There shall be special provisions included in the Policies and Procedures Manual for the Sheriff, Health Care Center, and Highway Departments.

Sec. 7-1-11 Miscellaneous Provisions.

- (a) There shall be established such miscellaneous provisions as deemed appropriate in the Policies and Procedures Manual. In the event of contradictory language on personnel matters in the manuals of other departments, the language contained in Personnel Policies and Procedures Manual shall supersede the language contained in other department manuals.
- (b) The Personnel Policies and Procedures Manual shall, at all times, be in conformance with Federal and State laws.
- (c) Changes to the Personnel Policies and Procedures Manual shall be submitted to the County Board as Resolutions and shall become effective upon passage.