

SAWYER COUNTY
PERSONNEL-ADMINISTRATIVE
POLICIES



Approved by the
Sawyer County Board of Supervisors
March 15, 2012
(amended 6/17/10; 7/15/2010; 12/16/2010; 08/18/2011)

**SAWYER COUNTY
PERSONNEL/ADMINISTRATIVE POLICIES**

TABLE OF CONTENTS

I.	INTRODUCTION	1
II.	MANAGEMENT RIGHTS	2
III.	RESPONSIBILITY FOR ADMINISTRATION	3
	A. County Board of Supervisors	3
	B. Personnel/Administrative Committee	3
	C. Department Committees	3
	D. Department Heads	4
	E. Human Resources Manager	4
	F. Employees	5
IV.	EMPLOYMENT DEFINITIONS	6
	At-Will Employment	6
	Bona Fide Work Experience Program Employee	6
	Classification Plan	6
	Elected Official	6
	Limited Term Employee	6
	Occasional / Casual / Seasonal Employee	6
	Regular Full-Time Employee	6
	Regular Part-Time Employee	6
	Seasonal Employee	6
	Special Grant Employee	6
	Supervisor	6
V.	RECRUITMENT, SELECTION, APPOINTMENT AND ORIENTATION	7
	A. Recruitment	7
	1. Approval of New Positions/Filling Vacancies in Budgeted Positions, Additional Hours for Regular Full-Time and Regular Part-Time Positions	7
	2. Defining the Position	8
	3. Advertising the Vacancy	8
	4. Application for Employment	9
	5. Hiring of Relatives (Nepotism)	10
	B. Selection	10
	1. Selection Devices	11
	2. Interview Process	11
	C. Reference and Background Checks	12
	D. Appointments	13
	1. Method of Appointment	13
	2. Residency Requirement	13
	3. At-Will Employment	13

4. Special Employment Categories	13
a. Limited Term Employees	13
b. Special Grant Employees	14
c. Bona Fide Work Experience Program Employees	14
d. Occasional/Casual/Seasonal Employees	14
5. Orientation of New Employees	14
E. Transfers	15
F. Reasonable Accommodations	15
G. Physical Examinations	15
H. Tuberculosis Testing	15
VI. EMPLOYMENT BENEFITS	16
A. Compensation	16
B. Vacation	16
C. Holidays	16
D. Sick Leave	17
E. Retirement	18
F. Deferred Compensation	18
G. Health Insurance	18
H. Life Insurance	18
I. Dental Insurance, Vision Insurance, Short & Long Term Disability Insurance	18
J. Section 125	18
K. Leaves of Absence	19
1. Training/Education	19
2. Jury/Witness Duty	19
3. Family Leave and Medical Leave – FMLA Policy	19
FMLA Policy	20-26
4. Unpaid Leave	19
5. Military Leave	19
6. Act of God	19
L. Travel Expenses	27
1. Mileage	27
2. Miscellaneous Charges	27
3. Other Transportation Charges	27
4. Lodging and Meals	27
VII. EMPLOYMENT POLICIES	29
A. Work Day - Work Week	29
1. Regular Work Hours	29
2. Increased Work Hours - Non-Emergency	29
3. Increased Work Hours - Emergency	29
4. Breaks	29
5. Personal Business	30
6. Time Records	30
7. Outside Employment	30
B. Position Descriptions	30
C. Reclassification Procedures	30

D. Personnel Files / Employment Records	31
1. Communication of Policy to Employees and Third Parties	31
2. Central Personnel Files	31
3. Departmental Working Files	32
4. Payroll & Benefits Files	32
5. Personal Health Information	33
6. Review of Personnel Records	33
7. Who Has Access to the File	33
8. Personnel Record Correction	33
9. Exceptions	34
10. Copies	34
11. Penalties	34
12. Purpose/Length of Detention	34
13. Employee Data	34
E. Separations	35
1. Retirement	35
2. Resignation	35
3. Lay-Off	35
4. Involuntary Termination	35
5. Disability	35
6. Death	35
F. Internal Conflict Resolution Procedure	36
1. Purpose	36
2. Coverage of Procedure	36
3. Representation	36
4. Time Limitations	36
5. Group Complaints	36
6. Freedom from Reprisal	36
7. Steps in the Procedure	37
8. Hearing Procedures	37
9. Conduct of Hearing	37
G. Grievance Procedure	39
1. Policy	39
2. Purpose and Applicability	39
3. Definitions	39
4. General Procedures	40
5. Procedures for grievances concerning Employee Terminations/Discipline	41
6. Procedures for grievances concerning Employee Workplace Safety	43
H. Work Rules and Standards	45
1. Introduction	45
2. Definitions	45
3. Property and Premises	45
4. Insubordination	46
5. Attendance	46
6. Performance	46
7. Records	46
8. Conduct	46
9. Disciplinary Action	47
I. Affirmative Action/Equal Employment Opportunity and ADA	48
J. Employee Assistance Program	49
K. Drug and Alcohol Free Workplace Policy	52

L. Smoke-Free Workplace & Campus Policy	54
M. Harassment Policy	56
N. Performance Evaluation	59
O. Exploitation	60
P. Solicitation Policy	60
Q. Safety Policy	61
R. Name Badge Policy	62
S. Political Activity	64
T. Information Technology (IT) Policy	66
U. Cell Phone Policy	69
V. Code of Ethics	70
W. Workers Compensation	71
X. Vehicle Use Policy	71
VII PUBLIC POLICIES	72
A. Equal Opportunity in Service Delivery	72
B. Public Records Policy	72
C. Grievance Procedure for External Complaints Regarding SW Services	74
APPENDICES:	
A. Position Description Format	75
B. Position Posting Notice	77
C. Position Advertisement	78
D. Request to Add Position(s)	79
E. Request to Add Hours to Existing Position	80
F. Request to Fill Vacancy in Budgeted Positions	81
G. Application Form	82
H. Family Medical Leave Act Forms	
1. FMLA Leave Request Form	86
2. FMLA Designation Notice	87
3. Physician Certification Form	88
4. Examples of Application of FMLA-Leave Provisions	89
I. Reclassification Components	91
J. New Employee Personal Data	92
K. Employee Personal Date Update	93
L. Sawyer County Discipline/Termination Grievance Form	94
M. Unsafe Condition or Hazard Report	95
N. Workplace Safety Grievance Form	97
O. Grievance Procedure Appeal Form	98
P. Employee Assistance Program Resources Contracts	99
Q. Harassment Complaint and Investigation Form	100
R. Employee Pre-Review Input Form for Performance Evaluation	103
S. Performance Evaluation Form	104
T. New Employee Probationary Evaluation	106
U. Public Records Fee Schedule	108
V. Sawyer County Grievance Form for External Complaints	109
W. Request for Revision to Personnel - Administrative Policies	110
X. Receipt of Personnel - Administrative Policies & Safety Manuals	111

I. INTRODUCTION

These policies and procedures are intended to help facilitate understanding, cooperation, efficiency, and unity among the County's personnel through a systematic, uniform application of express personnel practices. Sawyer County expressly reserves the right to modify, revoke, suspend, terminate, or change any or all policies in whole or in part, at any time, with or without prior notice.

Personnel policies of Sawyer County encourage an open door philosophy between employees and the County's management. To aid in the achievement of that goal, management will periodically review its policies and procedures to improve communication at the workplace and to be responsive to changing needs of the employees and the County. All employees should feel free to discuss any workplace problem or concern first with their staff supervisor and, if necessary, up the chain of command to the Department Head. If the management staff does not address the problem or concern, employees may bring the problem or concern to a meeting of their respective committee. Employee requests for the committee to address such issues shall be made directly through the Department Head or through the Human Resources Manager.

Employees and County Board members should not discuss employment-related issues outside the formal committee structure. Direct contacts between subordinate employees and County Board members on employment-related issues are viewed as inappropriate lobbying by the employee and micro-management by the County Board member and are strongly discouraged. Instead, employment-related issues should be brought to the respective Committee for open, formal resolution by the authorized body. If a County Board member wishes to comment on exemplary employee performance or if a County Board member discovers what he/she believes to be a problem related to employee performance, he/she is encouraged to report the observation to the respective Department Head so the Department Head may take appropriate action.

Some subjects covered in these policies are also part of the various agreements negotiated with authorized bargaining units in Sawyer County. These subjects may include, but are not limited to scheduled hours and other working conditions. These items are given as examples only and are not intended to be all-inclusive. In case of conflict, the latest negotiated labor agreement shall take precedence. If the collective bargaining agreement(s) is silent to any of these personnel policies, said policies shall prevail. Departmental work rules may impact on these policies, however, when countywide applicability is valid, personnel administrative policies shall supersede departmental work rules.

Unless otherwise agreed to in writing by the Sawyer County Board of Supervisors, employment with the County is for no definite period of time and may, regardless of the date and method of payment of salary or wages, be terminated by the County or by the employee at any time, with or without cause, with prior notice or not. No personnel policy, procedure, practice or representation, oral or written, shall abrogate or alter this condition of employment at Sawyer County. Nothing contained in the personnel policies and procedures or any other document provided to County employees is intended to be, nor should it be construed as, a guarantee that employment or any employment benefit

will be continued for any period of time (except as otherwise mandated by State or Federal Statute).

All internal policies and procedures of Sawyer County are subject to being changed, interpreted, withdrawn, modified, or altered to any extent by the County. Policies and procedures will be periodically reviewed and are affected from time to time by management interpretation or Board action. The provisions set forth herein supersede any and all prior personnel policies, procedures, and practices, whether written or established by past conduct.

Titles used in the personnel policies and procedures for Sawyer County are for convenience of reference only and have no substantive or procedural function. **These policies and procedures are not and should not be considered as a contract of employment by employees.** If there are any questions or concerns regarding policies, procedures and practices of Sawyer County, management should be advised as soon as possible to ensure that accurate information is available to the employees. These Personnel-Administrative policies are effective upon approval of the Sawyer County Board of Supervisors and distribution to county employees.

II. MANAGEMENT RIGHTS

Certain rights and responsibilities are imposed on the County by state and federal legislation. Many of these rights and responsibilities have implications for policies and procedures governing employment. For this reason, please be advised that the county hereby reserves any and all management rights regarding employees' employment status. These rights and responsibilities include, but are not limited to, the right to:

1. Manage and direct the employees of the County;
2. Hire, promote, schedule, transfer and assign employees to positions with the County;
3. Lay-off employees;
4. Discharge employees or take other appropriate disciplinary action;
5. Schedule overtime as required;
6. Develop position descriptions;
7. Assign duties;
8. Introduce new or improved methods or facilities or change existing methods or facilities;
9. Contract out for goods and services;
10. Discontinue certain operations;
11. Direct all operations of the county;
12. Establish work rules and work standards; and
13. Create, combine and eliminate positions.

III. RESPONSIBILITY FOR ADMINISTRATION

A. County Board of Supervisors

The County Board of Supervisors shall be responsible for adopting the Personnel-Administrative policies of Sawyer County and directing that they be implemented. The County Board of Supervisors shall approve the selection of Department Heads, shall set the wage scale for employees, and shall approve bargaining agreements with represented employees. Individual employment arrangements that are not in compliance with the provisions of this manual may be granted only by formal action of the County Board of Supervisors.

B. Personnel-Administrative Committee.

The Personnel-Administrative Committee shall make recommendations to the County Board of Supervisors for adoption of specific personnel policies and shall provide oversight of the administration of all personnel policies and procedures. The Personnel-Administrative Committee shall delegate the actual operations involved in administering the policies to the County Committee responsible for the office or department. The Personnel-Administrative Committee shall approve position descriptions for new positions and for existing positions when duties are significantly changed. The Personnel-Administrative Committee shall have final decision-making authority and approval over the administration and interpretation of all personnel matters for all employees of Sawyer County, except where otherwise provided in these policies and procedures and State Statutes.

C. Department Committees.

Each Committee shall have the following responsibilities:

1. Direct that the operations of the Department(s) are performed in compliance with applicable federal, state and local laws and regulations and with the goals and objectives of the County.
2. Recommend personnel policies and procedures to the Personnel-Administrative Committee.
3. Enforce personnel policies and procedures within their department(s).
4. Oversee the selection process, including recruitment, testing and hiring of employees.
5. Direct the preparation and administration of competitive examinations whenever practicable for all original appointments and promotions in conjunction with the Department Head and/or Human Resources Manager.
6. Make a recommendation to the County Board of Supervisors for selection of Department Heads for their department(s). Certify all other appointments, promotions and other actions and notify the Human Resources Manager of same.
7. Conduct performance evaluation reviews of the Department Head and monitor that performance evaluation reviews are performed by supervisors of all subordinate staff.
8. Make recommendations on position classifications to the Personnel-Administrative Committee.
9. Approve routine updates to position descriptions. Make recommendations to the Personnel-Administrative Committee on position descriptions for new positions and for existing positions that have had significant changes in job duties.

D. Department Heads.

Department Heads shall have the following responsibilities:

1. To carry out the operations of the department under the goals and objectives set by the Committee and County Board of Supervisors.
2. To select, retain, transfer and promote employees within the department subject to the approval of the appropriate committee.
3. To effectively supervise the employees of the department, including authority to discipline and discharge employees, with the concurrence of the Human Resources Manager. The Department Head shall report any termination of employment to the appropriate committee.
4. To conduct performance evaluation reviews.
5. To notify the committee of significant changes in duties of the employees in order that the classification plan will be maintained and to recommend pay adjustments.
6. To recommend desirable changes in the Personnel Policies and Procedures to the appropriate committee/s.
7. To direct employee orientation, staff development and training.
8. Department Heads may establish departmental rules as deemed necessary for the efficient and orderly administration of the department. Such rules, subject to the approval of the appropriate committee, must be on file before they become effective and must be consistent with the County's Personnel Policies and Procedures. Copies of all departmental rules shall be made available in the office of the department for use by all employees and shall be forwarded to the Human Resources Department.
9. Department Heads are responsible for accuracy and content of all position descriptions in their respective departments. These descriptions must follow the County-accepted format (see Appendix A) and receive approval from the appropriate committee(s).
10. The Department Head, in cooperation with the Human Resources Manager, is responsible for all internal job postings. These postings must include the posting and deadline dates and time. (see Appendix B).
11. The Department Head is responsible for providing necessary and timely information to the Human Resources Manager for advertising for position openings.
12. Department Heads shall confer with the Human Resources Manager before contacting outside legal counsel on any personnel or labor related issues. In the event that the Human Resources Manager is not available and the Department Head determines that it is necessary to obtain an outside legal opinion in a timely manner, he/she may contact the County-approved legal counsel and notify the Human Resources Manager of the contact as soon as feasible.

E. Human Resources Manager.

The Human Resources Manager shall have the following responsibilities:

1. To evaluate and recommend policies and personnel practices intended to facilitate understanding, cooperation, efficiency, and unity among employees in carrying out the goals and objectives of the County.
2. To remain current on personnel-related issues and management practices and to make recommendations to the Personnel-Administrative Committee for necessary changes to existing personnel policies or implementation of new policies based on federal and/or state legislation or court rulings.

3. To provide recommendations to assure that the County complies with Equal Employment Opportunity (EEO), Affirmative Action, American's with Disabilities Act (ADA), and other Federal and State regulations during recruitment, hiring, employment and promotional processes.
4. To provide guidance and assistance to Department Heads regarding employee discipline and discharge actions.
5. To investigate and attempt to resolve employee complaints regarding harassment, discrimination, safety concerns, or improper application of personnel policies or bargaining unit agreements.
6. To place advertisements for vacant positions (see Appendix C) and to assist with the recruitment and selection process at the request of Department Heads and/or Committees.
7. To supervise the maintenance of personnel files and employee records.

F. Employees.

It shall be the responsibility of all employees to perform the functions of their position as directed by their supervisor(s) and to become familiar with and abide by these Personnel-Administrative Policies and any subsequent revisions. Employees are required to verify receipt of the Personnel-Administrative Policies (see Appendix X). Employees are also encouraged to submit suggestions for changes in Personnel Policies and Procedures for improvement of personnel administration on the Personnel-Administrative Policies Revision Form (see Appendix W).

IV. EMPLOYMENT DEFINITIONS

At-Will Employment: Employment for no definite period of time which may be terminated either by the employee or employer, at any time, with or without cause, with or without prior notice.

Bona Fide Work Experience Program Employee: An individual who is placed to work for Sawyer County under a program designed to provide work experience. Bona fide work experience programs shall include Green Thumb, CWEP, Summer Youth Program – CEP funded and CESA position target program. Additional programs may be added to the list.

Classification Plan: The assignment of specific positions to compensation levels.

Elected Official: The elected positions of the County are County Clerk, Register of Deeds, Sheriff, Clerk of Court, County Treasurer, Coroner and County Board Supervisors. The compensation and benefits (if any) for these positions shall be defined prior to the date for filing nomination papers for the respective office.

Limited Term Employee: An employee who is hired for a specific period of time or for a specific project with no expectation of continued employment beyond the specified time period or beyond project completion.

Occasional / Casual / Seasonal Employee: An employee who is hired to perform duties or fill shifts on an as-needed basis with no guarantee of hours or continued employment.

Regular Full-Time Employee: Any employee regularly working thirty-five (35) or more hours per week at an hourly rate of pay or on salary.

Regular Part-Time Employee: Any employee hired on a regular year-around basis to work less than the regular scheduled workweek for his/her position classification.

Seasonal Employee: An employee who is hired either full-time, part-time, or as-needed for a specific portion of the year and who may be re-called in subsequent year(s) if performance was satisfactory and funding is allocated.

Special Grant Employee: An employee whose position is funded through a federal, state or other grant source to perform a specific function for a specific program.

Supervisor: In this manual, supervisor is defined as the employee's staff superior(s) in the chain of command and should not be confused with the position of County Board Supervisor.

V. RECRUITMENT, SELECTION, APPOINTMENT AND ORIENTATION

Recruitment.

It is the policy of the County to recruit and select the best-qualified persons for positions. Recruitment and selection will be conducted in a manner to assure open competition, to provide Affirmative Action/Equal Employment Opportunity (“AA/EEO”), and to prohibit discrimination because of race, color, creed, sex, national origin, age, ancestry, marital status, disability, sexual orientation, arrest record, conviction record, membership in the National Guard, state defense force, or any other reserve component of the military forces of the United States or this state, the use or non-use of lawful products off the employer’s premises during non-working hours, or any other legally protected status. Recruitment efforts and publicity will be directed to all appropriate sources of applicants in a geographical area as wide as necessary to attract an adequate number of qualified candidates and to assure opportunity on the basis of ability.

The Human Resources Office will administer and coordinate the hiring process for all position vacancies to ensure compliance with contractual, legal, and equal opportunity requirements. All hiring efforts are conducted in the spirit of equal opportunity.

A. Recruitment

1. The Human Resources Department will be notified immediately of all position vacancies.
 - a. Approval of New Positions, Filling Vacancies in Budgeted Positions, Additional Hours for Regular Full-Time and Regular Part-Time Positions. Requests for all new positions or additional regular hours for regular full-time (i.e., from 35 to 40 hours per week) and part-time positions must be recommended by the corresponding committee and by the Finance and Personnel-Administrative Committees, and must be approved by the County Board of Supervisors before being implemented. Requests for new positions, requests to move regular full-time employees from 35 hours per week to 40 hours per week, and requests to increase hours from regular part-time positions must include a brief description of the proposed duties, justification for creation of the position or for increasing the hours, anticipated cost of the position or increased hours, and source of funding (Appendix D and Appendix E). When a vacancy occurs in a budgeted position, the committee of jurisdiction, the Personnel-Administrative Committee, and the County Board will determine if the position is to be filled (Appendix F).
 - i. The following positions may be filled at the Department Head’s discretion if adequate funding exists: part-time Jailers, part-time Dispatchers, part-time Transport personnel and part-time Deputies in the Sheriff’s Department; Deputy Coroners; EMTs; fill-in Van Drivers for Veterans Services; part-time staff at the Dog Pound; bailiffs; part-time truck drivers in the Highway Department; and Home Detention Officers and Transport Personnel for Health and Human Services.

2. Defining the Position
 - a. If the position is to be filled, a position description must be developed prior to posting or advertising the position (Appendix A). The Department Head will review the essential functions, duties, responsibilities and qualifications of the position with the Human Resources Manager. New position descriptions and recommended changes to existing position descriptions shall be approved by the departmental committee and the Personnel-Administrative Committee.
3. Advertising the Vacancy - The affected department will be asked to assist the Human Resources Department, as necessary, in formulating the job announcement, ads, and in determining special applicant sources.
 - a. The methods of advertising vacancies will vary depending upon the nature and the requirements of the position being filled. The following methods are typical of those that may be used for recruitment. Note: Bargaining unit positions may have internal posting requirements.
 - i. Posting the notice on the employee bulletin boards (Appendix B for covered bargaining unit positions);
 - ii. Advertising in local newspapers (Appendix C);
 - iii. Posting the position at the LCO Community College and/or LCO Tribal offices;
 - iv. Advertising in professional journals and/or newspapers with regional or statewide circulation;
 - v. Posting the position on Sawyer County's website, the Wisconsin Department of Workforce Development website; and other appropriate websites;
 - vi. Posting the position with technical colleges or universities with educational programs related to the position;
 - vii. Use of an employment/recruitment pool, to avoid the necessity to re-advertise positions.
 - b. The Human Resources Manager will be responsible for advising the public of the vacancy. The vacancy will be publicized in such a manner as to assure that all interested and qualified individuals, including current employees, are informed of the position, title, duties, responsibilities and salary range; the minimum and specific qualifications for the position; and the time and place and manner of making application.
 - c. Subject to posting provisions of bargaining unit agreements, departments (with the approval of their committee) may hire applicants for a position of County employment from the pool of applicants who submitted applications for the same position or a similar position within the previous six (6) months. This provision does not prevent the County from re-advertising a position and does not obligate the County to consider applications from a previous position if the County determines the new vacancy will be advertised.

- d. Eligibility List: Subject to posting provisions of the bargaining unit, the Public Safety Committee may create Eligibility Lists for permanent, full-time deputy, jailer, or dispatcher positions. The advertisement shall state that Sawyer County is creating an Eligibility List for future hires. The Public Safety Committee, with participation from the Sheriff, Human Resources Manager, and Division Director (Chief Deputy, Jail Administrator or Dispatch Coordinator) shall conduct interviews and determine the applicants qualified for placement on the Eligibility List. The Eligibility List may be utilized for filling vacancies for up to one year. The Public Safety Committee may, at its sole discretion, re-advertise for a specific vacancy or create a new Eligibility List at any time and is not obligated to use an existing Eligibility List to fill a position.

