



# ***Dodge County Wisconsin***

## **PERSONNEL POLICIES AND PROCEDURES**

Dodge County  
Human Resources Department  
Revised August 5, 2014

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The contents of this Policy and Procedure document are for informational purposes only, and are not intended to create, or to be construed as to constitute, a contract between Dodge County and any or all of its employees, or a guarantee of continued employment. Unless otherwise specified by law employees of Dodge County are at-will.

These Personnel Policies are established for all Dodge County employees.

In the event any provisions of these Personnel Policies are found to be in conflict with State or Federal law, it is understood that the State or Federal law will control.

Only the non-monetary provisions of these Personnel Policies may be amended without action by the Dodge County Board of Supervisors. Monetary provisions of these Personnel Policies may be amended by the Dodge County Board of Supervisors.

Elected officials of Dodge County (according to Wisconsin Statutes and the Attorney General's opinion) are eligible for only (208) Insurance and (306) Expense Reimbursement.

These Personnel Policies have been reviewed and approved by the Dodge County Human Resources and Labor Negotiations Committee and adopted as County policy. Dodge County reserves the right to modify, revoke, suspend, terminate or change any and all policies, or procedures, in whole or in part, with or without notice.

Sheriff's Department

Sheriff's Department Sworn Union employees are covered by a labor agreement that takes precedence over any policies, procedures or benefits described herein that are more restrictive than the labor agreement.

All questions by Department Heads as to interpretation or application of these Policies or Union Contracts are to be directed to the Human Resources Director.

All prospective employees will fill out and sign a Dodge County employment application form for any type of employment with Dodge County.

Employment applications are available from the Dodge County Human Resources Offices located in the Administration Building and at Clearview Long-term Care and Rehabilitation (Clearview).

All questions must be answered and all applications must be signed. Assistance, if required, will be provided to individuals needing some help to complete the application.

Applications will be reviewed for completeness and kept at the Human Resources Offices for future reference.

Applications will remain in the active file for 180 days. Applications may be updated to remain active more than 180 days. Applications older than 180 days are removed from the active file and may be destroyed.

Active applications are screened by the Human Resources Department and respective department heads for positions as they become available. Qualified applicants for open positions are referred to the applicable departments for consideration by the department head.

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## **DEFINITIONS**

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### **EMPLOYEE WORK STATUS**

The following definitions of employee status will apply to all County departments and operations:

#### **Full-time Employee**

A full time employee is one who is ordinarily scheduled to work forty (40) hours per week, depending on departmental work weeks, on a regular basis of fifty-two (52) weeks per year and is eligible for all County benefits including health, dental and life insurance, retirement benefits, longevity, vacation, holidays, sick leave, Section 125 flexible spending accounts, Section 457 deferred compensation, voluntary long-term disability, as well as Social Security contributions and Worker's Compensation Insurance.

#### **Part-time Employee**

A part-time employee is one who is ordinarily scheduled to work twenty (20) or more hours per week depending on departmental work weeks, on a regular basis of fifty-two (52) weeks per year and is eligible for County benefits listed above on a pro-rated basis, provided the employee meets the eligibility requirements for each benefit. Employees involved in a job-share arrangement are considered part-time employees for the purpose of determining eligibility for benefits.

A part-time employee at all locations except Clearview who works less than twenty (20) hours per week is not eligible for County benefits except Social Security and Worker's Compensation, and also benefits offered through the Wisconsin Retirement System if they worked for a WRS participating employer prior to July 1, 2011 and work six hundred (600) hours per year, or if hired on or after July 1, 2011, and work twelve hundred (1200) hours per year.

A part-time employee at Clearview who works less than twenty (20) hours per week but is in a benefited status is eligible for prorated benefits based on the number of hours worked in a preceding month with no minimum number of hours required; however, participation in health insurance may be limited by eligibility criteria contained in the contract with the health insurance carrier.