4. Application for Employment

- a. The Human Resources Department, with the Department representative, will screen active application files that are on file for possible candidates. These candidates will be contacted to determine current interest in County employment prior to the closing date listed on the employment notice.
- b. All new candidates applying for employment must secure and file a County application form (Appendix G) prior to the deadline specified in the vacancy announcement or advertisement to the Human Resources Department. The County may also utilize an on-line application that requires the same information. Each applicant shall sign the form, certifying the truth of all statements by his/her signature. The on-line application shall require a similar certification. Deliberate false or misleading statements and deception in attempting to secure employment will be grounds for rejecting an application. Applications are generally accepted only when there is a current opening for a specific position. There may be "open" recruitment for positions in certain departments due to recruiting difficulties or other position-related requirements where applications may be submitted at any time. In those cases, the Department Head should notify the Human Resources Manager in order to ensure compliance with various employment regulations.
- c. No applications for a position are accepted after the published closing and/or receipt date. If there are not sufficient qualified candidates at the closing date, the position is re-opened and re-advertised.
- d. The Human Resources Department, with the Department representative will screen all applications received to determine qualification for the position to be filled and top candidates will be reviewed and a list of interview candidates developed. County Board members may view applications on file in the Human Resources Department.

- e. Applicants may be disqualified for consideration for employment when any of the following facts exist:
 - i. They do not possess the qualifications for the job.
 - ii. They have demonstrated an unsatisfactory employment record or personal record as evidenced by information contained on the application form or by the results of a reference check.
 - iii. They have made false statements of any material facts or practiced deception in their application.
 - iv. They are physically, mentally or otherwise unable to perform the essential elements of the position with reasonable accommodations as required by state or federal disability.

5. Hiring of Relatives (Nepotism)

- a. Sawyer County believes it is improper for a person to be hired by the County because he or she is a relative of a County official or employee.
- b. Sawyer County understands that a person, otherwise qualified, should not be denied employment with the County because he or she is related to a County official or employee. A problem arises only when the County official or employee is involved, directly or indirectly, in the hiring, promotion or supervision of a relative.
- c. No County official or employee may use his or her office to bring about the County's employment of a relative.
- d. Under no circumstances will the County hire a relative in a supervisor/supervisee relationship.
- e. County Board Supervisors may not serve on committees that govern a department hiring or employing a relative. This provision may be waived by the Personnel-Administrative Committee for limited-term employment situations, i.e. summer student laborers, if the Personnel-Administrative Committee believes no conflict of interest or direct or indirect supervision issue will result. Committee members must excuse themselves from the selection process and any personnel or policy issues that would directly impact their relative, including wage rates, disciplinary action, working hours and conditions, and similar matters.
- f. For the purpose of this policy, "relative" means, spouse, father, mother, father-in-law, mother-in-law, son, daughter, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, uncle, aunt, uncle-in-law, aunt-in-law, nephew, niece, nephew-in-law, niece-in-law, grandchild and grandparent.

B. Selection.

The selection of employees shall be through a practical and position-related assessment of applicant's attributes necessary for successful position performance. The selection process will be balanced to provide open, competitive, entry-level opportunities.

1. Selection Devices. Selection devices may be utilized separately or in various combinations as appropriate to the position and to available manpower resources. Selection devices may include work samples and performance tests, practical written tests or oral exams, background and reference inquiries. The devices selected must relate to the duties and responsibilities of the position for which the candidates are being examined and shall fairly appraise and determine the merit, fitness, ability and qualifications of the applicant to perform the duties of the position.
 - i. The examination contents are developed or acquired by the Personnel Office with assistance provided by the affected department. Examination contents are confidential and unauthorized disclosure to any candidate is grounds for discipline. In certain situations, outside consultants may be contracted to assist with test development.
 - ii. The Human Resources Department will administer the testing process unless otherwise designated to the affected department.
 - iii. The Human Resources Department shall ensure that all testing is based on bonafide occupational qualifications.
 - iv. The Personnel Office shall ensure that reasonable accommodations are made in test procedures to assure that persons with disabilities can be tested in an appropriate manner for a person with a disability. The following are ways in which the County may accommodate an applicant with a disability: replace written tests with on-the-job tests or verbal testing, enlarge print in exams, magnification, amplification devices, and interpreters.

2. Interview Process

The employment interview is a supplement to and part of the selection process. The primary function of the interview is to obtain data or certain knowledge, skills, abilities of a candidate not available through review of resumes or other testing mechanisms. Certain guidelines will be observed to maximize the validity and reliability of the interview process as well as ensure the adherence to current EEOC requirements.

 - a. The Department Head will certify the names of the top candidates to be interviewed. Generally this will be up to five candidates, however, this number may vary depending on the number and quality of the candidates.
 - b. The interview panel will be selected and confirmed by the Human Resources Department with input by the Committee of Jurisdiction. Generally no more than five individuals will serve on the interview panel determined by the Committee of Jurisdiction with input by Human Resources and the Department Head. Careful selection will be made of panel members to ensure objectivity and job knowledge. Relatives or personal friends of the applicants should recuse themselves from the panel.

- c. Human Resources Department and the Department Head of the department in which the position vacancy exists shall be responsible for the development of interview questions and standards for measurement of candidate responses. Consistency will be maintained in the questions asked of all candidates. The questions must be job related and based on the analysis described in paragraph 1 above. Questions will be designed to measure job knowledge, experience, and education or to solicit responses which reflect those personal traits which are job related. Questions which pertain to race, sex, religion or marital status or other inquiries which tend to directly or indirectly disclose such information are prohibited. Any questions that would indirectly divulge an applicant's age, national origin, or other discriminatory factor shall be made in strict accordance with law.
- d. Copies of the applications of final candidates and the proposed interview questions will be provided to the interview panel members the day of the interview. However, if a panel member would like to view or have the applications or questions before the day of the interview they will need to just request the information from the Human Resources Department.
- e. Following the interview, the interview panel shall attempt to reach consensus and report the interview results and recommendations to the Personnel Office. The panel shall decide if the position should be offered to more than the top ranked candidate in the event the top ranked candidate declines the position.
- f. The Department Head will recommend to the department committee, with the committee confirming the final selection for the position after all background and reference checks have been completed.
- g. The department committee may delegate the selection of regular part-time or temporary positions to the Department Head. Notice of these exceptions should be forwarded to the Human Resources Department.

C. Reference and Background Checks

1. Before the Human Resources Department extends any offer of employment, a background and reference check is conducted and when necessary for certain positions, a driving record check on the final candidate(s). The check includes verification of employment duties, dates of employment, work record, attendance record, strengths, weaknesses, safety record, and other pertinent information. Parts of the reference check may be delegated to the affected department.
2. No reference check(s), background investigation(s) or driver record check(s) will be conducted without first notifying the applicant of the check(s)/investigation(s).
3. Results of the reference check and/or background check will help determine the applicant's fitness for the position.
4. Once reference checks have been completed, an offer of employment will be made to the candidate chosen and voted upon during interview process.
5. After references are verified and a final decision reached, the Personnel Office notifies the candidate of his/her selection, makes an employment offer contingent upon passing a drug and alcohol test for some positions and requests that the offer be accepted or rejected within a set number of days.

D. Appointment.

1. Method of Appointment. Vacancies shall be filled by original appointment, emergency appointment, temporary or provisional appointment, demotion or transfer. Applicants will, upon acceptance of a position offer, receive a letter of appointment that will include: confirmation of appointment; starting date; starting salary; summary of benefits; conditions of employment; hours of work; and any other relevant information.

All other applicants will be notified that they were not chosen for the position upon an offer and acceptance of the position by the successful applicant.

2. Residency Requirement. All newly hired Department Heads must reside or establish residency within Sawyer County, or within 10 miles of the border of Sawyer County, within 18 months from their date of hire. All Sheriff and Highway Department employees must reside or establish residency within Sawyer County within 18 months from their date of hire.
 - a. The Personnel-Administrative Committee may exclude certain positions from the residency requirement in the case of recruitment difficulties, undue hardship, or other extraordinary circumstances. This would require supporting evidence from the corresponding Department Head and a recommendation from his/her committee.
3. At Will Employment. Unless required by contract or Statute, all employees are at-will employees.
4. Special Employment Categories Positions not filled with regular full-time or regular part-time employees are subject to special employment arrangements.
 - a. Limited Term Employees. Limited term employees are typically employed for less than one thousand two hundred (1,200) hours in a calendar year except in the case of replacement for a regular full-time or regular part-time employee during a period of approved leave up to an eighteen (18) month period. Approval to hire a limited term employee and approval of the compensation level must be obtained from the Department Committee, Personnel-Administrative Committee and the County Board. Limited term employees will not be entitled to any fringe benefits, unless required by law, and shall not accrue seniority rights. Such employment shall be for the purpose of temporary replacement of employees on leave, for completion of special short-term projects, or for assisting with work overloads during peak periods in the County's departments. Limited term positions shall not be posted internally, but shall be advertised externally.

- b. Special Grant Employees. Persons employed by the county under state or federal grant programs or in positions where funding for the position is dependent on such programs shall be exempt from coverage by the terms and conditions of collective bargaining agreements of the County for the duration of the person's employment under the grant program. Wage rates for special grant positions shall be consistent with equivalent positions in the bargaining unit. If a bargaining unit employee is hired for a special grant position, that employee shall continue to receive all compensatory benefits provided under the collective bargaining agreement. If the county decides to continue the position following expiration of the grant program, the County and the union shall negotiate the wages, hours and conditions of employment for the position. A special grant employee who continues employment with the County as a permanent employee in the same position at which she/he was employed on a special grant basis, without interruption in service, shall have his/her seniority date established as his/her original date of hire
 - c. Bona Fide Work Experience Program Employees. Persons employed by the county under a bona fide work experience program shall be exempt from coverage of the terms and conditions in the collective bargaining agreement/s and shall also be exempt from the benefits of the county for the duration of the person's employment under the program. Such positions need not be posted. Bona fide work experience program employees are assigned based on program criteria and may not be the most qualified individual available for the position.
 - d. Occasional/Casual/Seasonal Employees. Persons employed by the County to perform duties or fill shifts on an as-needed basis without a guarantee of hours or continued employment shall not be eligible for employee benefits unless required by Statute or law. Occasional/Casual/Seasonal employees shall be scheduled for less than 1,200 hours per year. Exceptions to the 1,200-hour limit may be granted by the committee of jurisdiction for the department where the employee is scheduled to work. Such exceptions shall be reported to the Personnel-Administrative Committee.
5. Orientation of New Employees
- a. Purpose: The purpose of orientation is to give each new employee a warm welcome to the county and help the employee to understand his/her duties and responsibilities as quickly as possible and to give the employee confidence and enhance productivity.
 - b. Administration. The Human Resources Manager, or his/her designee, shall be responsible for providing an orientation regarding the Personnel Policies and benefit programs of the County. The Department Head shall be responsible for establishing and maintaining an employee orientation and training program for the position duties and responsibilities. The actual orientation may be delegated to an appropriate supervisor within the department.

E. Transfers

In the County's sole discretion, a position may be filled by transferring an employee from another position providing the employee is qualified to perform the duties of the new position.

F. Reasonable Accommodations

Sawyer County does not discriminate against individuals with disabilities and will make reasonable accommodations for individuals with disabilities provided they are able to perform the essential functions of the position. In all cases, the County will comply with the provisions required by the Americans with Disabilities Act of 1990.

"Reasonable accommodations" means the adaptation of the workplace, equipment, or the position itself that enables an employee with a disability to perform a particular position for which she/he is qualified in training and abilities. The Department Head shall recommend whether the reasonable accommodation will impose a hardship on the operation of the County programs. In determining whether an accommodation will impose an undue hardship, the Department Head shall consider the following factors: the overall size of the program in respect to the number of employees, number and type of facilities, and size of budget and the nature and cost of the accommodation needed. Recommendations will then be forwarded to the Human Resources Manager, who may also consult with the County's Personnel-Administrative Committee for consideration of the accommodation.

G. Physical Examinations.

Any County employee may be required to take a physical examination prior to employment or during employment if the County deems it necessary to determine the employee's ability to perform the duties of the position. The County will pay the cost of such examination.

H. Tuberculosis Testing.

Sawyer County provides routine Tuberculosis testing for certain County department personnel who are at risk of contracting tuberculosis due to their exposure to high risk populations. These departments include the Health Department, Sheriff's Department, Ambulance and Emergency Medical Technicians (EMT's), Maintenance Department, and Human Services Department. It is recommended that staff be tested upon hiring and then annually by the Health Department, according to the policies and procedures of the Health Department. Testing can also be done privately at employee's expense, however, results should be documented in the employee's health file. Personnel in other departments not listed who feel they are at risk for TB are encouraged to have testing at their own expense. Charges for the tests are according to current Health Department fees.

VI. EMPLOYMENT BENEFITS (In conjunction with collective Bargaining Agreements)

Non-represented employees of the County receive benefits according to the collective bargaining agreement(s) for their department, with the exception of the health insurance benefit, which shall be determined annually by the County Board for non-represented employees. If an employee's department has no collective bargaining agreement he/she shall receive the benefits provided to the Courthouse Union. The level of paid-time-off benefits for the Highway Department employees shall be defined separately in the Policies and Procedures specifically applicable to Highway Department employees only.

A. Compensation

The County Board shall set the compensation for employees. Employees shall be paid biweekly. Direct (electronic) deposit shall be mandatory. If a payday falls on a holiday, the employees shall receive their direct deposit on the day prior thereto. There shall be no advance payments prior to a vacation. The County shall provide an itemized statement of regular pay and overtime and all deductions made.

B. Vacation

Non-represented employees of the County earn vacation equal to the highest level of benefits delineated in the current collective bargaining agreements for their department.

Department Heads are responsible for scheduling vacations so as to assure the operation of the various departments. If a conflict in scheduling occurs between employees who wish to take paid leave, the Department Head shall take into consideration the operation of the department and the length of service of the employees to resolve the problem.

C. Holidays

Regular full-time and regular part-time employees shall receive the holiday benefit provided under the current collective bargaining agreements for their department.

The floating holiday is to be taken on a day chosen by the employee with the approval of the Department Head. Floating holiday shall not be carried over from one year to the next.

D. Sick Leave

Regular full-time and eligible regular part-time employees are granted sick leave with pay for illness, injury or physician's appointments, except for illness, injury or physician's appointments covered by the Wisconsin Worker's Compensation Law, according to the collective bargaining agreement for their department.

Department Heads must approve all sick leave and ensure that all sick leave is reported by the employee on the bi-weekly time sheet for recording on the payroll system.

The Department Head may request that the employee, whom he/she feels may be abusing sick leave, is to submit a physician's certificate as proof of illness to be eligible for sick leave.

To be eligible for paid sick leave, the employee must notify his/her Department Head no later than thirty (30) minutes before the start of the workday or as soon as practical.

If an employee is aware in advance that sick leave benefits will be needed, the employee must notify the Department Head as far in advance as possible. This should be in writing, including the anticipated time and duration of the sick leave needed and the reason for the sick leave and medical certification that the employee will be unable to perform his/her regular duties.

An employee on sick leave is required to notify his/her Department Head at the earliest possible time of the anticipated date on which the employee will be able to resume his/her regular duties. If an employee on sick leave fails to return to work as soon as he/she is medically able to perform his/her assigned duties, he/she may be deemed to have resigned his/her position and to have waived all employment rights.

The County shall comply with the provisions of the Federal and State Family and Medical Leave Acts.

In the event an employee leaves a position with the County that is entitled to a sick leave payout and accepts an elected position with the County (Sheriff, County Clerk, Clerk of Circuit Court, Register of Deeds, County Treasurer, County Coroner), his/her sick leave balance shall be frozen. At the time the employee leaves the elected position, he/she shall be entitled to the sick leave payout as defined in the bargaining unit agreement in effect in the employee's department providing the employee meets all the defined eligibility criteria. For purposes of meeting the eligibility provisions, time in the elected official position shall not count toward meeting any length of service requirements. The hourly wage used to calculate the payout shall be based upon the rate(s) in effect at the time the employee left the previous, non-elected position. This provision does not apply if an employee accepts the elected position of County Board Supervisor. In that instance, the employee will be considered to have terminated the employment in the previous position and would only be entitled to benefits payable effective upon that termination date.

E. Retirement

Sawyer County participates in the State of Wisconsin Retirement System. The County shall pay the employer-required contributions and shall deduct the employee-required contribution from the pay of all eligible employees.

F. Deferred Compensation

All regular full-time and regular part-time County employees are eligible to participate in County Board approved deferred compensation programs. Employees who wish to participate or who want additional information about a plan should contact the Human Resources or County Clerk's offices.

G. Health Insurance

The County Board shall annually determine the level of health insurance coverage to be offered, the carrier for the health insurance, and the employee/employer contribution levels for the premiums.

H. Life Insurance

The County shall participate in the life insurance program offered by the State of Wisconsin Department of Employee Trust Funds. If an employee chooses to participate, the County shall pay the employer-share of the premium and the employee shall be responsible for the employee share.

I. Dental Insurance, Vision Insurance, and Short & Long Term Disability Insurance

If sufficient participation exists, the County shall make payroll deductions for employees who wish to participate in voluntary dental, vision, and/or short and long term disability insurance plans.

J. Section 125 Flexible Benefit Spending Plan

The County will offer a Section 125 Flexible Benefit Spending Plan to eligible employees and shall pay the administrative fees.

K. Leaves of Absence

1. Training/Education. The County recognizes the importance of attendance at workshops, seminars and conventions for all employees to stay abreast of developments in their field. Department Heads will assure that information on workshops, seminars and conferences is posted or otherwise made available to employees. With prior approval from the Department Head and the departmental committee, employees may be allowed to attend workshops, seminars and conventions that are appropriate and may be reimbursed for transportation, meals, lodging, tuition and costs of required books and materials pursuant to the current County reimbursement policy.

An employee may be allowed an education leave without pay for up to twelve (12) months to complete a position-related course of study at the discretion of the department committee responsible for overseeing operation of the department in which the employee works, along with the Personnel-Administrative Committee.

2. Jury/Witness Duty. Employees serving on jury duty shall be compensated their regular wages for each day of jury duty served. However, the employees shall submit all reimbursements excluding travel expenses for serving on jury duty to the county. If an employee is released from jury duty prior to the end of the workday, he/she shall notify the supervisor as soon as possible that he/she is available for work. No overtime or compensatory time shall be granted if an employee's jury duty extends beyond the regular work hours of the employee. If an employee is requested or subpoenaed to serve as a witness arising out of his or her employment as a county employee, the same procedure as denoted above shall apply.

3. Family Leave and Medical Leave. Sawyer County will provide eligible employees family and medical leave pursuant to the Federal and State Family and Medical Leave Acts (FMLA). See complete FMLA Policy below.

4. Unpaid Leave: The County may, at its sole discretion, provide additional unpaid leave for medical or personal reasons. No benefits will be provided during an unpaid leave not covered under FMLA provisions.

5. Military Leave: Any employee required to serve on active military duty shall, upon return for such service, be entitled to reinstatement of his/her job with pay at the rate being paid for his/her particular job classification. The employee shall suffer no loss of seniority for periods of compulsory military duty or for periods of military reserve training. The employee must comply with the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA) regarding reemployment.

6. Act of God (Inclement Weather): If an employee misses work because of an act of God, including inclement weather, the employee may use a vacation day, compensatory time or take the day without pay. The employee's supervisor shall determine if the situation warrants eligibility for this missed work, i.e., the supervisor shall determine if the weather conditions were severe enough that the employee was unable to come to work.

SAWYER COUNTY FAMILY & MEDICAL LEAVE ACT POLICY

ELIGIBILITY & BASIC LEAVE ENTITLEMENT

Eligible employees may qualify for unpaid leave under Wisconsin's Family & Medical Law (SS 103.10, Wis. Stats.) and/or the federal Family & Medical Leave Act. Employee rights posters for both laws are in the workplace for reference by all employees. In addition, each employee shall be provided with a copy of this notice as part of the Personnel-Administrative Policies. Appendix H – 4 provides examples of application of FMLA-leave provisions and interactions between leaves.

Wisconsin FMLA

Any employee who has worked for more than 52 weeks (for a minimum of 1,000 paid hours) is eligible for unpaid leave under Wisconsin's Family and Medical Leave Act (ss 103.10, Wis. Stats.). The employee may, but is not required to, substitute definite and quantifiable paid leave benefits for unpaid leaves under the state law. In Sawyer County, paid vacation, sick leave, personal holiday, or compensatory time may be used.

The amount of unpaid leave available in a calendar year pursuant to Wisconsin's law is presently as follows:

A. Family Leave

1. Up to a maximum of six (6) weeks per twelve (12) month period for the birth or adoption of a child. The leave must begin no earlier than 16 weeks before estimated birth or placement and no later than 16 weeks after birth date or placement of the child.
2. Up to a maximum of two (2) weeks leave per twelve (12) month period to care for a child, spouse, parent, parent-in-law, domestic partner (as defined in Wis. Stat. SS 40.02(1) and SS 770.01(1)), or domestic partner's parent who has a serious health condition.

Total maximum time for #1 and #2 is eight (8) weeks per twelve (12) month period.

B. Medical Leave

1. A maximum of two (2) weeks per twelve (12) month period for the employee's serious health condition.

For the purposes of the Wisconsin FMLA, a "Serious health condition" means a disabling physical or mental illness, injury, impairment, or condition which requires inpatient care in a hospital, nursing home, or hospice, or outpatient care that requires continuing treatment or supervision by a health care provider.

Federal FMLA

Any employee who has worked for more than 12 months (for a minimum of 1,250 hours) is eligible for unpaid leave under the Federal Family and Medical Leave Act of 1993. An employee will be required to substitute definite and certain paid leave benefits for unpaid leave. At the employee's request, he/she may retain up to one-week of accumulated vacation time and one-week of accumulated sick leave for use upon return to work.

The federal law provides 12 weeks of unpaid leave during a 12-month period. The 12-month period shall be defined as a "rolling" 12-month period. The covered purposes for federal leave are:

- a. The birth and first year care of a child or a child who has been placed with the employee for adoption or foster care.
- b. To care for a child, spouse or parent who is suffering from a serious health condition.
- c. For a serious health condition of the employee that makes the employee unable to perform his/her job duties.
- d. Incapacity due to pregnancy, prenatal medical care or child birth;
- e. Because of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is on covered active duty or call to covered active duty as a member of the Armed Forces, National Guard, or Reserves. Under the Federal FMLA, eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

For the purposes of the federal FMLA, a "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with a least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Special Leave for Military Family Members

The federal law also provides a special leave entitlement that permits employees to take up to 26 weeks of unpaid leave to care for a covered service member during a single 12-month period. The caregiver leave is available if the employee is the spouse, child, parent or next of kin of the covered service member. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. The 12-month period begins on the first day the eligible employee takes leave for this purpose.

REQUEST FOR, DESIGNATION OF, AND APPLICATION OF FMLA-LEAVE

Employee to Provide Notice

Both state and federal law provide that the employee requesting family and medical leave has an obligation to provide reasonable advance notice to management, when practicable, of the nature and extent of any leave requested. Employees must provide 30-days advance notice of the need to take FMLA leave when the need is foreseeable. When 30-days notice is not possible, the employee must provide notice as soon as practicable and must comply with the County's normal call-in procedures. In any event, employees will always have a duty to cooperate with management in arranging and processing leave requests under the state and federal laws to avoid undue disruption of the County's operations.

Employees requesting time off from work for reasons which may qualify for FMLA leave must supply sufficient information for the County to understand that the leave is needed for FMLA-qualifying reasons and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for military family leave. Employees must also inform the County if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

When leave qualifies as FMLA- leave, an employee must complete a FMLA leave request form (Appendix H – 1). If an employee is unable to do so because the need for leave was not foreseeable, a request may be made verbally.

Definition of "Year" for FMLA Purposes

State FMLA leave is applied on a calendar year basis.

The "12-month period" referenced in the Federal FMLA, will be defined as a "rolling" 12-month period measured backward from the date of any FMLA leave usage.

Notice of Designation of Leave to be Provided by Employer

Supervisors are to forward requests to the Human Resources Manager. The Human Resources Manager shall evaluate the request and, absent extenuating circumstances, shall provide a response within five (5) business days to the employee informing them whether they are eligible for FMLA leave and whether the leave will be designated as FMLA leave using a Designation Notice (Appendix H – 2). The Human Resources Manager will also provide the employee with this policy to inform the employee of his/her and responsibilities. The County will provide the Designation Notice and this policy to comply with the requirements of 29 C.F.R. SS825.300(b)(c).

If the Human Resources Manager needs additional information to determine whether a leave is being taken for a FMLA-qualifying reason, the Human Resources Manager may wait until he/she has received the requested information from the employee and then notify the employee whether the leave will be designated as FMLA leave with the “Designation Notice” within five (5) business days, absent extenuating circumstances, after obtaining the information.

If an employee is not eligible for FMLA leave, the County will provide the employee with the reason for the ineligibility. If the County determines that the leave is not FMLA-protected, the County will notify the employee.

The County may require employees to provide medical certification supporting the need for leave due to a serious health condition, second or third medical opinions (at the County’s expense) and periodic recertification, and periodic reports during FMLA leave regarding the employee’s status and intent to return to work. A medical certification form (Appendix H – 3) must be presented by the employee within fifteen (15) days of being asked to do so by the County.

The County may require an employee seeking FMLA leave due to a qualifying exigency to submit a certification. The County may require an employee seeking FMLA leave due to a serious injury or illness of a covered service member to submit a certification providing sufficient facts to support the request for leave.

Concurrent Application of Leaves

When applicable, the Wisconsin and federal leaves shall run concurrently.

If an employee is on worker’s compensation leave, and the employee is also eligible for FMLA leave, the worker’s compensation leave and the FMLA leave shall run concurrently.

If an employee chooses to use paid accumulated sick leave, vacation or holiday pay for FMLA qualifying leave, the leaves shall be applied concurrently.

INTERMITTENT LEAVE

Under some circumstances, employees may take FMLA leave on an intermittent basis. Intermittent leave may be taken in no less than fifteen (15) minute increments.

- a. Federal leave based on a birth or child placement may only be taken intermittently on a reduced leave schedule at Sawyer County's discretion.
- b. State family leave for birth/placement or care of a child, spouse, domestic partner, parent, parent-in-law, or parent of a domestic partner with a serious health condition may be taken as partial absences from employment if scheduled so as not to unduly disrupt the County's operations.
- c. Federal leave based on a serious health condition of an employee, employee's child, spouse or parent (including covered service members) may only be taken intermittently or on a reduced-leave schedule when medically necessary, or at Sawyer County's discretion.
- d. Federal leave due to a qualifying exigency may be taken on an intermittent basis as needed.
- e. State medical leave for self may be taken in non-continuous increments as medically necessary.
- f. If it is physically impossible for an employee using intermittent leave to commence or end work midway through a shift, the entire time the employee is forced to be absent shall be designated as FMLA leave.
- g. Employees shall make a reasonable effort to schedule medical treatments so they do not unduly disrupt current operations and they shall provide the County with reasonable advance notice.
- h. Leave due to qualifying exigencies may also be taken on an intermittent basis.

BENEFITS

An employer is required to maintain group health insurance coverage for any employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. Arrangements will be made for employees to pay their share of health insurance premiums while on leave. In addition to paying their portion of the health insurance premiums, employees shall be required to pay the employee share of their life insurance premiums, disability insurance premiums, dental insurance premiums and vision insurance premiums during leave. If an employee fails to return to work for a reason other than the serious health condition of the employee or the employee's immediate family member, or other reason beyond the employee's control, the employee will be required to reimburse the County for the employer's cost of these benefits while the employee was on unpaid leave.

During periods of unpaid FMLA-leave, no other benefits such as holidays, vacation, sick leave or funeral leave shall accrue. Cash payments made in lieu of health insurance shall not be made during the period of unpaid leave. Such unpaid leave shall not, however, be deemed a break in the employee's continuous service.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

SUBSTITUTION OF PAID LEAVE (FMLA-LEAVE)

The County shall require the employee to use his/her available balances of accrued paid leave to cover the time taken under the provisions of the Federal FMLA. At the employee's request, he/she may retain up to one-week of accumulated vacation time and one-week of accumulated sick leave for use upon return to work. County policy allows employees to use no more than three (3) days of sick leave for the care of a qualifying family member. This provision applies to substitution of paid leave under Federal FMLA leave.

Employees may choose to use any type of accrued paid leave available, including paid sick leave, to cover some or all of the time taken under the provisions of the State FMLA.

The use of accrued paid leave to cover some or all of the time taken under the provisions of the Federal or State FMLA shall not delay the application of time periods allotted under the Acts.

Additional Paid Leave Allowed if Accrued:

Employees who have accrued paid leave (sick leave, vacation time, compensatory time, and/or personal leave) in excess of the amounts allotted under the Federal and State FMLA provisions and who are unable to return to work due to illness or disability, may remain in pay status and receive benefits until they have exhausted the entire amount of their accrued paid leave.

RETURN TO WORK

An ability to return to work certification from a physician will, in most cases, be required in the case of an employee's serious illness, injury, work-related injury (worker's compensation) or illness which has caused a prolonged absence from work, or if the employee's supervisor reasonably determines for the sake of safety that a medical authorization is advisable.

Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. FMLA leaves shall not be counted as absences for disciplinary purposes.

CONFORM WITH EXISTING LAWS

This policy does not provide any greater benefits than those provided by the family and medical leave laws. Any change in the law will impact upon the operation of this policy by modifying its provisions to conform with the law.

UNLAWFUL ACTS

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or related to FMLA.

ENFORCEMENT

A. Federal

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

B. State

An employee who believes his or her rights have been violated may, within 30 days after the violation occurs, or the employee should reasonably have known that the violation occurred, file a complaint with the Department of Workforce Development, Equal Rights Division.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

K. Travel Expenses

1. Mileage. Employees are reimbursed at the rate of fifty-two and one-half (52.5¢) cents per mile if they must use their personal vehicle for work-related travel. All travel, other than in the performance of the employee's regular day-to-day performance of duty, shall be approved in advance by the county Committee having jurisdiction over the employee's department operation.

Hayward is designated as the headquarters city for all county employees. Allowable mileage shall not exceed the lesser of two distances – headquarters to destination and return or home to destination and return, except whenever an employee is called out on emergency after regular working hours, mileage can be claimed from the employee's home and return.

When more than one employee is going to the same point, they are expected to travel in one car whenever possible. When a personal car is used, reimbursement will be over the shortest route. Only the driver is eligible for mileage reimbursement.

No mileage will be paid if a county vehicle is used. If a County-owned vehicle is available for travel outside the County and the employee chooses to use his/her personal vehicle, no mileage reimbursement will be provided. County Board members are exempt from this provision, but are encouraged to use a County-owned vehicle whenever practicable.

Home to office and return mileage is not reimbursable.

Any accidents involving the personal automobile being driven in the performance of official business on a reimbursable basis must be reported immediately by the employee filing an accident report with the owner's own insurance company and with the County Clerk's office.

2. Miscellaneous Charges. Items such as registration fees, taxi, telephone (official business), reasonable parking fees, tow charges, tips, and storage charges incurred while on official business are reimbursable. These items must be itemized separately on the travel voucher by the date incurred. Parking or storage fees at airports are reimbursable only when limousines or cabs are not available or the charges plus mileage are less than public transportation to and from the airport.

3. Other Transportation Charges. Transportation other than by personal automobile shall be by the most economical type and route. Reimbursement for air travel is limited to the most economical class available. The transportation receipt from the carrier must be submitted with the expense voucher.

4. Lodging and Meals. Requests for reimbursement for meals and lodging shall be accompanied by receipts.

There is no reimbursement for lodging within the County. Only reasonable charges for lodging will be reimbursed.

Employees who are eligible for meal reimbursement shall, subject to the submission of receipts, be reimbursed as follows:

Breakfast	\$ 5.00
Lunch	\$ 8.00
Dinner	\$12.00

Employees who are away from work for all three (3) meal periods in a given day shall be provided a daily meal reimbursement up to a total of twenty-five dollars (\$25.00), subject to the submission of receipts.

The reimbursement for meals will be allowed on trips away from the headquarters' city which do not necessitate an overnight stay only on the following conditions:

Breakfast, provided the employee departs (from home, if going direct or from headquarters city) before 6:00 A.M.

Lunch, provided the employee departs the headquarters city before 10:30 A.M. and returns after 2:30 P.M.

Dinner, provided the employee returns (to home, if returning directly, or to the headquarters City) after 6:00 P.M.

To qualify for reimbursement, the time of departure and arrival must be shown on the travel voucher. If the meeting is attended in Sawyer County and registration includes the meal, the employee will be reimbursed for the cost of the meal/registration.

VII. EMPLOYMENT POLICIES

A. Work Day – Work Week

Regular Work Hours. The regular workweek for the Courthouse shall consist of five (5) seven (7) hour days, Monday through Friday, from 8:00 A.M. to 4:00 P.M. Departments may schedule five (5), eight (8) hour work days if approval and funding for the hours are approved by the County Board. The Committee of Jurisdiction and Personnel-Administrative Committee may authorize a Department Head discretion in the scheduling of working hours to promote smooth and efficient operation of the department or for efficiency reasons.

Increased Work Hours - Non-Emergency. In periods of increased work, the Department Head has the authority to temporarily increase working hours if the additional hours do not exceed the amount budgeted for departmental wages. If the additional hours exceed the amount budgeted for wages, but can be absorbed by other line items within the departmental budget without exceeding the total departmental budget, authorization must be received from the Committee of jurisdiction. If the additional hours will cause expenditures to exceed the amount budgeted for said department, authorization must be received from the Committee of jurisdiction, the Finance Committee, and the County Board of Supervisors.

Increased Work Hours - Emergency. In a declared emergency, Department Heads or the designated Emergency Operations Center (EOC) Director may schedule employees as they deem necessary to address the emergency situation. Employees may be assigned to work outside their normal department, outside their normal work duties, and/or outside their normal work hours. Such assignments may initially be offered on a volunteer basis, but will be mandatory if there is not a sufficient number of volunteers or if need dictates forced assignments. Non-exempt employees shall be compensated or receive compensatory time under the provisions of their Departmental policy for all work assigned by the County during a declared emergency. At the next meeting of his/her respective committee, the Department Head or EOC Director shall provide a report of the emergency, the staffing used to address the emergency situation, and the anticipated budgetary impact so the committee may initiate any necessary budgetary action.

Breaks. All regular full-time and regular part-time employees shall receive an unpaid lunch break of sixty (60) minutes to be scheduled by the supervisor as near the mid-point of the day's work as possible. Department Heads are expected to stagger the lunch breaks of their employees to provide for coverage of their department during lunch hours whenever possible. Rest periods or coffee breaks are not provided by statute, but are a privilege extended by the County. All regular full-time and regular part-time employees shall receive two (2) rest or coffee breaks of not more than fifteen (15) minutes, one in the morning and one in the afternoon, as scheduled by the supervisor. The first such break shall occur during the day's work schedule prior to the lunch break and the second such break shall occur after the lunch break, but prior to quitting time for the day. Rest breaks or coffee breaks cannot be used to make up lost time due to tardiness or absences nor can they be saved up, used as vacation, an excuse to start late or leave early, added to any other daily break periods, or split into shorter multiple breaks.

Personal Business. Outside business affairs are to be conducted away from the office as much as possible. Appointments for personal business will not be made during work hours except in the case of an emergency or other extenuating circumstances. In all cases, personal business calls will be held to a minimum in number as well as in duration. In cases where medically-related appointments must be kept during working hours, approval must be obtained in advance from the Department Head.

Time Records. Elected officials shall not be required to maintain time records. For payroll purposes, time sheets shall be submitted for salaried, management-level employees that show salaried hours, holiday pay, and vacation and sick leave used. All other employees shall be required to maintain a time sheet detailing time worked, including compensatory time earned and/or taken, sick leave, paid holidays, and vacation taken. Employees shall not inaccurately record time worked.

Outside employment

County employees may engage in outside employment unless, in the judgment of the Department Head or governing committee, such employment conflicts with or affects the performance of their duties.

All fees, gratuities, honorarium or any other form of compensation for outside services while being paid by the County shall be turned over to the County. This shall not be construed to apply to activities performed after regular work hours, while an employee is on a bona fide vacation or on holiday, or to part-time employees except during those times they are actually providing services to the County. (Also see Code of Ethics – Section V). Failure to comply with these conditions shall be considered grounds for disciplinary action up to and including dismissal.

B. Position Descriptions

There shall be a written position description for each approved position within each department of the County. The description shall include a general description of the position; an outline of the duties and responsibilities; a listing of the qualifications, knowledge, skills and abilities; a closing statement related to management rights; and the status of the position as it relates to the Fair Labor Standards Act (FLSA).

Copies of the position description shall be kept in the employee's departmental file, the County Human Resources Department file, and one copy given to the employee. Position descriptions shall be reviewed with employees and revised periodically as needed. In all cases, position descriptions shall be updated if a position is reclassified and, if vacant, prior to being posted or advertised. The employee, Department Director and Human Resources Manager shall sign and date the description as indicated on the approved County form (Appendix A).

C. Reclassification Procedures

An employee who believes he/she is being regularly assigned additional duties that significantly impact on his/her current position, may file a written request including the basic rationale for the request, as well as a statement of the classification (title and pay grade) which is being requested, with the Personnel-Administrative Committee for a classification review. Such requests must be filed by May 1.

The Personnel-Administrative Committee shall conduct its review and inform the employee of its decision in writing by August 1. Should the Committee decide in favor of the employee, the employee shall be reclassified effective January 1 of the next fiscal year. In any case, lack of funds shall not be reason for failing to approve the reclassification.

The Chairperson of the Personnel-Administrative Committee shall request that the employee's Department Head or immediate supervisor along with the Human Resources Manager provide the committee with all relevant information, including a current and the immediate prior position descriptions. Information considered includes the extent to which the duties, responsibilities, skills and qualifications required for the position have changed based on the Reclassification Components (See Appendix I) and information regarding how the position compares with other positions in the department and/or with other positions within the County's employment. The Personnel-Administrative Committee may also request information from other Department Heads or supervisors regarding positions that may be similar to the one being considered for reclassification or may request recommendation(s) on the reclassification request from the employee's supervisor(s), Department Head, or committee.

The Personnel-Administrative Committee shall act on the reclassification request following its review and analysis of the requested relevant information. The Personnel-Administrative Committee may reject the request, approve the request, or approve a reclassification to a pay grade higher than the current pay grade for the position, but lower than the pay grade requested by the employee. Denials of reclassification requests are not subject to the grievance procedure.

D. Personnel Files / Employment Records

Communication of Policy to Employees and Third Parties. Sawyer County maintains personnel files to provide a work history on each employee. The County keeps personnel files confidential. Personnel files include the Central Files maintained by the Human Resources Department, Working Files maintained in the Department, and Payroll and Benefit-Related Files maintained by the County Clerk/Payroll Department. Viewing of personnel files is limited to the individual employee, County management when appropriate, and the Human Resources Manager. All personnel files remain the property of the County. In obtaining and retaining employee information, the County substantiates the position-relatedness of the information and its relevancy to specific County decisions. State and federal laws also regulate employee information gathering and retention requirements for employers.

Central Personnel Files. Permanent employee records are maintained and stored by the Human Resources Department.

In basic terms, personnel files contain any items that bear a direct relationship to the employee/employer relationship. For example, any documents which relate to:

- The employee's recruitment, selection and retention;
- The employee's position responsibilities;
- The employee's past, present or future ability to perform work assignments;
- Information regarding performance, including performance evaluations, complaints filed against employee, records of disciplinary action, and commendations.

The documents listed below are to be on file in the Personnel Department and become a part of the employee's permanent personnel record. This record shall be kept confidential, however, any employee may be given access to his/her records by contacting the Human Resources Manager.

- a. Application for employment;
- b. Position description(s);
- c. Test document screening results;
- d. Performance evaluations;
- e. All records relating to hiring, promotion, demotion, transfer, layoff, discipline, termination, rates of pay, employee benefits and other forms of compensation, selection and interview material, and training information.

Departmental Working Files. Supervisors may keep working files of their employees. All materials placed in Departmental Working Files after January 1, 2005, shall also be provided to the Human Resources Manager for inclusion in the Centralized Personnel Files. Departments may internally retain any documentation of a supportive or investigative nature pertaining to ongoing performance or discipline situations. This documentation is gathered and held by the supervisor prior to final action being taken. Once this situation becomes resolved, all related items are included in the employee's official Centralized Personnel file. Departments may also keep a file for emergency contact information for its employees. Emergency contact information shall be kept confidential and separate from the personnel file.

Payroll & Benefits Files. The Payroll / County Clerk's office will retain payroll information, benefit enrollment and change forms, and similar forms used to determine pay rates, overtime pay, payroll deductions, and enrollment or changes to health insurance, life insurance and other benefit programs. The following forms relating to payroll, identification, and insurance are required to be on file in the County Clerk's office in a confidential file:

- Direct Deposit Authorization
- Federal & State Payroll Withholding forms
- I-9 Employment Eligibility form
- Signature card(s) for payroll deductions
- Insurance declaration (health, life, dental, vision, short and long term disability)
- Work permit for employees under age 18
- Social Security number

The Payroll & Benefits File shall be kept confidential, however, any employee may be given access to his/her records by contacting the County Clerk's Office. The County may also request employees to complete an Affirmative Action – Equal Employment Opportunity Identification Form to be used to provide employment statistics to government reporting agencies. Said form shall be maintained in the Payroll and Benefits file (not in the Personnel file) and shall not be used in making any employment-related decisions.

Personal Health Information

Results from physical examinations related to employment, drug and alcohol testing, Tuberculosis testing, and similar medical-related information shall be kept in a confidential file, separate from the personnel file.

Departmental Working files and Payroll and Benefits files will be sent to the Human Resources Manager for proper filing/disposition when the Department no longer needs to retain them.

Review of Personnel Records. Sawyer County considers employee personnel files to be highly confidential. Viewing of such is limited to the individual employee, County management when appropriate, and the County Human Resources Manager.

An employee who requests to view his/her personnel file must make his/her request in writing to the County Human Resources Manager to arrange a mutually agreeable date and time. The County Human Resources Manager shall provide the employee with the opportunity to inspect his/her personnel records within seven (7) working days after the employee makes the request for inspection. The inspection shall take place in the Human Resources Department in the presence of the Human Resources Manager or his/her designee. The County shall grant at least two requests by an employee in a calendar year.

Who Has Access to the File. An employee may designate, in writing, a representative of the employee's union, collective bargaining unit or other designated representative to inspect the employee's personnel records. The County shall allow such a designated representative to inspect the employee's personnel records in the same manner as provided an employee. Sawyer County will not furnish information about its employees to third parties without employee written authorization except to verify employment or as required by open records laws.

Personnel Record Correction. If the employee disagrees with any information contained in the personnel records, a removal or correction of that information may be mutually agreed upon by the County and the employee. If an agreement cannot be reached, the employee may submit a written statement explaining the employee's position. The County shall attach the employee's statement to the disputed portion of the personnel record. The employee's statement shall be included whenever that disputed portion of the personnel record is released to a third party as long as the disputed record is part of the file.

Exceptions. The rights of the employee or the employee's designated representative to inspect his/her personnel records does not apply to:

- Records related to the investigation of possible criminal offenses committed by the employee;
- Letters of reference for that employee;
- Any portion of a test document, except that the employee may see a cumulative total test score for either a section of the test document or for the entire test document;
- Materials used by the County for staff management planning, including judgments for recommendations concerning future salary increases and other wage treatment, bonus plans, promotions and position assignments or other comments for rating used for the County's planning purposes;
- Information of a personal nature about a person other than the employee if disclosure of that information would constitute a clear and unwarranted invasion of the other person's privacy;
- Records relevant to any other pending claim between the employer and the employee, which may be discovered in a judicial proceeding {Wisconsin Statute 103.13(6)}.

Items contained within the personnel file which are not viewable by the employee are removed by the Human Resources Manager before the mutually agreed upon viewing time. The types of documents not viewable by an employee should be discussed with the employee at the file inspection time.

Copies. The right of the employee or the employee's representative to inspect personnel and medical records includes the right to copy or receive a copy of the records, other than exceptions denoted above. The County may charge a reasonable fee for providing copies of records.

Penalties. Sawyer County will not tolerate any mishandling of employee information by any County representative. Such occurrences will subject the Party to discipline up to and including discharge.

Purpose/Length of Detention. In retaining employee information, Sawyer County continues to balance the individual's right to privacy, the requirement of federal and state laws and the business necessity for retaining such information. All personnel and medical records will be maintained and retained in accordance with County policy and existing state and federal laws.

Employee Data

Sawyer County may obtain emergency contact and personal history information from new employees (Appendix J) and requests revisions to this information as necessary (Appendix K). This information will be kept separate from the personnel file and shall not be used in making any employment-related decisions.

E. Separations.

All separations of employees from positions will be designated as one of the following types: retirement, resignation, layoff, involuntary termination, disability, or death.