#### **Temporary, Seasonal and Limited-term Employees**

Temporary, seasonal and limited-term employees are hired for specific periods of time, are not considered regular employees, and are not eligible for County benefits. Temporary, seasonal and limited-term employees who meet WRS eligibility requirements may be eligible for benefits offered through WRS.

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## **DISCIPLINE**

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A counseling related to performance improvement will generally take place prior to any initial disciplinary action and is not considered discipline, however any counseling given should be documented. Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of Dodge County (the County). Formal disciplinary action may call for any of three steps – written warning, suspension (with or without pay) or termination of employment – depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a

suspension or termination of employment without going through progressive discipline steps. The County reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

106 – **EMPLOYEE PERSONNEL AND PAYROLL INFORMATION**

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All information changes pertinent to the Personnel/Payroll record of an employee will be transmitted to the Human Resources Department, as soon as they occur on forms provided by the Human Resources Department.

All information or changes of employee records, including but not limited to, new hires, terminations, changes of name and address, reclassifications, pay increases and other items, will be sent to the respective Human Resources Department (Administration Building or Clearview) to update the employee file.

All forms will be completed as necessary and signed by the Department Head or other authorized person and the County Administrator, then sent to the Human Resources Department.

107 – **EMPLOYEE STATUS – EXEMPT AND NON-EXEMPT**

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The determination of whether a position will be classified as exempt or non-exempt will be made in accordance with federal and state wage and hour laws.

Exempt Employees

Exempt employees will be paid on a salary basis. The salary will not be reduced based upon individual hours not worked but may be reduced when the employee absents himself from work for an entire day. Usage of accrued paid time off such as sick leave, vacation, etc., is not considered a reduction in salary and may be used in less than full day increments.

Deductions will not be made for absences of exempt employees caused by jury duty or temporary military leave. Amounts received by an exempt employee as jury duty pay or military pay will, however, be offset against salary.

Non-Exempt Employees

Non-exempt employees are paid on an hourly basis for all hours actually worked.

Non-exempt employees, at all locations except Clearview, will be paid one and one-half (1-1/2) times their regular rate of pay for all hours worked over forty (40) in a work week. Non-exempt employees at Clearview will be paid one and one-half (1-1/2) times their regular rate of pay for all hours worked over eight (8) hours per day or eighty (80) hours per pay period and for all hours worked on Sundays and Holidays.

108 – **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

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It is the policy of Dodge County to recruit and select the most qualified persons for positions in Dodge County. In accordance with State Law and the guidelines of the Equal Employment Opportunity Commission, recruitment and selection will be conducted in an affirmative manner to provide equal employment opportunity to qualified individuals regardless of race, age, sex, religion, handicap or disability, marital status, sexual orientation, military service, national origin, political affiliation, or use or non-use of lawful products off the employer's premises during non-working hours or any other

characteristic protected by state or federal law. Discrimination on the basis of age or sex or physical disability will be prohibited except where specific age, sex or physical requirements constitute a bona fide occupational qualification necessary for proper and efficient administration.

109 – **GRIEVANCE PROCEDURE**

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This policy is intended to comply with Section 66.0509(1m), Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509(1m), Wis. Stats., other than law enforcement employees subject to Section 59.26(8) or Chapter 63, Wis. Stats. An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, the following definitions apply:

1. **Employee.** For purposes of a grievance involving workplace safety, discipline and/or termination (as defined herein) an employee is defined as a regular full-time or regular part-time employee, limited-term employee, or seasonal employee. "Employee" shall not include employees subject to a collective bargaining agreement addressing employee discipline, termination and workplace safety; statutorily appointed individuals identified specifically in statute as serving at the pleasure of an appointing authority; elected officials; and independent contractors.
2. **Employee Discipline.** "Employee discipline" includes all levels of progressive discipline, but shall not include the following items:
  - Performance evaluations or reviews;
  - Placing an employee on paid administrative leave pending an internal investigation;
  - Counselings, meetings or other pre-disciplinary action;
  - Actions taken to address work performance, including use of a performance improvement plan or job targets;
  - Action taken pursuant to an ordinance created under s.1959(1m);
  - Non-disciplinary demotion, transfer or change in job assignment;
  - Non-disciplinary wage, benefit, or salary adjustments;
  - Other personnel actions taken by the employer that are not a form of progressive discipline; or
  - Documentation of employee acts or omissions;
3. **Employee Termination.** "Employee termination" shall include action taken by the employer to terminate an individual's employment for disciplinary or quality of performance reasons, but shall not include the following personnel actions:
  - Voluntary quit;
  - Position elimination;
  - Layoff or failure to be recalled from layoff;
  - Furlough or reduction in work force;
  - Job transfer including non-disciplinary demotion;
  - Retirement;
  - Job abandonment, "no-call, no-show", or other failure to report to work;
  - Termination of employment due to medical condition, lack of qualification or license, non-renewal of contract, or other inability to perform job duties; or
  - Termination due to end or completion of temporary employment, seasonal employment, contract employment, or assignment.



4. Frivolous Grievance. Any grievance that is false or misleading, factually baseless, in bad faith, or filed solely for purposes of intimidation, annoyance or harassment.
5. Grievant. The individual filing the grievance or appeal personally affected by the discipline, termination or workplace safety matters. A grievant is the only person who may file a grievance. The issues related to any grievance must relate to issues personal to the grievant filing the grievance and may not relate to matters affecting other parties.
6. Workplace Safety. "Workplace safety" shall be narrowly construed and not construed to include basic conditions of employment unrelated to physical health and safety. "Workplace Safety" means conditions of employment related to the physical health and safety of employees, as long as such conditions are not enforceable under state or federal law, and includes safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk. "Workplace safety" does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, sick, family, or medical leave, work schedules, breaks, termination, vacation, performance reviews, and compensation.

#### Grievance Format

Any written grievance filed under this policy must contain the following information:

- The name and position of the employee filing it,
- A statement of the issue involved,
- A statement of the relief sought,
- A detailed explanation of the facts supporting the grievance,
- Documentation related to the grievance in possession of the grievant,
- The date(s) the event(s) giving rise to the grievance took place,
- The identities of the persons involved,
- The identity of the policy, procedure or rule that is being challenged,
- The steps the employee has taken to review the matter, either orally or in writing, with the employee's supervisor,
- All reasons why the actions of the supervisor should be overturned, if applicable, and
- The employee's signature and the date.

A grievance alleging a workplace safety issue shall also identify the workplace rules allegedly violated, if applicable.

By signing the grievance, the employee is declaring under penalty of law that the statements contained in a grievance are true and correct to the employee's belief. Any employee who files a frivolous grievance is subject to disciplinary action.

If a timely filed grievance is missing information or is incomplete it shall be not be considered and the grievant shall be notified of this determination within two (2) working days of receipt by the County.

#### Steps of the Grievance Procedure

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

Before Filing A Grievance – Verbal Grievance and Dispute Resolution. Within five (5) business days of the termination, employee discipline or actual or reasonable knowledge of the workplace safety issue, and prior to filing a written grievance, the grievant must discuss the dispute with the supervisor who made the decision. The supervisor and employee must informally attempt to

resolve the dispute. The supervisor shall notify the department head of this meeting and the results of the meeting. If the dispute resolution involved the department head, the department head shall notify the County Administrator of this meeting and the results of the meeting.

Step 1 – Written Grievance Filed with the Department Head The employee must prepare and file a written grievance with the department head within ten (10) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The department head or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance. In the event the grievance involves the department head, the employee may initially file the grievance with the County Administrator or his/her designee, who shall conduct the Step 1 investigation.

Step 2 – Review by County Administrator If the grievance is not settled at Step 1, the employee may appeal the grievance to the County Administrator, or his/her designee, within five (5) business days of the receipt of the decision of the department head at Step 1. The appeal shall indicate all reasons why the decision of the department head should be overturned. The County Administrator or his/her designee will review the matter and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance.