Retirement. Retirement is the separation of the employee in accordance with the provisions of the State of Wisconsin Retirement System under which the employee is eligible to receive benefits.

Resignation. Resignation is the separation of the employee by his/her voluntary act. An employee may resign in good standing from the County by submitting, in writing, the reasons and the effective date to the Department Head at least fourteen (14) days in advance. The Department Head may permit a shorter period of notice because of extenuating circumstances. Copies of the letter of resignation will be placed in the employee's personnel file and a copy will be forwarded to the Human Resources Department. Management personnel and professionals are requested to give at least thirty (30) days notice in writing of their intent to resign.

A notice of retirement or resignation received and accepted by the employee's Department Head shall be considered final and irrevocable. Notice of a Department Head's retirement or resignation shall be considered final and irrevocable upon receipt by the Chairperson of the Department Head's Committee of Jurisdiction.

Layoff: The County retains the right to lay off employees, in whole or in part, and to retain those employees who are most qualified to perform the available work, regardless of their previous length of employment. The needs of the County shall be the prime consideration used in the County's determination of which employees shall be laid off. The rehiring of employees that have been laid off shall be determined by the County based on its needs for the most qualified person to perform the available work.

Involuntary Termination: Involuntary Termination is the separation of the employee at the will of the County.

Disability. An employee may be separated from employment when he/she cannot perform the required duties because of a physical or mental impairment. Action may be initiated by the employee, his/her legal representative, or the County, but in all cases, the action should be supported by medical evidence acceptable to the department committee. The County may require an examination at its expense, to be performed by a physician of its choice. The County will comply with the provisions of the Americans with Disabilities Act.

Death. Separation benefits will be effective as of the date of death. All compensation due will be paid to the estate of the employee except for such sum as specified by law.

F. Internal Conflict Resolution Procedure

1. Purpose. The purpose of the conflict resolution procedure is to provide a method of voicing complaints in an orderly manner so that the proper authorities can resolve matters fairly and in a timely manner. By mutual agreement, in writing, the parties may elect to waive any step(s) to permit expeditious resolution of a complaint. Each employee will be offered an opportunity to be represented in each of the steps of the conflict resolution procedure by a representative of his/her choice.
2. Coverage of Procedure. Employees have the right to utilize the conflict resolution procedure in connection with complaints as follows: Alleged violation of misinterpretation of the County's rules and regulations, including, but not limited to, such matters as conditions of employment, promotions, lay off, and corrective actions such as oral or written reprimands. This conflict resolution procedure is not applicable to any issue that is subject to a collective bargaining agreement or the Sawyer County Grievance Procedure concerning employee terminations, employee discipline and workplace safety.
3. Representation. The employee filing the complaint may elect to have one employee or other outside representative of his/her choice at any step in the conflict resolution procedure. The employee filing the complaint and his/her representative may be granted necessary and reasonable absence from work for scheduled meetings, conferences and hearings with supervisors or members of the hearing panel without loss of pay or leave credits.

Meetings at all steps of the procedure may be held during regular business hours. However, no overtime will be granted to any employee as a result of his/her involvement in a conflict resolution procedure.
4. Time Limitations. Time shall be computed in terms of workdays, which are defined as Monday through Friday, excluding holidays. In the absence of a timely appeal by an employee filing the complaint, the last decision at any step of the procedure becomes final.

In the absence of a timely answer by any level of management, the employee filing the complaint may appeal to the next step of the procedure. If it is impossible to comply with the time limits specified in the procedure because of work scheduled, illness, or vacations, the time limitations may be extended by mutual agreement in writing.
5. Group Complaints. Employees having a common complaint may file a group complaint. The complaint shall be filed at the lowest step of the procedure involving a common level of supervision. Employees must choose one spokesperson.
6. Freedom from Retaliation. Employees and their representatives shall be free to use the procedure without restraint, interference, coercion, discrimination or reprisal. An employee, whether acting in an official capacity for the county or on any other basis, shall not interfere with or attempt to interfere with another employee's exercise of his/her right under this procedure. Furthermore, no employee acting in an official or unofficial capacity, shall take or threaten to take any active reprisal against any employee because of the exercise of any rights under this procedure.

7. Steps in the Conflict Resolution Procedure

Step #1: The employee filing the complaint, or with a representative, shall orally explain his/her complaint to his/her immediate supervisor, no later than five (5) working days after he/she knew or should have known of the cause of such complaint. The work of the County shall not be interrupted by the processing of a complaint. The supervisor shall, within five (5) working days orally answer the employee filing the complaint and the representative where applicable of his/her decision.

Step #2: If the complaint is not settled at the first step, the employee filing the complaint and/or representative shall prepare and file a written complaint with the Department Head and his/her designee within five (5) working days. The Department Head will further investigate the complaint and will submit his/her decision to the employee and his/her representative in writing within five (5) working days after receiving written notice of a complaint.

Step #3: If the complaint is not settled at the second step, the employee filing the complaint may appeal the decision to the department committee within ten (10) working days after receipt of the decision of the Department Head. The parties shall meet at a mutually agreeable time and place to discuss the complaint. Following said conference, the department committee shall respond, in writing, within ten (10) working days.

Step #4: If the complaint is not settled at the third step, the employee filing the complaint may appeal the decision to the Personnel-Administrative committee within ten (10) working days after receipt of the decision of the Department committee. The parties shall meet at a mutually agreeable time and place to discuss the complaint. Following said conference, the Personnel-Administrative Committee shall respond, in writing, within ten (10) working days.

8. Hearing Procedures

Witnesses. If it is administratively practicable, the County shall make its employees available as witnesses when requested.

Any employee who is to be absent from work to appear as a witness must obtain prior supervisory approval. He/she shall be allowed administrative leave with pay, for this purpose.

9. Conduct of Hearing

Attendance at Conference. Attendance at the conference is limited to persons determined by the Personnel-Administrative Committee to have direct connection with the complaint. When requested by the employee filing the complaint, the hearing may be open to the public.

Evidence. The conference shall be conducted so that it will bring out pertinent facts and produce pertinent documents. The order in which the parties are heard is at the discretion of the Personnel-Administrative Committee and shall not indicate any special burden. The rules of evidence used in courts need not apply. The Personnel-Administrative Committee shall make decisions of the admissibility of evidence or testimony.

Testimony of Witnesses. Testimony shall be under oath or by affirmation and both the employee filing the complaint or representative and the County must be given an opportunity to cross-examine all witnesses who appear and testify.

Record of Conference. A record of the conference shall be kept.

Decision. Each member of the Personnel-Administrative Committee shall have an equal vote. A copy of the decision letter will be furnished to the employee filing the complaint.

Costs. The County and the employee filing the complaint each shall bear its own expense involved in the preparation of its case.

G. Grievance Procedure:

1. Policy:

To provide a timely and orderly review of decisions, as required by Wis. Stat. § 66.0509, concerning: a) employee terminations; b) employee discipline; and c) workplace safety.

2. Purpose and Applicability

This procedure provides an employee with the individual opportunity to address concerns regarding discipline, termination or workplace safety matters, to have those matters reviewed by an Impartial Hearing Officer and to appeal to the County Board, where appropriate. The County expects employees and management to exercise reasonable efforts to resolve any questions, problems, or misunderstandings prior to utilizing the Grievance Procedure.

If an employee is subject to a contractual grievance procedure, the contractual grievance procedure must be followed as applicable. This procedure does not replace or supersede any statutory provision which may be applicable to an employee's employment with the County. This Grievance Procedure does not create a legally binding contract or a contract of employment.

3. Definitions

Definition of "Discipline": For purposes of this procedure, "discipline" means an employment action that results in disciplinary suspension or disciplinary demotion/reduction in rank. "Discipline" does not include any written or verbal notices, warnings, or reminders; verbal discipline will be documented, but not subject to the grievance procedure. The purpose of written and verbal notices, warnings, or reminders is to alert the employee that failure to correct the behavior *may result* in disciplinary suspension, termination, or disciplinary demotion/reduction in rank.

Note: Disputes involving written and verbal notices or warnings may be addressed through the Internal Grievance Procedure, contained in the Personnel-Administrative Policies at VII., F., with final review by the Personnel-Administrative Committee.

Definition of "Termination": For purposes of this procedure, "termination" means a separation from employment by the employer for disciplinary or performance reasons. "Termination" does not include layoff, furlough or reduction in workforce, reduction in hours, job transfer or reassignment, or retirement.

Definition of "Employee" for Purposes of Discipline and Termination Grievances: For purposes of the Procedure for Grievances Concerning Employees Terminations and Employee Discipline, "employee" includes all regular full-time and part-time employees. The term "employee" excludes elected officials; individuals hired on a limited term, temporary, casual, or seasonal basis; independent contractors; and employees within their introductory/probationary period.

Definition of Grievance Sub-Committee for Discipline and Termination

Grievances: For purposes of Step 2 of the Procedure for Grievances Concerning Employees Terminations and Employee Discipline, “the Grievance Sub-Committee shall consist of the Chair and Vice Chair of the Committee of Jurisdiction over the department in which the grievance arose, or their designee and three (3) persons appointed by the Chair of the Personnel-Administration Committee.

Definition of “Workplace Safety”: For purposes of this procedure, “workplace safety” includes any conditions of employment related to the physical health and safety of employees, including the safety of the physical work environment, the safe operation of workplace equipment and tools, provision of personal protective equipment, workplace violence, and accident risks. “Workplace Safety” does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, and work schedules.

Definition of “Employee” for Purposes of Workplace Safety Grievances: For purposes of the Procedure for Grievances Concerning Workplace Safety, “employee” shall include all regular full-time and part-time employees, elected officials; and, individuals hired on a limited term, casual, or seasonal basis. The term “employee” excludes independent contractors.

Definition of “Workplace Safety Committee” for Purposes of Workplace Safety

Grievances: For purposes of Step 2 of the Procedure for Grievances Concerning Workplace Safety, the Workplace Safety Committee shall consist of a public health nurse, the Highway Commissioner or his/her designee, the Sheriff or his/her designee; the County Clerk, the Human Resources Manager, and two County Board members appointed by the Chair of the Personnel-Administration Committee.

4. General Provisions:

Role and Appointment of “Impartial Hearing Officer”: For purposes of this policy, the role of the “Impartial Hearing Officer” will be to define the issues, identifying areas of agreement between the parties and identifying the issues in dispute, and to hear the parties’ respective arguments.

The Hearing Officer may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing. The Hearing Officer will have the authority to administer oaths, issue subpoenas at the request of either party, and decide if a transcript is necessary. The Hearing Officer shall apply relaxed standards for the admission of evidence and may allow or request oral or written arguments and replies.

The Impartial Hearing Officer shall be selected by County Clerk/Co-Administrative Coordinator (hereafter “County Clerk”) based on the nature of the matter in dispute.

Costs: Each party shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees, in investigating, preparing, presenting, or defending a grievance. The fees of the Hearing Officer will be paid by the County.

Time Limits: The term "days" as used in this provision means calendar day. The employer and grievant may mutually agree to extend time limits, in writing. If the last day on which a grievance is to be filed or a decision is to be appealed is a Saturday, Sunday or a day in which the courthouse is closed, the time limit is the next day which is not a Saturday, Sunday or day in which the courthouse is closed.

A grievance or decision or appeal is considered timely if received by the employer during normal business hours or if postmarked by 12:00 midnight on the due date.

The employer and grievant may mutually agree, in writing, to waive any step to facilitate or expedite resolution of the grievance.

If the grievance is not answered within the time limits, the grievant may proceed to the next available step within 7 days.

Scheduling: Grievance meetings and hearings will typically be held during the grievant's off-duty hours. Time spent in grievance meetings and hearing [*outside of normal business hours*] shall not be considered as compensable work time.

Representation: The grievant shall have the right to representation during the Grievance Procedure at the Grievant's expense.

5. Procedure for Grievances Concerning Employee Terminations and Employee Discipline:

Step 1:

An earnest effort shall be made to settle the matter informally between the aggrieved employee and the employee's immediate supervisor. If the grievance is not resolved informally, it shall be reduced to writing by the employee who shall submit it to the employee's Department Head, with a copy to the County Clerk (Appendix L).

The written grievance shall give a detailed statement concerning the subject of the grievance, the facts upon which the grievance is based, and indicate the specific relief being sought.

Time Limit: If the employee does not submit a written grievance within 14 days after the facts upon which the grievance is based first became known, or should have been known to the employee, the grievance will be deemed waived. The Department Head will reply in writing to the employee within 14 days after receipt of the written grievance.

Step 2:

If the Grievance is not settled at Step 1, and the employee wishes to appeal the decision, the employee shall submit the grievance to the County Clerk to request a meeting with the Grievance Sub-Committee.

Time Limit: If the employee does not submit a written request within 14 days after receipt of the Department Head's reply, the grievance shall be deemed waived. If timely requested, a Grievance Sub-Committee meeting will normally be scheduled with 14 days of receipt of the meeting.

At the conclusion of the meeting, the Grievance Sub-Committee shall render a written decision indicating one of four decisions: 1) Sustaining the discipline/termination, 2) Modifying the discipline/termination, 3) Denying the discipline/ termination, or 4) Recommending additional investigation prior to final determination. In cases where the Grievance Sub-Committee recommends additional investigation, at the conclusion of the additional investigation, a second, follow-up meeting shall be scheduled.

Step 3:

If the grievance is not settled in Step 2, and the employee wishes to appeal the decision, the employee shall submit the written grievance to County Clerk to request a hearing before an impartial hearing officer.

Time Limit: If the employee does not submit a written grievance to the County Clerk requesting a hearing before an impartial hearing officer within 14 days after receipt of the Grievance Sub-Committee's decision, the grievance will be deemed waived. If timely requested, the hearing will normally be scheduled within 30 days of receipt of the request for hearing.

The impartial hearing officer shall determine whether the preponderance of the evidence presented supports the Department Head's decision, as modified by the Grievance Sub-Committee, as applicable.

At the conclusion of the hearing, the Hearing Officer shall render a written decision indicating the reasons for one of four decisions: 1) Sustaining the discipline/termination, 2) Modifying the discipline/termination, 3) Denying the discipline/ termination, or 4) Recommending additional investigation prior to final determination. In cases where the Hearing Officer recommends additional investigation, at the conclusion of the additional investigation, a second, follow-up hearing shall be scheduled. The Hearing Officer shall render a written decision to the employer and employee within 10 calendar days from the date of the hearing.

Step 4:

The employer or employee may appeal the decision of the Hearing Officer to the County Board (Appendix O). The decision of the governing body shall be final and binding upon the parties.

Time Limit: The employee or employer may request a review by the County Board by filing a request with the County Clerk within 14 days of receipt of the written decision of the Hearing Officer. The request must set forth in detail the reasons for the appeal. The non-appealing party shall have 14 days to submit a reply to the detailed request. Once the request and reply are received, the review will be scheduled at the Board's next regularly scheduled meeting or at a special meeting at the discretion of the County Board Chair. If not timely submitted by the grievant, the grievance can no longer be addressed in the grievance procedure.

Level of Review: The County Board shall review the written decision of the Hearing Officer, the reasons for the appeal and the reply. The role of the County Board, in reviewing the decision of the Impartial Hearing Officer, is to address the following question:

Was there a rational basis for the decision rendered by the Impartial Hearing Officer?

After answering the above-question, the County Board will uphold, modify, or reverse the decision of the Impartial Hearing Officer.

6. Procedure for Grievances Concerning Employee Workplace Safety:

Step 1:

Any employee who personally identifies, or is given information about, a workplace safety issue or incident must notify his/her supervisor of the issue or incident as soon as reasonably practicable. All safety issues, no matter how insignificant the situation may appear to be, must be reported.

Time Limit: Any workplace safety incident or issue must be reported by an employee within 24 hours after the incident or issue was raised in order to be addressed as part of the grievance procedure.

A written report of the incident or issue, outlining the events that transpired and proposed resolution, if any, shall be signed by the employee and submitted to the County Clerk within 7 days of the incident or issue for review and consideration by the Workplace Safety Committee (Appendix M).

Step 2:

After receipt of the written report, the Workplace Safety Committee will conduct additional investigation, if required, and normally issue a final report on its findings and conclusions within 7 days of receipt of the written report. Copies of the Workplace Safety Committee's final report will be given to the persons who signed the written report, as well as to the County Clerk.

Step 3:

The employee may appeal the findings and conclusions of the Workplace Safety Committee and request a hearing before an Impartial Hearing Officer (Appendix N).

Time Limit: If the employee does not submit a written grievance to County Clerk requesting a hearing before an impartial hearing officer within 7 days after receipt of the Workplace Safety Committee's final report, the grievance can no longer be addressed in the grievance procedure. If timely requested, the hearing will normally be scheduled within 14 days of receipt of the request for hearing.

At the conclusion of the hearing, the Hearing Officer shall record one of three outcomes: 1) Sustaining the conclusions of the Workplace Safety Committee, 2) Denying the conclusions of the Workplace Safety Committee and ordering additional or alternative remedial measures, or 3) Recommending additional investigation prior to final determination. In cases where the Hearing Officer recommends additional investigation, at the conclusion of the additional investigation, a second, follow-up hearing shall be scheduled. The Hearing Officer shall render a written decision to the employer and employee within 10 calendar days from the date of the hearing.

Step 4:

Any order for additional or alternative remedial measures must be submitted to the Finance Committee for approval prior to implementation. The employer or employee may appeal the decision of the Hearing Officer, or the Finance Committee, if applicable, to the County Board. The decision of the governing body shall be final and binding upon the parties.

Time Limit: If additional or alternative remedial measures are ordered, the Finance Committee shall meet within 14 days to consider the order and render a written opinion.

The employee or employer may request a review by the County Board by filing a request with the County Clerk within 14 days of receipt of the written decision of the Hearing Officer, or the Finance Committee, as applicable. The request must set forth in detail the reasons for the appeal. The non-appealing party shall have 14 days to submit a reply to the detailed request. Once the request for review and reply are received, the review shall be scheduled at the Board's next regularly scheduled meeting or at a special meeting at the discretion of the County Board Chair. If not timely submitted by the grievant, the grievance can no longer be addressed in the grievance procedure.

Level of Review: The County Board shall review the written decision of the Hearing Officer, and/or Finance Committee, the reasons for the appeal and the reply. The role of the County Board, in reviewing the decision of the Impartial Hearing Officer, is to address the following questions:

Was there a rational basis for the decision rendered by the Impartial Hearing Officer?

After answering the above-question, the County Board will uphold, modify, or reverse the decision of the Impartial hearing Officer and/or Finance Committee.

H. Work Rules and Standards

1. Introduction. The following standards for work at Sawyer County provide a basic outline for expected employee conduct while employed with the county. Violations of these express standards will be considered potential employee misconduct and will subject the employee to disciplinary action up to and including discharge from employment. This list of standards is not meant to be all-inclusive nor exclusive, but is an indication of what the County expects from its employees.

These work rules are provided to guide employees so that they know what is expected of them and for creating working conditions that are for the benefit of all employees. This list includes the general work rules of the County.

Employees are responsible for strict compliance with these rules and for the proper care of County property, equipment and vehicles placed in his/her charge either temporarily or permanently.

2. Definitions

When used in this section, these words or terms shall have the following meaning:

- a. Property: Anything of value.
- b. County Property: Any property owned or leased by, or in the custody or control of, the County.
- c. County Premises: Any building or structure or part thereof or any lands, owned, leased, or in the custody of the County or devoted to use by the County.
- d. County: The County of Sawyer, a municipal body corporate, and all of its agencies, boards, commissions, institutions, departments and divisions.

3. Property and Premises

- a. Employees shall use County property and equipment for work purposes, as directed.
- b. Theft of private or county property shall be grounds for dismissal.
- c. Employees shall not misuse, destroy, or otherwise use county property in an improper manner.
- d. Employees shall follow all rules or practices relating to security of County property or premises.
- e. Unauthorized use, duplication, or possession of county keys, or unauthorized disclosure of protected pass codes for building entry, shall be grounds for discipline.
- f. Employees may not distribute or post handbills, pamphlets or other written material in any work area without authorization.
- g. Employees shall not post, remove, or tamper with County bulletin board material without being authorized by the appropriate Department Head or designee.
- h. All employees shall observe parking or traffic regulations on County property as established by ordinance or departmental rules.
- i. There shall be no charges for personal telephone expenses on county telephone equipment.
- j. There shall be no personal use of County postage.
- k. Use of computers, email and internet access shall be in compliance with the County's Information Technology Resources Policy.

4. Insubordination

- a. Employees shall obey all orders of a supervisor whether written or oral.
- b. All employees shall comply with departmental work rules.
- c. Employees shall not threaten, intimidate, coerce, or harass any other persons, including but not limited to other employees or supervisors at any time.
- d. Employees shall not make false or malicious statements, either oral or written, concerning any employee, the County, or its policies.

5. Attendance

- a. Employees will not be allowed unexcused absences.
- b. Employees will not be allowed unexcused tardiness.
- c. Employees will not leave early and must be at the assigned work area at the start and end of shifts, breaks, and/or meal periods.
- d. Employees shall not leave the place of work during working hours without authorization, and shall not waste time or loiter.
- e. Employees shall work until designated quitting time and shall not quit early.
- f. Each employee is personally responsible for his/her time record. Time records may not be punched, filled in, or submitted by another person.

6. Performance

- a. Employees shall perform to the best of their ability the duties of the assigned position.
- b. Substandard or careless performance will not be tolerated.
- c. Employees shall not restrict output or engage in any intentional slowdown, work stoppage, or strike.
- d. Employees shall not engage in any activity that distracts or disrupts other employees in the performance of their duties.
- e. Regular flow of departmental procedures shall not be disrupted.

7. Records

- a. Employees shall not falsify, modify, or make any other unauthorized alterations of any County record.
- b. Employees shall not make unauthorized disclosure of confidential or privileged information.

8. Conduct

- a. Employees shall maintain appropriate, well-groomed appearance at all times.
- b. Employees shall not:
 1. Report to work, or work, while under the influence of intoxicating beverages and/or narcotics, or other drugs, or have possession of same on County premises or during working hours, unless it is necessary as part of the job (i.e., undercover law enforcement work) and authorized by the Department Head.
 2. Promote, or take part in, indecent, criminal, or inappropriate conduct on County premises or during working hours.
 3. Display abusive or improper treatment toward the public, County officials, or other employees.
 4. Display offensive language or conduct to the public, County officials or other employees.
 5. Sleep, doze or demonstrate a lack of attentiveness during working hours.
 6. Be in possession of unauthorized weapons on county premises or during working hours.