Step 3 – Impartial Hearing Officer If the grievance is not settled at Step 2, the employee may request in writing, within five (5) business days following receipt of the County Administrator's decision, a request for written review by an impartial hearing officer. The County shall select the impartial hearing officer. The hearing officer shall not be a County employee.

The impartial hearing officer shall have the sole authority to determine whether the impartial hearing officer has jurisdiction, which may be subject to review by the governmental body.

In all cases, the grievant shall have the burden of proof to support the grievance.

This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing examiner may admit all evidence that the impartial hearing officer determines is relevant and may exclude immaterial, irrelevant or unduly repetitious testimony or evidence. After the employee and the County have finished introducing evidence, the impartial hearing officer shall close the hearing. Prior to the close of the hearing, the County may request the impartial hearing officer for a determination that the grievance was frivolous. The parties shall have no right to file briefs or position statements following the hearing.

The impartial hearing officer shall have the power to issue a response to the Grievance. The impartial hearing officer shall prepare a written decision. The impartial hearing officer must answer the following question: Based on the preponderance of the evidence presented, has the Grievant proven the decision of the Administration was arbitrary or capricious? The impartial hearing officer shall have no power to issue any remedy, but the impartial hearing officer may recommend a remedy. Remedial authority shall be subject to the determination and approval of the County Board, and shall be addressed by the County Board in the event the grievance is sustained.

Step 4 – Review by the Governing Body If the grievance is not resolved after Step 3, the employee or the County Administrator shall request within five (5) business days of receipt of the written decision from the hearing officer a written review by the County Board. The appeal shall be filed with the County Clerk. The County Board shall not take testimony or evidence; it may only determine whether the impartial hearing officer reached an arbitrary or capricious decision or incorrect result based on a review of the record before the impartial hearing officer. The matter will be scheduled for the County Board's next regular meeting in closed session unless an open

session is requested by the employee. The County Board will inform the employee of its findings and decision in writing within twenty (20) business days of the County Board meeting unless the County Board extends this time frame. The County Board shall decide the matter by simple majority vote and this decision shall be final and binding.

#### Timeliness

An employee may not advance or file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. The failure of the grievant to follow the timelines and other requirements of this policy shall result in the impartial hearing officer not having jurisdiction over this matter and shall terminate the grievance procedure for that grievance.

#### Representation

The grievant shall have the right to representation at Step 3 of the grievance procedure at the grievant's expense. The representative shall not be a material witness to the dispute. If the grievant intends to have representation, the grievant will notify the County at the time the grievant appeals the Step 2 decision, and shall identify the representative.

#### Processing of the Grievance

An employee must process his/her grievance outside of normal work hours, unless the employee elects to use accrued paid time (vacation, comp time etc.) in order to be paid for time spent processing his/her grievance through the various steps of the grievance procedure.

#### Exclusive Remedy

This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with the administration, and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by County representatives who have final authority, subject to any applicable County policy or directive, to resolve the matter.

## 110 – **HIRING PROCEDURES**

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All applications for employment will be taken by the Human Resources Department. Applications for positions at Clearview will be taken by Human Resource Department employees at Clearview, and applications for all other positions will be taken by Human Resource Department employees at the Administration Building.

Current Dodge County employees may be given consideration for new positions or refilling of present positions, however a Department Head may request that external candidates be given consideration at the same time.

## 111 – **HOURS OF WORK**

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The normal work week for most full-time employees will be forty (40) hours, however this should not be construed as a guarantee of work. The normal schedule for most employees will be 8:00 a.m. to 4:30 p.m. Monday through Friday unless changed by the Department Head. This work week and schedule does not apply to employees of the Sheriff's Department, Clearview, and the Highway Department. Department Heads of those departments will establish appropriate work schedules as authorized by the County Administrator.

Department Heads, when authorized to do so by the County Administrator, may approve office hours and work schedules between 7:00 a.m. and 9:00 p.m. Monday through Thursday, and 7:00 a.m. and 4:30 p.m. on Friday for offices that do not provide multiple-shift operations.