7. Provoke or instigate a physical fight, or fight during working hours on or off County premises.
 8. Engage in horseplay or scuffling on County premises or during working hours.
 9. Engage in personal activities during working hours.
 10. Gamble on county premises or during working hours.
 11. Vend, solicit or collect contributions for any purpose on county premises.
 12. Induce, or attempt to induce, any officer or employee in the county service, to commit an illegal act or to act in violation of any lawful departmental or official regulation or order.
 13. Solicit or receive from any person or participate in any fee, gift, or other thing of value in the course of one's work, as provided for in Wisconsin Statutes 19.59 Code of Ethics for local government officials, employees and candidates and/or 9.46.12 Misconduct in Public Office.
 14. Threaten or attempt to use or use political influence or give or be in any way involved in giving money or any other thing of value in return for appointment, promotion, transfer, leave of absence, or change in appropriation of pay.
 15. To use one's position to further the candidacy of any person or engage in political work during working hours, or devote so much time and effort to political activity outside working hours as to have impaired one's job performance.
- c. When representing the County at meetings, training sessions, ceremonies, and similar functions, unprofessional conduct or expression of opinions that may damage the County's relationship with the public or other agencies is prohibited. While representing the County, an employee's conduct and communications should represent the operating philosophy of their Department and of Sawyer County.

9. Disciplinary Action

Each Department Head is responsible for the proper and efficient operation of the Department and for enforcing all properly approved policies. Departmental supervisors are authorized to take corrective and/or disciplinary action, with the approval of the Department Head. Corrective and disciplinary action against employees may be taken for violations of any personnel policies and procedures set forth herein or for unsatisfactory work performance. Whether corrective or disciplinary actions against employees are taken or not taken by County management, it shall in no way abrogate the right of Sawyer County to discharge an employee from employment at any time, for any or no reason with or without prior notice. It is impossible to categorically state when or if corrective or disciplinary measures or termination of the employment relationship will be appropriate action. At the sole discretion of the County, various types of employee corrective action and/or discipline may be imposed which include but are not limited to the following: verbal warning, written warning, or suspension. None of these corrective actions or disciplinary measures are required to be used before discharge from employment occurs, nor are the listed actions required to be used in any specific order. Employees who violate policies and procedures, whether express or implied, or who have unsatisfactory work performance are subject to corrective and/or disciplinary action up to and including discharge from employment.

Oral or written reprimands may be appealed through the Conflict Resolution Procedure. Demotions, suspensions or terminations may be appealed through the Sawyer County Grievance Procedure.

I. Affirmative Action/Equal Employment Opportunity (AA/EEO) and Americans with Disabilities (ADA) Policy Statement.

It is the policy of the County to recruit, select, retain, and promote the best-qualified persons for positions. Recruitment, selection and promotion will be conducted in an affirmative manner to assure open competition to provide Affirmative Action/Equal Employment Opportunity and to prohibit discrimination because of race, color, creed, sex, national origin, age, ancestry, marital status, disability, sexual orientation, arrest record, conviction record, membership in the National Guard, state defense force, or any other reserve component of the military forces of the United States or this state, or the use or non-use of lawful products off the employer's premises during non-working hours, or any other legally protected status. Recruitment efforts and publicity will be directed to all appropriate sources of applicants in a geographical area as wide as necessary to attract an adequate number of qualified candidates and to assure opportunity on the bases of ability. Reasonable accommodations will be made in accordance with the Americans with Disabilities Act to allow qualified individuals with disabilities to compete for and enjoy equal benefits and privileges of employment.

While the county does not use or advocate quotas, it is committed to a continuous review of the status and proportion of minority and female employees in relation to County averages and the composition of the local labor force. The County is committed to recognizing and enforcing any and all federal, state and local laws and regulations concerning Affirmative Action, Equal Employment Opportunity, and the Americans with Disabilities Act.

The County's EEO Coordinator/ADA Coordinator - Human Resources Manager, has the primary responsibility for staying abreast of federal, state and local AA/EEO and ADA regulations and guidelines, informing county officials of changes and trends, and developing fair employment programs at all levels. Any employee who raises a fair employment question with his/her supervisor or other county officials will be referred to the EEO Coordinator/ADA Coordinator - Human Resources Manager.

Department Heads, managers, supervisors and elected officials are responsible for the enforcement of the Affirmative Action, Equal Employment Opportunity and Americans with Disabilities policies and practices. Any requests for accommodations shall be made to the supervisor, Department Head or Human Resources Manager. Any complaints or charges of discrimination or failure to provide a reasonable accommodation made by an employee to their supervisor should be referred immediately to the AA/EEO/ADA Coordinator - Human Resources Manager and then to the County's legal counsel. Department Heads and supervisors are responsible for being aware of current legal and regulatory developments in this area and for knowing in detail the county's AA/EEO/ADA policies and programs.

J. Employee Assistance Program

Policy Statement. The County recognizes that personal problems, alcoholism, and other chemical dependencies of County employees may adversely affect an employee's employment performance. Alcoholism and other chemical dependencies are recognized as highly complex illnesses that can be successfully treated. County employees who know they have a personal problem, or a problem with alcohol or other chemical dependencies affecting their employment performance, should seek appropriate assistance or treatment.

The County shall provide assistance to employees who have problems that are affecting job performance. The County makes this service available with the intention of helping to retain employees who have worked faithfully for the County, but whose job performance is diminished because of personal problems or because of misuse of alcohol or drugs.

Personal problems for the purpose of this program are the full spectrum of problems affecting an employee's health, marital relationship, financial status and overall mental stability. These are considered problems when they have an adverse effect on the performance of an employee on the job.

Alcohol and/or drug misuse is a County concern to the degree that it causes a significant reduction in job performance. This definition includes, but is by no means limited to, the American Psychiatric Association's definition of alcohol and drug dependence.

This program is available to all employees and toward that goal; the county agrees that accumulated sick leave, vacation, or leave without pay may be used for treatment.

Diagnosis of problems shall be done by professionals and all records shall be kept in strict confidence.

The county recognizes that personal/emotional problems and alcohol/drug problems can be treated. In the case of both, the initial goal is not to punish the employee, but to identify the problem and make help available to employees seeking help.

The county intends that any referral to this program shall be based primarily on job performance and that the purpose of the program is not to attempt to seek out employees with potential problems unless it is on a voluntary basis or self-referral. Employees who are experiencing a decline in job performance are expected to utilize the services available, or if the services are not utilized or are not successful in assisting the employee, the County shall deal with the declining job performance through disciplinary procedures.

In order to assist employees that are experiencing any of the above problems, the county has adopted the following:

Employee Assistance Program Procedural Guidelines

Motivation to accept treatment or counseling is the first requirement to restore an employee to an acceptable level of job performance. The following guidelines are offered to facilitate implementation of the Employee Assistance Program (“EAP”):

Employee performance should be thoroughly documented through the use of standard appraisal forms and data kept for use in evaluating employees.

When performance has deteriorated to an unacceptable level, the supervisor shall schedule a special performance appraisal interview. When necessary, the supervisor may consult his/her immediate supervisor and/or the EAP Resource Coordinator prior to the interview. (County Resource Agency personnel are listed in Appendix **L.P**)

During the interview, the supervisor shall include in the discussion the following information:

- Job Performance
If job performance does not improve after a reasonable period of time, the employee is subject to appropriate referrals or progressive disciplinary action if warranted.
- The EAP Resource Agency is available to assist the employee.
If the employee indicates at this time that he/she wishes a confidential interview with the Resource Agency, the supervisor or employee shall arrange for an appointment without further discussion.

Subsequent to this initial performance appraisal interview, the supervisor should continue to observe and document performance. If the problems continue or become more acute, further appraisal interviews should be scheduled depending upon the seriousness of the problems.

If performance has not improved after a reasonable time and if the employee has not availed himself/herself of help with confidential resources, then the supervisor should consult with the Resource Agency to develop further planning for dealing with the problem.

When the employee agrees to an EAP Resource Agency interview, the supervisor should prepare a summary of all documented facts related to the problem in preparation for the interview. Throughout the interview, the Resource Agency should reassure the employee that the employer’s foremost concern is to help him/her out of the dilemma. The Resource Agency personnel should then review the documented facts and restate the supervisor’s concern about the employee’s work performance and/or problems. If the situation is so critical or intolerable that the employee’s job is in jeopardy, it should be made perfectly clear at this time.

The employee should have full opportunity to discuss the problem(s) as he/she sees it. If the Resource Agency is convinced that the employee needs additional or specific professional counseling, he/she should advise the employee and offer to make an appointment with the appropriate provider. If the employee refuses the appointment and denies need for professional help, he/she must be reminded that job performance must improve, the problem must be resolved, or appropriate disciplinary action, up to and including discharge, will follow.

If the employee accepts the offer of referral, then the appointment call should be made in the presence of the employee. Before the interview is concluded, the Resource Agency should tell the employee that he/she may follow-up with a call to the provider to see if the appointment was kept.

If the employee fails to respond to treatment or refuses to accept the recommended treatment or counseling and performance still remains unacceptable, the supervisor shall then have the option of discussing the situation with the Resource Agency to determine other methods for dealing with the problem or of taking disciplinary action. It is suggested that the Human Resources Department be contacted prior to disciplinary action beyond a written reprimand.

If the employee does have alcoholism and/or other drug abuse problems and accepts rehabilitative treatment, a relapse may occur. If a relapse is long enough to affect work performance, the criteria for administrative decision is: "What action would be consistent with the way the department would handle the situation if this were some other chronic illness affecting performance to a similar degree?"

Goals of an Employee Assistance Program

Examples of goals for an Employee Assistance program are:

- Encourage the earliest possible diagnosis, treatment and other appropriate help in all situations where employee health and work performance have been affected.
- Coordinate in-house and community-helping services so that, when possible, employees seeking help can benefit from the best combination of appropriate helping and therapeutic services.
- To help employees to attain and/or maintain their full potential on the job.
- To reduce the economic costs to the employer and to the employee of persistent personal problems.
- To add to the constructive options that management, organized labor, and employee services have in addressing job performance, health and safety problems in the workplace.
- To improve overall labor and management relations in the area of employee personal problems.

A well-designed program will achieve these goals in a manner compatible with an organization's objectives, policies and procedures and will utilize existing community resources as much as possible. The privacy and rights of the employees will be fully protected.

K. Drug and Alcohol Free Workplace Policy Statement.

The County is committed to providing a safe and healthy work environment for all its employees. To this end, the Sawyer County Board of Supervisors endorses the philosophy that the workplace should be free from the detrimental effects of controlled substances.

In-service training and notices throughout the year will include: comprehensive information on substance abuse, effects, dangers in the workplace, and counseling/treatment services available for employees.

Policy Requirement. The Drug-Free Workplace Act of 1988, (Public Law 100-690) requires certain employers to comply with regulations aimed at reducing the impact of drugs on the workplace. In order for Sawyer County to be considered a “responsible source” for the award of federal contracts/grants, and in an effort to bring about a “drug-free workplace” which ensures employees of a safe and healthy workplace, Sawyer County has developed the following drug and alcohol free workplace policy.

Policy and Procedures

Employees are expected and required to report for work on time and in appropriate mental and physical condition to work, free from the effects of illegal drugs and/or alcohol. It is the County’s intent and obligation to provide a drug-free and alcohol-free, healthful, safe, and secure work environment. No employee shall report for duty, operate County vehicles, or perform safety sensitive functions having any detectable or measurable amount of alcohol (including over-the-counter medications containing alcohol) and/or illegal drugs in his/her system.

The unlawful manufacture, distribution, dispensation, possession, sale, transfer, or being under the influence of, or use of a controlled substance on Sawyer County premises, or while conducting County business, is absolutely prohibited. Controlled substances include any illegal or un-prescribed drug such as amphetamines, marijuana, cocaine, PCP (Phencyclidine), opiates, or as further defined in Wisconsin Statutes 161.01(4). This includes any drug which would change the normal functioning of the central nervous system by either stimulating or depressing it, including alcohol. Sawyer County reserves the right to investigate its premises to determine any violation of this drug and alcohol free workplace policy. Violations may result in disciplinary action up to and including termination according to established work rules.

Sawyer County recognizes alcohol or drug dependency as an illness and a major health problem. The County also recognizes alcohol abuse or drug use/abuse as a potential health, safety, and security problem. Employees needing help dealing with such problems are encouraged to seek assistance through the Employee Assistance Program and through the County’s health insurance plan, as appropriate. The cost of treatment shall be the responsibility of the employee. Health insurance may provide coverage for these services. Conscientious efforts to seek such help will be held in strict confidence. Sawyer County may require the employee to complete a substance abuse program certified by the State of Wisconsin.

Employees must, as a condition of employment, abide by the terms of the above policy as well as all other County policies. Any conviction under a criminal drug statute for violations occurring on or off Sawyer County premises while conducting County business must be reported by the employee to his/her Department Head in writing within five (5) days after the conviction. Sawyer County will notify the government-contracting agency or grant agency within ten (10) days of receiving such notice from the employee or other actual notice of the conviction. This conviction is subject to discipline up to and including termination.

All employees shall be given a copy of the Drug and Alcohol Free Workplace Policy as part of the policy manual and, by signing a receipt of the policy manual, agree to abide by the terms of the Drug and Alcohol Free Workplace Policy.

Policy Exception

Nothing in Sawyer County's drug-free workplace shall be construed to require law enforcement agencies, if the head of the agency determines it inappropriate with the agency's undercover program, to comply with this policy. Law enforcement agencies need not comply when conducting law enforcement investigations that include the storage of evidence.

L. Smoke-Free Workplace & Campus Policy

Scope:

Employees, Visitors, and Contracted Services

Purpose:

The purpose of this policy is to protect residents, visitors, employees, and contracted services staff from the health hazards of exposure to secondhand tobacco smoke. Sawyer County Government is committed to providing a safe and healthy environment by prohibiting smoking in county facilities and vehicles, vehicles parked on county grounds, and on the county campus physical grounds. The need for such an effort has never been as great as it is now in the light of Surgeon General's Report on *The Health Consequences of Involuntary Exposure to Tobacco Smoke*, and the harmful effects of tobacco usage. Many millions of Americans, both children and adults, are still exposed to secondhand smoke. Scientific evidence indicates there is no safe amount of exposure to the toxins in secondhand smoke.

Definitions:

This policy covers any product containing tobacco that is smoked, or inhaled. This includes but is not limited to: the act of lighting, smoking, or carrying a lighted cigarette, cigar, or pipe tobacco.

Facilities

This policy covers any building or part of a building that is owned or leased by Sawyer County, including: Court House, Highway offices, Highway garages, Law enforcement, Leased space and Airport.

Campus Grounds:

The physical grounds in which a county building is located between public roadways in all directions or identified property lines when roadways are not utilized as property lines. This includes but is not limited to: sidewalks, parking lots/structures, and identified green spaces. **Vehicles parked on any Sawyer County grounds, as well as Sawyer County owned vehicles off property, are include in the smoke-free policy.**

Exceptions:

Sawyer County Fairgrounds, Forest Lands and Park Lands.

Certain religious groups may request to burn tobacco as part of their religious/spiritual practices. This will be allowed with prior approval from the Sawyer County Clerk.

Policy:

1. The smoking of tobacco products (cigarettes, cigars, pipes etc.) is prohibited in buildings, grounds surrounding buildings, parking lots, or vehicles. (See exceptions)
2. Signs will be posted at strategic locations around the facilities to notify staff, visitors and contracted services of this policy.
3. All employees are encouraged to communicate this policy with courtesy and diplomacy to others.
4. Tobacco treatment alternatives will be offered to employees.

Enforcement

1. Anyone seen using tobacco products must be informed of the policy and asked to refrain from tobacco use.

Smoking Cessation Education

The County will assist anyone who wishes to quit. Public Health will provide smoking cessation information, referral to treatment services including those offered by local health care providers and the Wisconsin Tobacco Quitline.

M. Harassment Policy

Purpose

The purpose of this policy is to affirm Sawyer County's intent to prohibit harassment, including sexual harassment, to establish and encourage a system of reporting instances of harassment, and to identify the proper response to reports of such misconduct.

Policy Statement.

It is the policy of Sawyer County to provide a work environment that is free from harassment due to an individual's race, sex, creed, marital status, color, age, religion, medical condition, handicap or disability, ancestry, sexual orientation, arrest or conviction record, or membership in the military reserve. Sawyer County will not tolerate any form of harassment in the workplace toward others including clients and the general public. Harassment shall be considered employee misconduct and is thus subject to disciplinary action, up to and including dismissal. This is true regardless of the respective position in the organizational hierarchy or of the sex of the individual concerned.

Definitions

Sexual harassment is defined as the verbal and/or physical contact of a sexual nature or with sexual overtones by a supervisor or coworker with direct employment consequences resulting from acquiescence and/or rejection of the contact.

The contact is unlawful if:

- submission to the contact is either an explicit or implicit term or condition of employment; or
- submission to or rejection of the conduct is used as a basis for employment decisions affecting the person who did the submitting or rejecting; or
- the conduct has the purpose or effect of substantially interfering with the individual's work performance or of creating an intimidating hostile or offensive working environment.

Examples of prohibited conduct include, but are not limited to: lewd or sexually suggestive comments, unwelcome sexual flirtations, touching, advances, or propositions; requests for sexual favors; off-color language or jokes of a sexual nature; slurs and other verbal, graphic or physical conduct relating to an individual's gender; unsolicited, deliberate or repeated sexually explicit derogatory statements, gestures or physical contact which are considered demeaning, humiliating or threatening, or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos or cartoons; deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee's work performance or to create an intimidating, hostile, or offensive work environment.

Other harassment can be jokes, comments, or other personally offensive and unwelcome behavior based upon a person's membership in a protective status group that results in the loss of tangible job benefits or creates a hostile, obnoxious, or intimidating work atmosphere.

Responsibilities

The County Board of Supervisors has the overall responsibility for establishment of a harassment policy. It is the policy of the County to deal decisively and affirmatively with problems of harassment brought to its attention.

Supervisors, Department Heads and the Human Resources Manager have the responsibility to ensure that all employees are aware of the policy and to ensure that appropriate action is taken. Supervisors are to be aware of their duties as it concerns their own conduct as well as the conduct of those under their supervision and shall take steps that are necessary to prevent harassment from occurring.

All employees, including supervisors and Department Heads, have the responsibility of:

1. Not becoming involved in such misconduct;
2. Taking individual action to prevent harassment or the appearance of such action; and/or,
3. Reporting continuing misconduct to their Supervisor, Department Head, or to the Human Resources Manager.

Procedures

1. Any individual believing that he/she is the target of harassment should first discuss the situation with the individual seen to be the harasser, if possible. In many cases, activity which is perceived to be harassing is not really intended to be such, but rather is part of an individual's method of interaction with society.
2. If this is unsuccessful, or if the individual believing himself or herself to be a victim does not desire to confront the harasser, a complaint should be made either verbally or in writing to either the Supervisor, Department Head, or Human Resources Manager.

If the employee is uncomfortable discussing the complaint with the designated person/s, the employee may request to meet an alternate, mutually agreed upon management employee.

3. No employee will be disciplined or otherwise retaliated against for reporting such harassment. It is important that the employee inform the County about such harassment, as the County cannot do anything to remedy the situation if the County does not know the situation exists.
4. All complaints will be thoroughly investigated and a formal report, conclusion and recommendations will be prepared (Appendix Q). Absent extenuating circumstances, investigations shall be concluded within thirty (30) calendar days of the report. File copies shall be maintained on a permanent basis. The complainant shall be informed of the results of the investigation.
5. Retaliation against an employee who has filed a complaint or has assisted in an investigation is strictly prohibited and is also considered misconduct. Employees engaging in retaliation shall be subject to disciplinary action up to and including dismissal.

6. The County will ensure that the identities of the parties involved shall be kept confidential to the extent possible, and as provided by law.
7. An employee filing an intentionally invalid harassment complaint will be treated as misconduct with appropriate disciplinary sanction, up to and including discharge.

Any questions regarding this policy or a specific situation should be brought to the Supervisor, Department Head, or Human Resources Manager.

N. Performance Evaluation Policy

Policy Statement. Sawyer County recognizes the value of employee performance evaluations. The goal of this policy is to promote the utmost productivity of all county employees. The performance evaluation process is intended to:

- Assess an employee's work effectiveness.
- Help improve individual performance.
- Identify training needs.
- Recognize employee accomplishments and good work.
- Identify job requirements and standards.
- Guide in decisions affecting placement, transfers, salary consideration, promotions, demotions and terminations.

Evaluation Process. The performance evaluation process shall be continuous, including informal day-to-day communication. Periodically, in order to help assure that the informal process is meeting its objective and to reinforce it, a specific process is used. The performance evaluation process is one of the most important responsibilities of supervisors. Each employee shall be evaluated at the following time:

Regular Employees: The evaluation period for regular full-time and regular part-time employees shall either be based on the calendar year or on the employee anniversary date. Employees will be provided an opportunity to complete an Employee Pre-Review Input Form (Appendix R). For evaluations performed on a calendar year basis, the Employee Pre-Review must be completed by January 31. The supervisor shall set the due date for completion of the Employee Pre-Review for evaluations performed on an anniversary date basis. Calendar-year evaluations must be completed by March 31. Anniversary-date evaluations must be completed within 30-days of the employee's anniversary date. (Appendix S).

New Employees: New employees shall be evaluated after six months of employment and again 30 days prior to 12 months of employment. (Appendix T). Thereafter, the employee shall be evaluated annually, except in the case of a new employee who has completed his/her first 12 months of employment within three months of the annual evaluation schedule.

Promoted Employees: Regular employees who are promoted shall be evaluated within the first ninety (90) days of being promoted to the new position.

Special Circumstances: A supervisor may conduct a Performance Evaluation whenever he/she determines there is a significant change in the employee's performance.

Responsibility. The evaluator will be the employee's immediate supervisor. The evaluator will be held accountable for completing the performance evaluation for each employee under his/her supervision. The Department Head will review all evaluations that he/she is responsible for. In the case of a Department Head evaluation, the evaluator will be the governing committee. Elected officials shall not be subject to performance evaluations.

Extended Evaluation Periods: Evaluations periods may be extended to every 3 to 5 years for long-term employees (employed in the same position for more than five years) who have previously received satisfactory evaluations, who have had no significant changes in their position responsibilities, who have not declined in performance, and who do not have a new supervisor. In no case, will evaluations be conducted on long-term employees less than once every five years.