In addition, when prearranged work related appointments would require an employee to work outside of his/her normal work day, the employee will, with the approval of his/her supervisor, adjust his/her work schedule so that the normal hours in a work week are not exceeded.

When an employee requests to adjust his/her schedule to accommodate personal needs, it is at the discretion of the Department Head whether the employee will be allowed to adjust his/her schedule in the same manner as is allowed for prearranged work related appointments.

Adjustments to schedules will generally not be permitted if the adjustment results in overtime or compensatory time.

Employees are entitled to two ten (10) minute breaks when working an entire shift. Employees of Clearview, the Highway Department and the Building Maintenance Department are entitled to one fifteen (15) minute break. All employees working an entire shift must take a thirty (30) minute lunch period each day. The thirty (30) minute lunch period will be without pay.

#### Clearview Union Employees

The practice of trading days will be allowed except where it will be necessary to pay overtime that would otherwise not have been incurred. Other exceptions may be granted at the sole discretion of the County. When days are "traded" with someone outside of their classification, each person will be paid at their salary set for the classification he/she normally works in. Upon approval of a "trade", the "traded" days shall be considered part of each involved employee's regular schedule. Employees will be paid for "trade" days within the pay period when they are worked.

#### Highway Department

The normal schedule of work hours will be Monday through Friday, from 7:00 a.m. to 3:30 p.m., however management may schedule employees to start any time after 12:00 a.m., Employees who are scheduled to start other than at the normal start time (7:00 a.m., 6:30 a.m. during the summer) will be provided advance notice when possible.

Employees may work a maximum shift of sixteen (16) hours with a minimum of six (6) hours off unless emergency conditions exist.

The County, at its option, may schedule a four (4) day work week starting with the first (1st) full week of May through the last full week preceding Labor Day during which the normal schedule of work will be from 6:30 a.m. to 5:00 p.m., Monday through Thursday with a thirty (30) minute unpaid break period normally starting at 12:00 noon. The 4 day work week may be extended on either end with two weeks notice to the employees. During the week in which Memorial Day and Independence Day (or any other paid holiday) is celebrated, Employees will work a 4 day week of thirty-two (32) hours at regular rate of pay for forty (40) hours pay, which includes the holiday pay, with the starting time of 6:30 a.m. During the period in which a four (4) day work week is in effect, vacation taken in day increments and sick leave will be charged at ten (10) hours per day, however during a week in which a holiday occurs vacation taken in day increments and sick leave taken will be charged at the number of normal work hours scheduled on the day(s) taken. [Note: A week of vacation will equal forty (40) hours. It is understood that sick leave will be earned at the rate of eight (8) hours per month.

Employees are required to be available on a call-in basis, 24 hours a day, 7 days a week, when weather or other conditions may require. Employees will be given advance notice of when the on-call period begins and when it is no longer in effect (normally in effect during the period between November 15<sup>th</sup> and April 1<sup>st</sup>).

Provisions will be made to allow up to a total of four (4) employees department-wide to be excused from response if a written request was given to the supervisor 48 hours in advance and approved by the supervisor. The four employee total includes persons previously approved for vacation, persons on leave of absence, etc. Requests to be excused which are submitted less than 48 hours prior to the requested time to be excused from on-call availability may be given consideration if fewer than four persons have been previously excused, or if the Highway Commissioner or his designee determines that it is feasible to allow an additional employee to be excused.

Employees that are not excused from response and fail to report to work within 1 hour of notification will receive a counseling each time they fail to respond. The Highway Commissioner or his designee will determine the appropriate time to begin disciplinary action based on repeated counselings. It is recognized that some highway department positions will be exempt from this requirement.

#### Building Maintenance Employees

Building Maintenance employees will work shift assignments determined by management, which may include split shifts or shifts that rotate between first shift and second shift hours.

### **111.1 – JOB SHARING**

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On occasion it is considered to be in the mutual best interest of Dodge County and its employees to allow two employees to share (job share) one full-time position. It is at the Department Head's discretion as to whether job sharing will be allowed for a certain position, and this decision should be reviewed at least annually in conjunction with the budget process. The County Administrator has final approval over whether a position may be job shared. The County reserves the right to at any time and for any reason rescind the decision to allow job sharing of a position. The job share arrangement must not result in increased costs to, the County, including administrative and overtime compensation.