O. Exploitation

1. Policy Statement. It is the policy of the County to deal decisively and affirmatively with problems of exploitation of clients brought to its attention. Sawyer County considers any act that might be construed as exploitation of a client to be a serious misconduct and any employee engaged in such activity may be subject to disciplinary action up to and including dismissal.
2. Definition. Client exploitation is defined as engaging, soliciting or accepting gifts, sexual favors, or other favors while rendering or having rendered to that person services provided by Sawyer County.
3. Complaint Procedures.
 - a. All complaints of exploitation shall be immediately reported to the Department Head by any employee of Sawyer County having knowledge of such action.
 - b. The Department Head shall immediately report the complaint to the Human Resources Department.
 - c. The Department Head shall be responsible for assuring that the complaint is investigated in a prompt and efficient manner.
4. Confidentiality. Information provided to Sawyer County shall be confidential.

P. Solicitation Policy

Sawyer County intends to maintain a business atmosphere in all of its facilities in order to prevent disturbances in the operations of the county and to protect employees from undue interference while performing their positions.

No solicitation of any kind or distribution of written materials or products is allowed on county property.

Q. Safety Policy

It is the County policy to provide all employees with clean, safe and healthy conditions of work. The County shall comply with Wisconsin Department of Commerce regulation Comm 32, Public Employee Health and Safety Code, to develop and implement a Safety and Health Program that describes the procedures, methods, processes and practices used to manage workplace safety and health. The program shall include, but not be limited to, elements for hazard identification and assessment, hazard prevention and control, and information and training. For the purposes of compliance with Comm 32, the Human Resources Manager shall be the designated contact employee for the Safety and Health Program.

All County personnel shall follow all rules or practices relating to safety, as provided in departmental or countywide work rules and the Sawyer County Safety Manual and shall report any unsafe conditions to their supervisor. If an employee has a concern regarding a safety issue which is not addressed by his/her supervisor, the employee is encouraged to use the Grievance Procedure (see Section F) for addressing safety issues. All County personnel shall maintain clean and sanitary work places and shall not litter or contribute to unsafe work conditions. Work practices and environment will be examined following accidents and near misses to determine if changes are necessary. Any accidents, no matter how slight, must be reported to the employee's supervisor immediately so that prompt medical attention can be obtained if needed. Accidents shall also be reported to the County Clerk's office for worker's compensation processing if warranted. Such reports shall be made within 72 hours of the incident. Employees who neglect to follow safety regulations and/or supervisors who neglect to enforce safety regulations shall be subject to disciplinary action.

R. Name Badge Policy

Purpose. To encourage better customer service and protection, employee safety, and program security, all county employees will be identified by a wooden name badge, a photo name badge, or a photo identification tag.

Policy. Each employee will be provided with a department-issued wooden name badge or photo name badge and will wear it at all times while performing work duties in county-owned buildings. Each employee who performs work duties for the County outside a county-owned building will wear a photo name badge or photo identification tag when performing work duties outside county-owned buildings.

Authority. Each Department Head will authorize the wooden name badge, photo name badge, or photo identification tag process.

Responsibility.

The Department Head is responsible to:

- Order a wooden name badge, photo name badge, or photo identification tag for each employee;
- Monitor that each employee is properly wearing the wooden name badge, photo name badge or photo identification tag.

The department issuing photo name badges and photo identification tags is responsible to:

- Maintain all blank photo ID badges and tags in a secure place;
- Maintain a list of all employees who have been issued a photo ID badge or tag;
- Prepare photo identification badges or tags for each employee as requested by Department Heads within 48 hours of the request;
- Include on each photo identification badge or tag the employee's name, title, department, date of issue, and expiration date (if any);
- Collect expired photo ID badges and tags from employees that have terminated Sawyer County employment;
- Replace lost or stolen photo ID badges or tags, reporting missing badges or tags within 48 hours;
- Notify all appropriate personnel and recover, if feasible, any lost or stolen photo ID badges or tags.

The employee is responsible to:

- Wear the wooden name badge, photo badge, or photo identification tag during all work times and at all job sites (see exceptions below);
- Ensure the wooden name badge, photo name badge, or photo identification tag is only used when needed to perform Sawyer County business;
- Be responsible to keep the wooden name badge, photo identification badge, and photo identification tag secure from theft or loss to protect all employees and customers;
- Notify their Department Head if their wooden name badge, photo name badge, or photo identification tag is lost or stolen.
- Turn in the wooden name badge, photo name badge, and photo identification tag upon expiration of the tag or upon termination of employment.

Exceptions.

Out-of-County Travel/Training: Employees will not be required to wear wooden name badges, photo name badges, or photo identification tags when traveling out of the county.

Employee Safety: Employees will not be required to wear wooden name badges, photo name badges, or photo identification tags if they are determined to be a risk factor for the employee. Risk factors may include:

- operating dangerous equipment;
- risk to the employee's personal safety if they are identified by individuals who may pose a threat.

Special Circumstances: Employees will not be required to wear wooden name badges, photo name badges, or photo identification tags if it is determined that they will be able to perform their jobs more effectively without said badge or tag.

Granting Exceptions: The Committee supervising individual departments must make a recommendation to the Personnel-Administrative Committee for exceptions to the policy for safety reasons or other special circumstances. The Personnel-Administrative Committee will determine if exceptions to the policy are granted.

If an exception is granted for safety reasons or special circumstances, the employee must carry the photo identification badge or photo identification tag on his/her person and show the badge or tag upon the request of another employee, a government official, or a customer (providing it does not compromise the employee's safety).

S. Political Activity

1. Policy Statement. The laws pertaining to political activity on the part of local government employees are codified in sections 1501 – 1508 of Title 5 of the United States Code. These provisions are commonly referred to as the Hatch Act. A copy of this Act or additional information may be obtained at the Human Resources Office. Employees shall be made aware of both permissible and prohibited activities of the Hatch Act. Employees engaged in prohibited activities of the “Hatch Act” shall be subject to disciplinary action up to and including dismissal.

2. Permissible Activities

In general, the following political activities are permissible:

- a. Making voluntary contributions for political purposes;
- b. Participating as a candidate for a non-partisan part-time office (e.g., City alderperson, Town Board) provided services in the office will not conflict or interfere with the efficient discharge of an employee’s official duties;
- c. Expressing opinions as an individual privately and publicly on all political subjects and candidates;
- d. Being a member of a political party and participating in party affairs.

The following are some of the political activities that an employee may participate in providing he/she is off duty and not on the employer’s property:

- e. Soliciting votes in support of or in opposition to a partisan candidate for public office or political party office;
- f. Serving as an officer of a political party, a member of a national, state or local committee of a political party, an officer or member of a committee of a partisan political club, or being a candidate for any of these positions.
- g. Directly or indirectly soliciting, receiving, collecting, handling, disbursing, or accounting for assessments, contributions, or other funds for a partisan political purpose;
- h. Taking an active part in managing the political campaign of a partisan candidate for public office or political party office.
- i. Acting as recorder, watcher, challenger, or similar officer at the polls on behalf of a political party or partisan candidate;
- j. Organizing, selling tickets to, promoting, or actively participating in a fundraising activity of a partisan candidate, political party, or political club;
- k. Driving voters to polls on behalf of a political party or partisan candidate;
- l. Serving as a delegate, alternate, or proxy to a political convention;
- m. Addressing a convention, caucus, rally or similar gathering of a political party in support of or in opposition to a partisan candidate for public office or political party office;
- n. Initiating or circulating a partisan nominating petition;
- o. Endorsing or opposing a partisan candidate for public office or political party office in a political advertisement, a broadcast, campaign literature, or similar material;
- p. Organizing or reorganizing a partisan political party organization or political club.

3. Prohibited Activities

In general, the following political activities are prohibited:

- a. Using governmental authority to interfere or effect nomination or election to any public office within any political party;
- b. Using governmental authority or influence to intimidate, threaten, or coerce any person to vote contrary to his/her own voluntary choosing;
- c. Using governmental authority to directly or indirectly intimidate, threaten, or coerce any person to pay, lend, or contribute anything of value, including services, to any party, organization, group or individual for political purposes;
- d. Using any official authority or influence to coerce any individual or group for political action, to confer benefits, or to effect reprisals to secure desired political action or inaction;
- e. Offering to pay or accept benefits in return for desired political action or inaction;
- f. Requesting or receiving anything of value for influence or help in securing appointive office;
- g. Paying or offering payment for securing appointive office;
- h. Engaging in any political activity when not on duty to such an extent that efficiency during working hours is impaired or that the employee is tardy or absent from work;
- i. Directly or indirectly soliciting or receiving subscriptions or contributions for any partisan political party or political purpose while in a building, office or room occupied for any purpose by the employer;
- j. Either orally soliciting or by letter transmitting any solicitation to offices of the employer or be in any manner concerned in soliciting any assistance, subscription, or support for any partisan political party or purpose from any person holding any position while on the employer's time or engaged in official duties;
- k. Engaging in any form of political activity calculated to favor or improve the chances of any political party or any person seeking or attempting to hold partisan political office during the hours when on official duty.

T. Information Technology (IT) Policy

Sawyer County provides information technology (IT) resources consisting of a computer information system and networks for employees in an effort to allow them to be more productive and have the information necessary for them to do their job. The use of these resources is intended for County business related purposes, except as prohibited or allowed by this or another State or Sawyer County policy. **Therefore, IT resources may not be used for commercial or profit-making purposes, for political purposes, or for personal benefit where such use incurs a cost to the Department and is not work related.**

Employee Responsibility

Employees are responsible for the appropriate use of the IT resources in accordance with this policy. Employees are expected to adhere to the highest ethical standards when conducting County business. All use of information resources must be able to withstand public scrutiny without embarrassment to Sawyer County, its customers, or its employees.

Department Head Responsibility

Department Heads are responsible for ensuring the appropriate use of IT resources through training, supervising, monitoring, coaching and, when necessary, taking disciplinary action.

Information Technology Department Responsibility

The Information Technology (Computer) Department shall monitor and filter network traffic and provide technical assistance when requested by department heads.

Privacy

There is no guaranty of right of privacy or confidentiality of information when using County IT resources. The County has the right to access all files, correspondence, and documents created, received, sent, forwarded, or stored through the use of County IT resources.

Security of Information Technology (IT) Resources

- Employees are responsible for safeguarding logins and passwords.
- Employees may not use logins and passwords belonging to others to seek information, hide their identity, or misrepresent someone else.
- Employees may not intentionally engage in any activity that is likely to prevent others from accessing and using any IT resource.

Software

All software used on County IT resources must be legally licensed. The unauthorized installation, use, storage, duplication or distribution of copyrighted software or material is against the law and is prohibited. Downloading software presents a significant risk of virus infection and license fee liability. Downloading, if permitted by the department head, must follow procedures for file transfer, virus scanning and licensing and will only be done by the IT Director.

Internet Access

All computers with Internet access shall have virus protection software installed prior to the connection being established. The Information Technology Department shall install and update protection software on County computers.

Inappropriate Use

Inappropriate use of County IT resources may result in the revocation of privileges, job related discipline, or both. Uses that are prohibited include, but are not limited to:

- Using social networking sites or any other form of electronic communication, expression of opinions that may damage the County's image or relationship with the public or other agencies;
- Knowingly introducing computer viruses;
- Intentionally deleting or damaging files for malicious purposes;
- Wagering, betting or selling chances;
- Creating or transmitting threatening, abusive, obscene, lewd, profane, or harassing material or material that suggests any lewd or lascivious act;
- Creating, viewing, reading, downloading, forwarding, sending or making copies of, or accessing, any sexually explicit sites or materials that are in any way sexually revealing, sexually suggestive, sexually demeaning, obscene or pornographic, except when such access is required by job duties and approved by the department head;
- Creating, viewing, reading, downloading, forwarding, sending or making copies of or accessing any sites or materials that are in any way offensive, contain racial or ethnic slurs or off-taste comments;
- Promoting discrimination;
- Transmitting chain letters;
- Commercial activities;
- Solicitation, except in relationship to County-sanctioned activities;
- Promotion of political or private causes, positions or activities;
- Unethical use;
- Attempts to evade, disable, or bypass any security provisions of systems or the network.
- Violating terms of applicable software licensing agreements or copyright laws.
- Deliberately wasting computing resources.
- Using or obtaining computer logins or passwords without consent or authorization to use.

Mobile computers

Employees may use County-issued mobile computers as required to conduct County business. Department head and the Committee of Jurisdiction must approve each device that is assigned to an employee before removing the device from County premises.

The inappropriate use rules outlined above apply to mobile devices such as notebooks, tablets and smartphones.

Personal Use:

County owned computers and service are intended for County business only. Limited and reasonable use of these resources for occasional employee personal use that does not result in a significant cost from loss of time or diversion of resources from their intended business purpose is permitted subject to department head guidelines. Essential personal use is defined as use in minimal duration and frequency.

The above provisions for limited personal use of County owned computers are not to be interpreted as a fringe benefit. It is the County's good faith effort to recognize and accommodate important usage of County owned computers.

Law Enforcement

Sawyer County recognizes that law enforcement personnel may need to access otherwise forbidden sites in the conduct of criminal investigations.

E-Mail

The County reserves the right to access, monitor, examine, and if necessary, disclose any and all e-mail files created, received, or stored on the County-funded system. Such files can be accessed without prior notification. Monitoring of e-mail activities shall be approved by the Sawyer County Board of Supervisors Personnel-Administrative Committee.

E-mail addresses may be established through the Information Technology Department. E-mail addresses that reflect the name of the County or one of its departments are reserved for County business. E-mails using County e-mail addresses are official County correspondence and will be treated the same as other official County correspondence, documents, letters or memos. Comments shall not be placed in an official County e-mail that would not be placed in an official County letter. County e-mail shall be retained in accordance with a department's record retention policy and the retention of documents is subject to public open records law. If the retention period shall be more than a few days, the document shall be printed and filed in the same manner as other paper documents related to the matter. The deletion of a file or e-mail from a mailbox may not delete it from the system.

Confidential Information

Many employees have access to confidential information through the course of their job. Confidential information can only be used to perform job functions. Any other use is illegal and may result in prosecution and other sanctions. Reasonable measures must be taken to safeguard confidential information from unauthorized access.

Storage, Retention and Disposition

Employees that use electronic documents must be aware of the retention requirements for public records and the exemptions that ensure the privacy of certain documents. It is the responsibility of the employee to determine whether a document contains official county business and whether it is subject to retention according to public record law. If the retention period is more than a few days, the document should be printed and filed in the same manner as other paper documents related to the same matter.

Violations and Disciplinary Actions

The failure or refusal of an employee to abide by this policy may result in employment related sanctions including, but not limited to, an oral or written reprimand, suspension with or without pay, or termination of employment.

The department head shall determine the nature and severity of violations of this policy and determine the course of action to be taken if deemed necessary. The department head, together with the department's committee and the Sawyer County Information Technology Department, shall investigate reported violations to determine if any action is required.

U. Cell Phone Policy

Definitions:

This policy governs the use of mobile cellular telephones (cell phones) and other personal communication devices such as smart phones, PDAs and Blackberrys. For the purposes of this policy, the term "cell phone" will apply to all of the above.

Purpose:

To provide efficiency through the use of technology, the County may provide cell phones for official County business use to employees in positions where the associated benefits justify the additional operating costs. These benefits include the ability for the employee to remain available for work related communication while away from their office land line, enabling them to complete the essential functions of their job. Employees who travel, have job responsibilities that include being outside of an office with a land line, or are on-call for extended periods may be candidates for a County issued cell phone. Although cell phones may not have voice service in all parts of the County, they may be beneficial in the field because communication is often still available through text messaging.

Policy:

Sawyer County may issue a cell phone to essential employees if deemed necessary and appropriate by the Department Head and Committee of Jurisdiction. The County shall use the "Wisconsin State Plan" for all cell phone equipment and service, unless an exception is granted by the Committee of Jurisdiction and Personnel-Administrative Committee.

Personal Use:

County owned cell phones and service are intended for County business. Personal use of a County owned cell phone is prohibited, except for essential personal calls. Essential personal calls are defined as calls of minimal duration and frequency that are urgent in nature and cannot be made at another time or from a different telephone. Examples of essential personal calls are calls relating to overnight travel provisions, to arrange for care of a child or other family emergency, to alert a family member of an unexpected delay due to change in work schedule, for a family member to alert the employee of illness, injury or a change in location or plans, or to arrange for transportation or service in the event of car trouble, etc.

The above provisions for personal use of a cell phone for important personal calls or texts are not to be interpreted as a fringe benefit. It is the County's good faith effort to recognize and accommodate important contact that may be necessary when a traditional land line is not available.

Prohibitions:

Employees shall only use a camera on a camera phone directly for work purposes. Wisconsin State Statute 175.22 protects the privacy interests of individuals. Any use of a camera phone that violates the privacy rights of others or any use that conveys confidential information or that undermines the County's operations is strictly prohibited.

Employees are expected to use a County owned cell phone responsibly and in accordance with this policy and any applicable work rules. Use of a County owned cell phone in violation of this policy may result in disciplinary action.

Reimbursement Discontinued:

The County will not reimburse employees for using a personal cell phone for county-related work.

V. Code of Ethics

1. Policy Statement. It is the intention of Sawyer County to inspire persons covered under this policy to secure and maintain the respect and confidence of the people of the county. State statutes set forth various forms of conduct that are deemed to be unlawful. This policy is not intended to outline these forms of prohibited conduct. The items in this policy do not require a specific intention to do wrong; rather they are the mere acts themselves which in doing, cast substantial doubt upon the integrity of the county and the person involved. This policy covers all employees and local government officials; including county board supervisors and candidates.

2. Prohibited Conduct. The following conduct on the part of a person covered under this policy shall be deemed unethical:

- a. No person should use his/her position to obtain preferential treatment or obtain financial gain for himself or herself or his or her immediate family or for any business or organization with which he or she is associated.
- b. No person should disclose or use inside information concerning Sawyer County to promote a private financial gain.
- c. No person shall receive or offer to receive, either directly or indirectly, any gift, gratuity or thing of value which they are not authorized to receive from any person if such person:
 - 1. has or is seeking to obtain contractual or other business or financial relationships with the County or subunits of the County; or
 - 2. conducts operations or activities which are regulated by the County or its subunits; or
 - 3. has an interest which may be substantially affected by the County.

Any violation of this section may result in disciplinary action being taken against the persons involved.

W. Workers Compensation

Sawyer County provides Workers Compensation Insurance for its employees. Employees who are injured on the job or develop a work-related illness are required to report the injury/illness to the County Clerk's office on a form provided to the County by the insurance company. All workers compensation claims should be reported as soon as possible and in no case should the reporting time exceed 72 hours, including weekends and holidays. All injuries or work-related illnesses should be reported, even if the employee is not sure that a claim will result.

Benefits: If an employee is unable to work due to a Worker's Compensation injury or illness, and is covered under the County's health insurance policy, the County shall continue paying the same employer share of the health insurance premium that was paid before the injury for the time the employee is on total temporary disability or partial temporary disability, not to exceed twelve (12) months. The continuation of the health insurance benefit under this worker's compensation provision shall include any continuation of health insurance benefit the employee may be eligible for under FMLA-qualifying leave. No sick leave or vacation time shall accrue during a worker's compensation related leave. No holiday pay or funeral leave shall be paid during a worker's compensation related leave.

X. Vehicle Use Policy

All employees must use seat belts when driving a County vehicle or their own vehicle on County business. All state and local traffic laws must be obeyed at all times. Employees who violate any traffic laws are required to pay any fines themselves incurred by such violations, providing they have not been required by the employer to violate said laws. Cost to repair any damage to a personal vehicle is the responsibility of the employee/owner. Employees using a personal vehicle for County business purposes must have personal vehicle insurance.

Only official, authorized passengers are allowed in County-owned vehicles. Employees may not use a County-owned vehicle to transport individuals, including family members, who are not performing services for the County. This policy shall not prohibit ride-sharing with volunteers, employees or officials from other government or private agencies, providing they are in the vehicle in an official capacity for Sawyer County or their agency.

There may be occasions when it is advantageous to the County for an employee to take a County-owned vehicle to his/her home. This typically occurs when a worksite is closer to the employee's home than the County Courthouse or employee's work-base and will save significant transportation time during the workday. In these instances, an employee may be allowed to take the vehicle home with their Department Head or supervisor's permission. Department Heads shall have authorization to make the determination regarding taking a county-owned vehicle home themselves, but must only do so when it is advantageous to the County. If an employee takes a County-owned vehicle home and that use is taxable under applicable IRS regulations, he/she must report the trip(s) on his/her payroll sheet for that pay period.

VIII. PUBLIC POLICIES

A. Equal Opportunity in Service Delivery

Policy Statement. It is Sawyer County's objective to be in compliance with the Civil Rights Policy and Standards of the Wisconsin Department of Health and Social Services. No otherwise qualified person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to, discrimination, in any manner, on the bases of race, color, creed, sex, national origin, age, ancestry, marital status, disability, sexual orientation, arrest record, conviction record, membership in the National Guard, state defense force, or any other reserve component of the military forces of the United States or this state, or the use or non-use of lawful products off the employer's premises during non-working hours, or any other legally protected status. This policy covers admission policies and procedures, access to services and treatment in all programs and activities. To assist the County in complying with all applicable civil rights rules, regulations and guidelines, each Department Head of a human services department is designated the Equal Opportunity Coordinator for his/her department. Clients are encouraged to discuss any service problem of a civil rights nature with the Equal Opportunity Coordinator. Information on the County's complaint resolution process shall be available upon request. The County is committed to insuring equal opportunity in service delivery to all qualified persons.

B. Public Records Policy

Public Notice

The County Clerk's office serves as the hub of County government and is responsible for County Board records; financial and budget information; insurance; licensing; personnel, payroll and benefit information; and election records. The County Clerk shall act as the records custodian for the County Board, the County departments, and their corresponding committees created to carry out the operations of the County. The Sawyer County Sheriff's Department and Sawyer County Health & Human Services Department shall create separate Public Records Policies and shall post Public Records Notices unique to their respective departments.

All records of Sawyer County are open to the public unless otherwise provided by specific state or federal law or the balance test. The balancing test balances the public interest in disclosure of the record against the public interest favoring nondisclosure. Balancing factors to be considered may include, but are not limited to, evidentiary privileges; privacy and reputational interests; and the reasons Closed Sessions are allowed as described in Wisconsin State Statute 19.85(1) which include quasi-judicial deliberations; meetings considering probation or parole or strategies for crime detection or prevention; public business involving investments, competitive factors, or negotiations; consideration or investigation into sensitive or private matters which would be likely to have a substantial adverse effect upon the reputation of any person referred to; and legal advice as to pending or probable litigation.

For the purposes of this Sawyer County Public Records Policy, "Local Public Office" positions include the County Elected Officials and Department Heads, to include the Clerk of Circuit Court, County Clerk, County Coroner, County Treasurer, Register of Deeds, Sheriff, Zoning Administrator, Child Support Director, Veterans Service Officer, County Forest Administrator, Ambulance/Emergency Government Administrator, Maintenance/Custodial Supervisor, Information Technology Director, Land Records Director, County Surveyor, County Conservationist, Highway Commissioner, Zoning and Conservation Director and Health & Human Services Director.

Dates and Places at Which Public Records May be Obtained

The public may obtain information and access to records by making requests either in writing or in person to the County Clerk, Courthouse, 10610 Main Street, Suite # 10, Hayward, WI 54843, during regular office hours. Regular office hours are between 8:00 a.m. and 4:00 p.m., Monday through Friday, holidays excluded.

If the County Clerk is not present, information and access to records may be obtained from one of the Deputy County Clerks, who are authorized to act as legal custodians in the County Clerk's absence.

Records of a routine nature are often available directly from the various county departments which create, store or use the documents. When a question arises as to whether access to a record should be restricted or limited, the request shall be referred to the official Records Custodian, the County Clerk, as described above.

The request should be specific as to the record or information desired. The County shall not be required to create a new record in response to a public request for information.

Costs

A fee will be imposed upon the requester for the actual, necessary and direct cost of complying with the request, as authorized by law, including:

1. Reproducing and transcription of the record, including any required costs to notify the person who is the subject of the record that is being requested;
2. Photographing and photographic processing if a photograph of the record is provided, the form of which does not permit copying;
3. Mailing or shipping of any record or photograph to the requester; and
4. Locating a record if the actual, necessary and direct cost of locating the record exceeds \$50.00.

If a fee schedule for specific records is established by Federal or State Statute, law or administrative rule, the County shall comply with said fee schedule. If no Federal or State Statute, law or administrative rule dictates the fee, the fee schedule in Appendix U shall apply. Prepayment may be required for requests if the total exceeds \$5.00

If the anticipated cost for items 1-3 exceeds, \$5.00, the requester shall be notified of the estimated cost of complying with the request before the costs are incurred.

If the anticipated cost of locating a record exceeds \$50.00, the requester shall be notified of the estimated cost of complying with the request before the costs are incurred.

C. Grievance Procedure for External Complaints Regarding Sawyer County Services

The purpose of this procedure is to provide the public with the opportunity to present grievances about treatment or services provided by County employees or officials.

Grievances must be in writing, signed, dated, and shall be specific enough to allow for a thorough and fair review of statements that are made in the grievance. Grievances shall be submitted to the Human Resources Manager.

The Human Resources Manager shall forward grievances to the head of the department that is subject of the grievance for review and disposition. The Department Head shall notify the Human Resources Manager of his/her decision regarding the compliant/grievance. The Human Resources Manager shall notify the grievant of the decision.

If the head of the department is the subject of the grievance, the Human Resources Manager shall direct the grievance to the committee directly responsible for the Department Head involved. This committee will also review a decision that is made by the head of the department if the individual filing the grievance disputes that decision. The Human Resources Manager shall inform the grievant of the department committee's decision.

The Personnel-Administrative Committee shall review a complaint filed against the Human Resources Manager and shall review a committee's decision about a grievance that is disputed by the individual who filed the grievance.

The County Board of Supervisors shall review a disputed decision of the Personnel-Administrative Committee.

Forms for grievances are provided for the convenience of the public and as an indication that the County is receptive to legitimate grievances about County services. Forms for grievances are available from the Human Resources Manager (Appendix V). Appeals to decisions must be filed with the County Clerk within thirty (30) days of receipt of the decision by the grievant.

The Human Resources Manager shall keep a copy of all grievances submitted and documentation of their resolution for seven (7) years.

Statutory or privacy requirements may modify policy/procedures for the Sheriff's Department and Health and Human Services Department. If a different policy applies, the complainant will be notified of the process to be used.

**APPENDIX A
SAWYER COUNTY
Position Description**

TITLE:

DEPARTMENT:

SUPERVISOR:

The purpose of this position is . . . *(This should be one sentence that describes why this position exists. Often, the Wisconsin State Statute under which the position/department is created is referenced).*

GENERAL DESCRIPTION:

This should be one brief paragraph that gives an overview of the types of duties involved with the position. Often this paragraph is the basis for the information included in an employment ad.

DUTIES AND RESPONSILITIES:

This section should be more detailed, describing those work functions that are required of the position. This section is typically done as a listing of activities, often listed in order of importance.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

This section should include educational, certification or licensing requirements needed for the position. Examples include high school diploma; associate degree in -- fill in the blank -- ; bachelor's degree in -- fill in the blank --; valid WI driver's license; WI certified surveyor, EMT certification, certified law enforcement officer, Registered Nurse, and similar requirements. If the County provides the training, it might read, "jailer certification, or ability to obtain within one year of hire."

This section should also list physical requirements, such as ability to lift ___ pounds, ability to hear, talk and see, ability to bend, climb, walk, and sit, ability to work outside in all types of weather, etc. The "unique" physical requirements may also be accompanied by a statement showing how they relate to the position. Examples include: ability to physically subdue and restrain suspects resisting arrest; physical stamina to hike and work in areas generally inaccessible to vehicles; ability to climb ladders, bend, reach and stoop to install computer wiring above ceiling tiles and behind desks and equipment.

This same section should include the types of general or specific experience and abilities necessary to perform the job – extensive or (considerable) or (working) knowledge of (or experience in) -- fill in the blank -- (construction maintenance, law enforcement, computer hardware and software, court operations, payroll and benefit administration, etc.) – this doesn't have to be limited to one item – it can be a listing of a variety of required knowledge and experience. Often positions need extensive knowledge of, or experience in, some areas, and considerable or only working knowledge of other areas. Other examples of skills and abilities for this section include ability to type ___ words per minute; computer experience; ability to plan and supervise the work of others; ability to follow oral and written instructions; mathematical abilities including percentages, fractions and decimals; ability to establish and maintain effective working relationships with government officials and staff, supervisors, subordinates, and the general public; ability to develop and administer budgets; ability to maintain confidentiality, etc.

CLOSING STATEMENTS:

Each position description should include these closing statements:

The physical demands described are representative of those that must be met in order for an individual to perform all the functions of the position. Sawyer County will comply with the Americans with Disabilities Act regarding reasonable accommodations which enable an otherwise qualified individual with a disability to perform the essential functions of the position.

This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the County and employee and is subject to change by the County as the needs of the County and the requirements of the position change.

FAIR LABOR STANDARDS ACT CATEGORY: Exempt / Non-Exempt Position
(circle one)

_____	_____
Reviewed by Employee	Date
_____	_____
Approved by Supervisor	Date
_____	_____
Approved by Human Resources Manager	Date

(after the position descriptions have been approved, a signed copy should be placed in each employee's personnel file)

APPENDIX B

POSITION POSTING NOTICE

(_____ Bargaining Unit – if applicable)

POSITION:

POSTING DATE:

HOURS AND WAGES: (#) hours per week, \$_____ (hourly wage provisions); and benefits as provided in the current Collective Bargaining Agreement.

APPLICATION

DEADLINE: (time) on (date) at Human Resources Office (or other selected site)

DESCRIPTION & QUALIFICATIONS: Provide brief description of position and qualifications or attach position description

TESTING: Note if any test may be administered to determine qualifications

POSTING SITES:

(for Courthouse Union)
Ambulance Department
County Clerk's Office
Courthouse Union Bulletin Board
Dog Pound
Health Department
Human Services Department
Human Resources Office
Veteran's Office

(for Sheriff's Union)
Employee Bulletin Board

(for Highway Bargaining Unit)
Sawyer County Shop
Radisson Shop
Winter Shop

(for Para-Professional & Professional Unions)
Human Services Department
Health Department

APPENDIX C
SAWYER COUNTY POSITION ADVERTISEMENT

Employment Opportunity
Sawyer County (Position)
(Part-time/Full-time) Position

DUTIES INCLUDE:

QUALIFICATIONS INCLUDE:

JOB DESCRIPTION AND APPLICATION:

May be obtained at the Sawyer County Human Resources Office, Sawyer County Courthouse, 10610 Main, Suite # 23, Hayward, WI 54843, by calling 715 638-3218, by emailing hrdirector@sawyercountygov.org, or from Sawyer County website at www.sawyercountygov.org

HOURS AND WAGES:

(#) hours per week, graduated pay scale starting at \$____, increasing to \$____ after six months, plus competitive benefit package including WI Retirement, health and life insurance, vacation, holiday and sick leave.

APPLICATIONS DUE:

(time) on (date) at the Sawyer County Human Resources Office.

Sawyer County is an Affirmative Action / Equal Opportunity Employer

Submit the advertisement to:

Sawyer County Record
Sawyer County Gazette

Posted Electronically on:

Sawyer County Website
Wisconsin Job Service "JobNet"

Other publications / websites that may be appropriate given the nature of the position.

Copies distributed to:

LCO Community College, 13466 W Trepania Road, Hayward, WI 54843
LCO Tribal Government, 13394 W Trepania Road, Hayward, WI 54843
Sawyer County Board Members
Employee Posting Sites

**APPENDIX D
REQUEST TO ADD POSITION(S)**

Title of Proposed Position: _____

Department: _____ **# of Positions Proposed to be Created:** _____

Brief description of proposed duties:

How are the functions of this proposed activity currently being fulfilled?

Are these duties the responsibility of Sawyer County government or can they be fulfilled by an outside agency?

What is the anticipated annual cost of this position (including benefits, if any)?

What is the source of funding for this position?

Preference may be given for positions funded by a revenue source other than general property taxes. If funding is from an outside source, note anticipated duration of funding.

If grant funded, is it anticipated position will continue after grant funding expires?

_____**yes** _____**no**

Position recommended by: _____ Committee Date: _____

Position recommended by Finance Committee ____yes ____no Date: _____

Position recommended by Personnel Committee ____yes ____no Date: _____

Position is: ____approved ____denied by the Sawyer County Board. Date: _____

**APPENDIX E
REQUEST TO ADD HOURS TO EXISTING POSITION**

Title of Position: _____

Department: _____ **Additional # of Hours Proposed:** _____

Brief description of proposed duties – will additional duties be assumed or is additional time necessary to perform current duties?

How are these duties currently being fulfilled? _____

What is the anticipated additional annual cost of these hours (including benefits)?

What is the source of funding for this position and/or the additional hours?

Preference may be given for positions/hours funded by a revenue source other than general property taxes. If funding is from an outside source, note anticipated duration of funding.

If grant funded, is it anticipated the position and/or additional hours will continue after grant funding expires? yes no

Additional hours recommended by: _____ Committee Date: _____

Additional hours approval by Finance Committee yes no Date: _____

Additional hours approved by Personnel Committee yes no Date: _____

Hours are: approved denied by the Sawyer County Board. Date: _____

**APPENDIX F
REQUEST TO FILL VACANCY IN BUDGETED POSITION**

Title of Position: _____

Department: _____ **# of Positions to be Filled:** _____

Brief description of duties of this position: _____

Can this position be eliminated and the functions performed by remaining staff? (please explain)

Are these duties the responsibility of Sawyer County government or can they be fulfilled by an outside agency?

What is the anticipated annual cost of this position (including benefits, if any)?

What is the source of funding for this position? _____

Filling Vacancy recommended by: _____ Committee Date: _____

Filling Vacancy recommended by Personnel Committee ___yes ___no Date: _____

Filling Vacancy is: ___approved ___denied by the Sawyer County Board. Date: _____

Sawyer County

Appendix G

Courthouse
10610 Main Street
Hayward, WI 54843

Position: _____

Department: _____

APPLICATION FOR EMPLOYMENT

Name of Applicant

Telephone Number

Address

Alternate Phone Number

City, State, Zip Code

email address

SAWYER COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Sawyer County considers applicants for all positions without regard to race, color, creed, sex, national origin, age, ancestry, marital status, disability, sexual orientation, arrest record, conviction record, membership in the National Guard, state defense force, or any other reserve component of the military forces of the United States or this state, or the use or non-use of lawful products off the employer's premises during non-working hours, or any other legally protected status. If you have a disability which requires an accommodation, please contact the Human Resources Manager at 715 638-3218 or email hrdirector@sawycountygov.org so appropriate arrangements can be made to allow you to participate in the selection process.

CERTIFICATION, AUTHORIZATION & RELEASE

I certify that the information given by me on this application is true and correct and without omissions to the best of my knowledge. I understand and agree that any misrepresentation or deliberate omission of a fact during the application process may result in a rejection of my application or, if employed, a termination from employment.

I further understand that the County will make a thorough investigation of my entire work history and may verify all data given in my application for employment, related papers, or oral interviews. I consent to and authorize release of information requested by the County or its agents and I release from liability any person giving or receiving any such information.

I agree that my employment may be terminated by the County at any time during probation without liability for wages or salary except such as may have been earned at the date of such termination unless otherwise agreed to in writing.

Although County management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: overtime or work schedules other than usual work hours as business needs dictate. I understand and accept these conditions of employment, if hired.

Receipt of the application by the County for consideration does not constitute a promise to interview or to offer employment with Sawyer County. I also understand that the County does not accept personal resumes alone for consideration in the employment process and will consider this application as completed, along with a resume if submitted, when reviewing candidates for an employment vacancy.

I further understand that I may be asked to undergo a physical examination, including substance abuse screening, prior to an appointment to a position with Sawyer County and that I may be subject to substance abuse screening after employment. I understand that refusal to participate in a requested pre-employment substance abuse screening will result in the rejection of my application.

Signature of Applicant

Date

EMPLOYMENT HISTORY

Begin with most recent - - at least past ten years

Employed from: _____ to: _____ Job Title: _____

Company Name: _____ Duties: _____

Company Address: _____

City/State/Zip: _____

Supervisor Name: _____ Starting Annual Salary or Hourly Wage: _____

Supervisor Phone#: _____ Ending Annual Salary or Hourly Wage: _____

Reason for Leaving: _____

May we contact employer/supervisor? _____yes _____no

Employed from: _____ to: _____ Job Title: _____

Company Name: _____ Duties: _____

Company Address: _____

City/State/Zip: _____

Supervisor Name: _____ Starting Annual Salary or Hourly Wage: _____

Supervisor Phone#: _____ Ending Annual Salary or Hourly Wage: _____

Reason for Leaving: _____

Employed from: _____ to: _____ Job Title: _____

Company Name: _____ Duties: _____

Company Address: _____

City/State/Zip: _____

Supervisor Name: _____ Starting Annual Salary or Hourly Wage: _____

Supervisor Phone#: _____ Ending Annual Salary or Hourly Wage: _____

Reason for Leaving: _____

Employed from: _____ to: _____ Job Title: _____

Company Name: _____ Duties: _____

Company Address: _____

City/State/Zip: _____

Supervisor Name: _____ Starting Annual Salary or Hourly Wage: _____

Supervisor Phone#: _____ Ending Annual Salary or Hourly Wage: _____

Reason for Leaving: _____

EDUCATIONAL BACKGROUND

Name of School

Address

Degree/s

Major/s

High School _____

College _____

Graduate _____

Technical _____

License/s or Certification/s Held: _____

MILITARY SERVICE

Branch of
Service

Mo/Yr Served
From To

Active Duty
or Reserve?

Highest
Grade

Skill Specialty
or Primary Duty

List Special Schools Attended/Skills Acquired During Military Service: _____

ARE THERE ANY OTHER EXPERIENCES, SKILLS OR QUALIFICATIONS WHICH YOU THINK WOULD ESPECIALLY QUALIFY YOU FOR EMPLOYMENT WITH THE COUNTY?

PERSONAL REFERENCES

Avoid Using Relatives

Name of Reference: _____

Position: _____

Address: _____

Telephone Number: _____

City/State/Zip: _____

How long has this person known you? _____

Name of Reference: _____

Position: _____

Address: _____

Telephone Number: _____

City/State/Zip: _____

How long has this person known you? _____

Name of Reference: _____

Position: _____

Address: _____

Telephone Number: _____

City/State/Zip: _____

How long has this person known you? _____

GENERAL INFORMATION

1. Are you at least 18 years of age? yes no
2. Have you ever been employed by this County? yes no
 - (a). If yes, from _____ to _____.
 - (b). In what department? _____
 - (c). In what position? _____
 - (d). Reason for leaving? _____
- 3(a). **FOR SHERIFF AND HIGHWAY DEPARTMENT APPLICANTS ONLY:** Do you understand that you must reside within Sawyer County within 18 months from your date of hire, if hired? yes no
- 3(b). **FOR DEPARTMENT HEAD POSITIONS ONLY:** Do you understand that you must reside within 10 miles of Sawyer County within 18 months from your date of hire, if hired? yes no
4. Are you willing to work: evenings shifts weekends overtime
5. Are you willing to be on-call for emergencies? yes no
6. Are you willing to receive special training for this position? yes no
7. The Personnel/Administrative Policies of Sawyer County contain the following provisions pertaining to the hiring of relatives:
 - a. Sawyer County believes it is improper for a person to be hired by the County because he or she is a relative of a County official or employee.
 - b. Sawyer County understands that a person, otherwise qualified, should not be denied employment with the County because he or she is related to a County official or employee. A problem arises only when the County official or employee is involved, directly or indirectly, in the hiring, promotion or supervision of a relative.
 - c. No County official or employee may use his or her office to bring about the County's employment of a relative.
 - d. Under no circumstances will the County hire a relative in a supervisor/supervisee relationship.
 - e. County Board Supervisors may not serve on committees that govern a department hiring or employing a relative.
 - f. For the purpose of this policy, "relative" means spouse, father, mother, father-in-law, mother-in-law, son, daughter, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, uncle, aunt, uncle-in-law, aunt-in-law, nephew, niece, nephew-in-law and niece-in-law.

Are you related to anyone who is currently employed by, or an elected official of, Sawyer County? yes no

If yes, specify:

Name of Relative(s)	Relationship	Department	Position
---------------------	--------------	------------	----------

8. Do you have a valid driver's license? If yes, issued by what State? _____
 Driver's License # _____ Do you have current automobile liability insurance?
 Do you have a CDL license? If yes, what classifications? _____
9. Have you ever been bonded? If yes, on what jobs? _____
10. Have you ever been convicted of, or plead no contest to, any felony or misdemeanor for violation of any federal law, any Wisconsin law, any laws of any other states or ordinances of any municipality or are there any criminal charges pending against you? yes no (It is not necessary to include minor traffic violations)

If yes, please list jurisdiction (location), date(s), and charges(s): _____

Criminal charges are not an automatic bar to employment. Each charge is considered on a case-by-case basis in relationship to the position in compliance with state and federal laws.

FOR SHERIFF'S & MAINTENANCE DEPARTMENT APPLICANTS ONLY: Sawyer County requires each applicant for positions in the Sheriff's and Maintenance Departments to submit to a criminal history background check. The applicant's birth date is required to conduct the criminal history background check. **Your age will not be considered in any employment decisions.**

Date of Birth: _____

FOR JAILER APPLICANTS ONLY: Sawyer County must comply with gender staffing requirements for jail operations. Please indicate your gender. Male Female

APPENDIX H - 1
Sawyer County
Family & Medical Leave Act (FMLA)
LEAVE REQUEST FORM
- to be completed by employee -

Employee Name: _____

Amount of Leave Requested

Date leave will begin: _____

Date employee will return: _____
if you are unable to return on the date noted, you must notify the County prior to that date

If your leave schedule is not yet known or other arrangements are necessary, please explain above or on the reverse side of this form.

If you are requesting intermittent leave, please describe above (or attach a schedule). Leave may be taken in ¼ hour increments.

Reason for Leave

_____ My own serious illness

_____ Birth, adoption or as a pre-condition to adoption of the employee's child

_____ Serious illness of employee's:

_____ spouse;

_____ child;

_____ parent;

_____ parent-in-law (*state only*);

_____ eligible covered service member:

service member is employees: _____ spouse;

_____ son or daughter;

_____ parent;

_____ next of kin

_____ Serious illness of employee's _____ domestic partner or _____ parent of a domestic partner (*state only*).

_____ Qualifying exigency leave for employee's active duty _____ spouse; _____ parent; _____ child; who is a member of the Armed Forces, National Guard, or Reserves.

Employee signature

Date

APPENDIX H - 2
Sawyer County
Family & Medical Leave Act (FMLA)
Designation Notice

Employee Name: _____

Date of Notice: _____

This notice is to inform you that you are:

_____ eligible _____ not eligible for leave under the Federal FMLA

_____ eligible _____ not eligible for leave under the State FMLA

The requested leave: _____ will _____ will not be counted against your Federal FMLA entitlement.

The requested leave: _____ will _____ will not be counted against the following State FMLA entitlements: _____ your medical condition (up to 2 weeks)

_____ to care for a qualifying family member (up to 2 weeks)

_____ birth, placement or adoption (up to 6 weeks)

You _____ will _____ will not be required to furnish medical certification of a qualifying health condition

If required, you must furnish certification by: _____ or

we may delay the commencement of your leave until the certification is submitted.

You _____ will _____ will not be required to furnish periodic reports _____ of your status and intent to return to work. If the circumstances of you leave change and you are able to return to work earlier than the date indicated on your request, you _____ will _____ will not be required to notify us at least two days prior to the date you intend to report to work.

You _____ will _____ will not be required to present a fitness-for-duty certificate prior to being restored to employment. If such certification is required but not received, your return to work may be delayed until certification is provided.

The following conditions will apply regarding pay for your leave (please see Appendix I – FMLA policy for rights and options regarding pay status:

You will be required to pay your portion of premiums for your health insurance, dental insurance, vision insurance, disability insurance, and/or life insurance as follows:

Appendix H -3

(Physician Certification Form available from Human Resources Manager)

Appendix H - 4

Examples of Application of FMLA-Leave Provisions; Interactions Between Leaves

Federal FMLA-Leave: Twelve (12) weeks per “rolling” year for all qualifying reasons combined.

State FMLA-Leave: Up to two (2) weeks per calendar year for employee’s own serious health condition; up to two (2) weeks per calendar year for employee to care for qualifying family member with a serious health condition; up to six (6) weeks per calendar year for birth or adoption; but no more than a combined total of eight (8) weeks per calendar.

SITUATION	APPLICATION OF PROVISIONS
Employee is ill, but it is not a “serious health condition” as defined by FMLA. Example: The employee has the flu and does not go to a physician.	Union contracts and County policy allow the use of available sick leave or other leave balances.
The employee has a qualifying serious health condition but does not meet the work-related eligibility criteria for FMLA-Leave. Example: A new employee does not meet the length of service requirement or a part-time employee does not meet the threshold for hours worked per year.	Union contracts and County policy allow the use of available sick leave or other leave balances. If the employee exhausts paid leave balances and needs additional time off from work, Union contracts and/or County policy regarding unpaid leave apply.
A qualifying employee’s qualifying family member is ill, but it is not a “serious health condition” as defined by FMLA. Example: The <u>employee’s child</u> has the flu and does not go to a physician.	Union contracts and County policy allow the use of up to three (3) days of sick leave per calendar year for care of an ill family member. If more than three (3) days are needed in a calendar year, the employee may use vacation, compensatory time, or personal holiday leave under the Department’s policy for approving those types of leave.
A qualifying employee is off from work on a Worker’s Compensation leave.	The County applies the FMLA-leave provisions concurrently with a Worker’s Compensation leave.
A qualifying employee is off work with a “serious health condition” as defined by FMLA.	<p>Federal and State FMLA-leave will be applied concurrently.</p> <p><u>During the first two weeks</u> (when both Federal and State FMLA-leave provisions apply), <u>the State provisions give the employee the choice</u> of taking time without pay or of using sick leave, vacation, compensatory time or personal holiday leave.</p> <p><u>After the initial two weeks</u> (when only the Federal FMLA-leave provisions remain), County policy <u>requires the employee to substitute any paid leave available</u>, except that the employee may retain up to one week of sick leave and up to one week of vacation time for future use. The employee has the choice of what order to use sick leave, vacation, compensatory time or personal holiday.</p> <p>If the employee is unable to return after 12-weeks, but still has paid leave available, County policy allows him/her to continue to use those paid leave balances. Benefits continue while employee is in pay status.</p> <p>If the employee exhausts all paid leave <u>and</u> all FMLA-leave, Union contract provisions and/or County policy regarding unpaid leave apply. Benefits end if all FMLA-leave and all paid leave are exhausted.</p>
A qualifying employee must be off of work to care	Federal and State FMLA-leave will be applied

<p>for a qualifying family member with a “serious health condition” as defined by FMLA.</p>	<p>concurrently.</p> <p><u>During the first two weeks</u> (when both Federal and State FMLA-leave provisions apply), the <u>State provisions give the employee the choice</u> of taking time without pay or of using sick leave, vacation, compensatory time or personal holiday leave. Although County policy only allows three (3) days of sick leave per year for the care of a qualifying family member, the State provisions are more generous and the County is required to comply with them.</p> <p><u>After the initial two weeks</u> (when only the Federal FMLA-leave provisions remain), County policy <u>requires the employee to substitute paid leave available</u>. Because County policy only allows three (3) days of sick leave for care of a qualifying family member, <u>sick leave cannot be utilized after the initial two weeks</u>. The Federal FMLA provisions do not require the County to provide a greater benefit for paid leave than existing policy. (Note: If the employee took the initial two weeks as unpaid, he/she would be entitled to use up to three (3) days of sick leave). The employee <u>must use vacation, compensatory time or personal holiday leave</u>, except that the employee may retain up to one week of vacation time.</p> <p>If the employee needs more than 12-weeks to care for the qualifying family member, he/she may request unpaid leave. Unpaid leave for this purpose may be granted at the County’s sole discretion.</p>
<p>A qualifying employee was off of work for 12-weeks of leave due to pregnancy circumstances which qualified as a “serious health condition” as defined by FMLA, then had a baby.</p> <p>Example: This situation may occur when the employee has a job which typically cannot be performed safely in late stages of pregnancy, i.e. law enforcement, or when the employee has complications with a pregnancy.</p>	<p>The employee exhausted both the two (2) weeks of State FMLA-leave for her own serious health condition and the twelve (12) weeks of Federal FMLA-leave during the pregnancy. However, after the birth of the baby, the employee is still entitled to six (6) weeks of State FMLA-leave for the care of the baby.</p> <p>Note: If the employee was off from work for less than 12-weeks prior to the birth of the child, up to six (6) weeks of time after the birth may considered leave for the employee’s own health condition (but the employee cannot exceed to total time of 12 weeks for her personal illness), followed by the six (6) weeks of leave for care of the baby.</p>
<p>Due to nature of the illness, the need for time-off is sporadic.</p>	<p>“Intermittent” leave provisions apply. The time periods allowed under Federal and State FMLA-leave provisions are translated into the number of days/hours normally worked in that time period. For an employee working five (5), eight (8) hour days per week, the two (2) weeks of State FMLA-leave would equal ten (10) work days or eighty (80) hours; the twelve (12) weeks of Federal FMLA-leave would equal sixty (60) work days or four-hundred eighty (480) hours. Some restrictions may be applied to the use of intermittent leave.</p>

Note: See policy for additional provisions available under the Federal FMLA for exigencies arising out the employee’s family member’s military duties and obligations or to provide care for service-related illness/injury.

Appendix I

Sawyer County Reclassification Components

Basic factors for consideration of reclassification requests:

1. Duties and responsibilities and skills must significantly exceed those specified for the position.
2. Position must be significantly changed due to departmental demands, placing increased responsibility on the position.
3. Work of a higher level must be demonstrated.
4. There may be a significant change in job qualifications due to technology or duty and responsibility requirements.
5. There should not be confusion between the amount of work and the level of work: “more of the same” is not a basis for reclassification by itself. This is a work volume factor and should be dealt with by other means.
6. Job performance is not a direct factor in reclassification. Although outstanding job performance is important and may be an indirect factor, it should be commended, recognized in a different manner.

Appendix J
New Employee Personal Data
Confidential

The information requested below is for emergency contact, benefit administration, and Equal Employment Opportunity/Affirmative Action reporting purposes. This information is kept separate from your Central Personnel File and will not be used for employment, evaluation or promotional processes.

Name: _____ Maiden Name: _____

Address: _____

Employee's Home Phone #: _____
(alternate / cell phone #)

In case of emergency notify (please print):

Name: _____ Relationship: _____

Address: _____

Day Phone #: _____ Home or Work
(circle one)

Evening Phone #: _____ Home or Work

Name: _____ Relationship: _____

Address: _____

Day Phone #: _____ Home or Work
(circle one)

Evening Phone #: _____ Home or Work

Employee's Sex: Male Female

Date of Birth: _____ Social Security #: _____

Marital Status: _____ If married,
Spouse's Name: _____

Ethnic Category for EEO/AA Reporting Purposes:

White Black Hispanic Asian or Pacific Islander American Indian or Alaskan Native

Other, please identify: _____

Appendix K
Employee Personal Data Update
Confidential

Update to Previously Submitted Information

The information requested below is for emergency contact, benefit administration, and Equal Employment Opportunity/Affirmative Action reporting purposes. This information is kept separate from your Central Personnel File and will not be used for employment, evaluation or promotional processes.

Name: _____ Maiden Name: _____

Address: _____

Employee's Home Phone #: _____
_____ (alternate / cell phone #)

In case of emergency notify (please print):

Name: _____ Relationship: _____

Address: _____

Day Phone #: _____ Home or Work
(circle one)

Evening Phone #: _____ Home or Work

Name: _____ Relationship: _____

Address: _____

Day Phone #: _____ Home or Work
(circle one)

Evening Phone #: _____ Home or Work

Marital Status: _____ If married,
Spouse's Name: _____

Appendix L

SAWYER COUNTY DISCIPLINE/TERMINATION GRIEVANCE FORM

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

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

Appendix M
Unsafe Condition Or Hazard Report

Instructions:

- Use this form to report an unsafe working condition that does not require immediate action.
- This form should NOT be used to *initially* report immediate and dangerous working conditions. Unsafe conditions or hazard reports should initially be made to the supervisor (see page 2 of this form).
- This form should be completed, fully and legibly, with as much detail as possible. If additional space is needed, print information on a separate piece of paper and attach. If you need assistance in filling out the form, please contact the County Clerk.
- Submit completed forms to the Office of the County Clerk for consideration by the Sawyer County Workplace Safety Committee.

Employee's Name: _____ Job Title: _____ Date of Report: _____	DATE AND TIME RECEIVED <i>(for County use only)</i>
---	---

1. Location Of Condition Believed To Be Unsafe Or Hazardous (specify exact location where alleged unsafe or hazardous condition exists, the type of work performed and the approximate number of employees in the location. Use a separate form for each unsafe or hazardous condition).

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

3. Date and Time Unsafe or Hazardous Condition First Observed By Employee:

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

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

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

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

8. Certification.

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

Signature of Employee

Date Signed

Immediate and Dangerous Working Conditions

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

2. Upon being advised of an immediate and dangerous working condition, the supervisor shall evaluate the condition take any immediate action necessary to correct or minimize the hazard to a reasonable standard of safety. The supervisor shall notify the Department Head and the County Clerk of the employee's report of an immediate and dangerous working condition and the corrective action, if any, taken by the supervisor.

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

4. The Department Head will designate the appropriate individual to go to the scene immediately, evaluate the situation, make a judgment, and document and communicate the decision on appropriate action to the employee, the supervisor and the County Clerk.

5. The County's Workplace Safety Committee will review the information related to the dangerous working condition and determine whether the situation has been satisfactorily resolved or if additional investigation and corrective actions are necessary. The County Clerk will advise the employee in writing of the results of the investigation and any corrective action that the County intends to take within seven (7) calendar days of receipt of this Unsafe Condition or Hazard Report from the employee.

Appendix N
WORKPLACE SAFETY GRIEVANCE FORM

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

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

Appendix O
GRIEVANCE PROCEDURE APPEAL FORM

INSTRUCTIONS: This form is to be used by employees and/or the County to appeal the written decision of an Impartial Hearing Officer relating to discipline, termination or workplace safety under the Sawyer County Grievance Procedure. The form must be completed and filed with the Office of the County Clerk within fourteen (14) calendar days of the date of the Impartial Hearing Officer's decision from which the appeal is being taken. Failure to file a written appeal within fourteen (14) calendar days of the impartial hearing officer's decision will result in the waiver of the right to an appeal and the outcome of the proceedings before the hearing officer shall be final. You may only use the space provided on this form.

Name of Grievant:	Work Phone:
Job Title:	Home Phone:
Address:	DATE AND TIME RECEIVED <i>(for County use only)</i>
<p>1. Decision From Which An Appeal Is Being Taken. Attach a copy of the impartial hearing officer's decision to this form. If you do not have a copy, provide the date of the decision, the name of the Impartial Hearing Officer and briefly describe the decision and order of the impartial hearing officer in the space below.</p>	
<p>2. Basis For Appeal. Describe why you believe the decision of the impartial hearing officer was incorrect.</p>	
<p>3. Remedy. Describe what you believe the impartial hearing officer should have ordered and why.</p>	
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Appealing Party	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date Signed

Appendix P
Sawyer County
EMPLOYEE ASSISTANCE PROGRAM
Resource Agency Personnel & Agency Contacts

Director of Human Services Pete Sanders	634-3301
Human Services Program Coordinator for AODA, Mental Health & Development Disabilities Joe Bodo	634-3304

**Appendix Q
Harassment Complaint / Investigation
(continued)**

Name of Person Bringing Complaint: _____

Job Title: _____ Department: _____

Date(s) of Alleged Complaint: _____

Name(s) of Alleged Harasser(s): _____

Job Title(s): _____ Department: _____

Investigating Facts:

Conclusion:

**Harassment Complaint / Investigation
(continued)**

Action Taken:

Information Reported to Person Bringing Complaint:

Follow-Up With Person Bringing Complaint (if applicable):

Signed by Investigator: _____ Date: _____

Printed Name: _____

Appendix R

**SAWYER COUNTY
Performance Evaluation**

Employee Name: _____ Review Period: _____

Employee Pre-Review Input Form - Return by: _____

Accomplishments / Achievements / Training During Review Period:

Goals Not Met, Concerns, or Issues:

Goals for the Next Review Period:

Other Comments:

Employee Signature: _____ Date: _____

Appendix S

**SAWYER COUNTY
Performance Evaluation**

Employee Name: _____ Review Period: _____

Expertise in Field / Job Knowledge:

Oral & Written Communication Skills:

Public Relations – Both Internal (supervisors, co-workers, subordinates) & External:

Problem-Solving & Decision-Making:

Demonstrated Leadership Ability:

Overall Work Product (quality & quantity):

Other Comments (attitude, attendance, appearance, use of time, initiative, strengths, weaknesses, etc.):

Goals for Next Review Period (including training and suggestions for areas for development):

Prepared by: _____

Employee Signature: _____ Date: _____

Employee comments:

APPENDIX T New Employee Evaluation

☐ 6 month evaluation
☐ 12 month evaluation

Employee Name: _____ Date of Hire: _____

Directions: Please read each question below and select the narrative that best describes how the employee is performing in that area. On the line to the left of the heading, write the point value of the rating. After completing all eleven questions, add the point values assigned and check the appropriate rating line based on the total number of points.

* * * * *

Note: Please feel free to use the ratings on a continuum. That is, if you feel the employee is somewhere between a 3 and 4 ranking, assign a point value between those two numbers (example: 3.25).

_____ **Ability to Learn: How quickly does employee grasp new ideas, master new work, remember instruction?**

- (9) Catches on the first time and needs no additional training.
- (7) Learns quickly and remembers well. Occasionally needs follow up training.
- (5) Requires initial training then uses common sense to complete tasks.
- (2) Needs detailed instruction. Unable to draw conclusions from previous training.
- (1) Learns slowly, poor memory. Requires frequent retraining.

_____ **Dependability: Does employee follow schedules and meet deadlines? Is employee where s/he is supposed to be when s/he is supposed to be there? Can s/he be relied upon to continue working?**

- (6) Very conscientious. Consistently meets deadlines despite obstacles. Can always be relied on to be working at a high level.
- (5) Can be depended on to work steadily all day and complete projects prior to deadlines. Some extra time and effort is evident.
- (4) Independently schedules workloads and can be depended on to regularly meet deadlines.
- (2) Usually meets schedules/deadlines, but requires reminding or watching. Is sometimes distracted from his/her work.
- (1) Often needs reminding to meet schedules/deadlines. Wastes time.

_____ **Attendance: Does employee show up for scheduled work, is s/he on time?**

- (5) Always on time and on the job, never absent or tardy.
- (4) Very good attendance record. Rarely, if ever, tardy.
- (3) Attendance within acceptable departmental limits. Usually on time.
- (2) Absences/tardiness record outside of departmental limits, may have unexcused absence(s).
- (1) Absences/tardiness record excessive and unacceptable.

_____ **Quantity of Work: Does the employee turn out an honest day's work? (Disregard quality)**

- (8) Very fast and productive. Asks for more to do when finished with tasks.
- (6) Always productive, finishes his/her work. Able to take on extra if asked.
- (4) Finishes assigned volume. Gets the job done on time.
- (2) Could produce more. Often requires assistance to complete tasks on time.
- (1) Very slow, never gets done on time. Consistently needs assistance to complete the task.

_____ **Quality of Work: Is employee's work accurate and neat? (Disregard quantity)**

- (8) Consistent exceptional work quality. Employee finds his/her own errors and corrects them.
- (6) High accuracy. Rarely has errors and learns from his/her mistakes.
- (4) Satisfactory quality with few mistakes. Number and type of errors within acceptable limits.
- (2) Work often needs inspection. Employee is not self-monitoring.
- (1) Work is careless and sloppy. Corrections are usually required.

_____ **Initiative: Does the employee demonstrate motivation to perform and improve his/her job?**

- (7) Outstanding in resourcefulness and achievement. Suggests and tries new ideas.
- (5) Always keeps busy and frequently shares ideas for improvement.
- (3) Accepts assigned work without complaint and occasionally makes constructive suggestions.
- (2) Shows some ambition, but needs direction. Rarely makes suggestions.
- (1) Never demonstrates desire to improve work performance. Not willing to make suggestions for improvement.

_____ **Job Knowledge: Does the employee demonstrate the ability to perform the job without additional training?**

- (9) Knows more than is needed for this job and shares that knowledge with co-workers.
- (7) Demonstrates full ability to perform the job and frequently offers suggestions.
- (5) Has the background and experience and uses it.
- (2) Lacks some knowledge and experience for the job. Needs additional training.
- (1) Needs training in fundamentals of job.

_____ **Attitude Toward Job: How does employee accept supervision? Does s/he act positively about the job and toward co-workers?**

- (7) Welcomes supervision and new ideas. Always maintains a positive demeanor.
- (5) Usually exhibits upbeat attitude toward work assignments and seems to enjoy co-workers. Accepts criticism as constructive.
- (3) Does what is expected and asked of him/her. Gets along and can work with all co-workers.
- (2) Has difficulty accepting supervision. May verbalize dissatisfaction with job and/or co-workers.
- (1) Antagonistic toward authority/work. Holds the County in low regard. Lacks interest – this is just another job.

_____ **Cooperation: Does employee demonstrate a teamwork approach toward his/her supervisor and co-workers?**

- (5) Goes out of his/her way to actively participate as part of the team and encourages others to do the same.
- (4) Always acts as a team member, actively participating in group dynamics.
- (3) Usually a good team member, willingly participates.
- (2) Occasionally difficult to work with. Not a good team player. Needs to improve relationships.
- (1) Unwilling to take part. Causes friction among others. Does not share ideas.

_____ **Public Contact: Does employee provide friendly and courteous treatment to the public/clients?**

Note: If not applicable because employee has no interaction with the public and/or clients, rate as a 3

- (5) Provides exceptional public service and fosters a group spirit among others.
- (4) Consistently friendly and courteous to the public. Seeks out cooperative relationships.
- (3) Works cooperatively with the public and others. Willing to meet people half way. Respected by, and accepting of, others.
- (2) Occasional strained relationships with the public.
- (1) Inappropriate public contact. Unwarranted behavior.

_____ **Safety: How does employee handle self and equipment, safety procedures?**

Note: If not applicable because job has very little safety risk, rate as a three.

- (5) Never jeopardizes own or other's safety. Recognizes and reports potential problems.
- (4) Recognizes and follows safety regulations. Uses common sense to prevent accidents, injuries, and damage to property.
- (3) Works with reasonable care and is aware of safety hazards for self and others.
- (2) Must be reminded of standard hazards. Does not use common sense with safety issues.
- (1) Careless and reckless worker, a hazard to self and/or others.

_____ **Total Points**

- Rating: 70 – 74 _____ Consider further challenges.
- Rating: 56 – 69.99 _____ Continue to assign advanced work.
- Rating: 40 – 55.99 _____ Meets expectations of position, continue training, coaching and monitoring.
- Rating: 22 – 39.99 _____ Performance needs improvement. Consider releasing or extending probation.
- Rating: below 22 _____ Does not meet minimum requirements of job. Release from employment prior to probation ending.

Recommendation:

for 6-Month Evaluation: _____ **Continue Employment** _____ **Release**
for Final Evaluation: _____ **Continue Employment** _____ **Release**

Approved by Department Head
(if different from supervisor)

Rated by: _____ Date: _____
(supervisor) (department head)

Employee Signature: _____ Date: _____

A separate sheet may be attached to provide explanations and/or comments, make recommendations, or set goals.

**APPENDIX U
PUBLIC RECORDS FEE SCHEDULE**

PHOTOCOPIES: Ledger Sized = \$1.00
 8½x11 (one-sided) = 25¢ 8½x11 (two-sided) = 35¢ 8½x14 (one-sided) = 25¢
 8½x14 (two-sided) = 35¢ 11x14 (one-sided) = 35¢ 11x14 (two-sided) = 50¢

- Reproduction of Recorded Tape = \$5.00 per tape, requestor supplies tape(s)
- Fax Fee: \$1.00 for sending/receiving fax, plus 25¢ per page

Large Format Copier:	Odd sized paper	Round up to the next page size
14 x 16 (Parcel Maps)	\$ 1.50	
18 x 24	\$ 2.50	
24 x 36	\$ 5.00	
36 x 36	\$ 6.00	
36 x 42	\$ 7.00	
36 x 48	\$ 8.00	
Northwoods Beach	\$ 5.00	

Printed Map Products

Custom project hourly rate (cr/hr)	\$30.00
18 x 24	\$ 6.00 + cr/hr
24 x 24	\$ 8.00 + cr/hr
24 x 36	\$12.00 + cr/hr
36 x 36	\$18.00 + cr/hr
36 x 48	\$24.00 + cr/hr
Custom page size	\$ 2.00 per sq ft + cr/hr
Orthophotography	
8½ x 11	\$ 1.00
8½ x 14	\$ 1.25
11 x 17	\$ 2.00
Postal mailing	\$.50
24 x 36 orthophotography printed on photo paper..	\$30.00

Digital Format – Add material costs to all projects

Materials costs			
1 CD.....	\$ 2.00	1 DVD.....	\$ 3.00
Orthophotography			
1 Civil Township	\$25.00		
Entire County (license required)	\$200.00		
1 Section 6-inch resolution black/white	\$10.00		
Custom project.....	\$1.00 per 100 megabytes with \$10.00 minimum charge		

Information Technology Service Fees

Full Extract of Assessment Database in Excel Format.....	\$100.00
Single Township or Custom Extract ...	\$30.00 - \$50.00, depending on complexity/volume

Child Support

Custom Reports Generated from KIDS System	\$ 1.75 per page
---	------------------

APPENDIX V
Sawyer County External Grievance Form

Name: _____
(please print)

Address: _____

Telephone #: _____
(home) *(alternate #)*

Please Explain Your Grievance (attach pages if necessary):

Your Signature: _____

Date: _____

APPENDIX W

REQUEST for REVISION
to
Personnel-Administrative Policies

Please consider the following revision to the Sawyer County Personnel-Administrative Policies:

Proposed Revision (please reference page and article number of existing policy):

Reason for Proposed Revision:

Signature: _____ Date: _____

APPENDIX X

**RECEIPT
of
SAWYER COUNTY
PERSONNEL -ADMINISTRATIVE POLICIES MANUAL
&
SAFETY MANUAL**

All employees are required to acknowledge that they have received copies of the Sawyer County Personnel - Administrative Policies Manual and the Safety Manual. Please sign this form and return it to the Human Resources Department within seven (7) days of employment.

I have been provided with copies of the Sawyer County Personnel - Administrative Policies Manual and the Safety Manual. I have read and understand the manuals and agree to abide by the provisions, policies, and requirements in the manuals. I understand that I may be disciplined if I fail to comply with the provisions, policies and requirements in the manuals.

I acknowledge that the Personnel - Administrative Policies Manual includes the following policies:

- Grievance Procedure for Disciplinary Action & Workplace Safety
- Work Rules & Standards
- Employee Assistance Program
- Drug & Alcohol Free Workplace Policy
- Smoke-Free Workplace Policy
- Harassment Policy
- Use of Technology Resources Policy
- Code of Ethics

Signature: _____ Date: _____

Manuals Now Available On-Line: www.sawyercountygov.org