For purposes of budgeting, departmental organization, and staffing considerations such as layoff and recall, the position which is job-shared will be considered one regular full-time position.

The job share employees are responsible for coverage of the position during normally scheduled hours. These employees are responsible for communicating with each other to assure such coverage. The schedule must be approved by the unit supervisor. The employee scheduled to work a particular day/time will be expected to work and will be held accountable for any work missed, unless the supervisor has approved a change to the work schedule.

If either employee desires regular full-time status, he/she will be given consideration for other positions based on the existing procedure for requesting consideration for a different position.

If either employee vacates their portion of the job share position, and should the County have any problem refilling that vacancy, the County may require the remaining employee to return to regular full-time status either temporarily or on a long-term, continuing basis.

If the job-share is initiated as a result of one or more employees requesting a voluntary reduction in the number of hours he/she was working prior to the effective date of the job share, that/those employee(s) reduction in hours may be considered a "quit" for purposes of Wisconsin Unemployment Insurance. Any wages that he/she may earn while working the reduced hours of the job share may not be used to satisfy the quit re-qualification provision.

## 112 – **IDENTIFICATION CARDS**

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All employees and elected and appointed officials are issued a photograph identification card through either the Human Resources Department or the Sheriff's Department. Identification cards will have the individual's first and last name on the front of the card. For reasons of safety or security a department head may recommend that only the employee's first name be printed on the front of the card, and if the request is granted by the Human Resources Director or the Director's designee, the employee's first and last name will be printed on the back of the card. Identification cards may also be issued to individuals providing volunteer or special services and for whom the respective department head has requested that they be issued a card.

Employees of the Sheriff's Department and Clearview will be issued photograph identification cards which will also be used for time reporting and/or building access. Clearview employees will make arrangements immediately to have any lost cards replaced. A Sheriff's Department employee who loses or forgets his or her identification/access card may be issued a temporary access card for a period of no more than one week, and the employee will be required to obtain a new identification/access card after one week.

Department Heads who routinely have volunteers, contractors, visitors and clients accessing their work area will be issued temporary access cards, without photograph or individual identification, which will be provided on a daily basis to the non-employee for identification as a person with authorized access. Upon completion of business, and/or no later than the end of the business day, the temporary ID card must be returned to the Department Head authorizing the ID card. Exceptions: Employees with ID Badges may escort visitors, clients, etc. as business needs require. Immediate family members visiting residents of Clearview do not need to be issued identification cards.

### Display

All employees and Elected and Appointed Officials will wear their identification card so it is visible whenever performing duties relating to their County employment or representation. The card will be worn on the front of the outermost garment, with the name and photograph visible. The exception to this is employees who routinely work outdoors, such as Highway, Land Resources and Parks, and Sheriff's Department employees, who will carry the identification card with them at all times when performing duties relating to County employment, and will provide the card upon request.

### Replacement

Employees losing their badge must report the loss immediately to the issuing department, i.e., Human Resources Department or the Sheriff's Department.

Employees losing or damaging their identification card must have another card made at a charge to the employee of five dollars (\$5.00). Charges for replacement of an identification/access card will be eight dollars (\$8.00). If the replacement is necessary due to ordinary wear and tear in the course of employment, name change, or change of department or employment status, the five dollar (\$5.00) or eight dollar (\$8.00) fee will not be charged to the employee.

Should an employee later find his/her lost card, either it or the replacement must be surrendered to the employee's department head or supervisor.

#### Unauthorized Use

Allowing use of the card by any other person, or other unauthorized use, is considered to be a serious infraction and may be grounds for disciplinary action which may include immediate suspension or termination.

#### Return

Identification cards remain the property of Dodge County and must be returned to the issuing department, i.e., Human Resources or Sheriff's Department, at the time of termination on or prior to the employee's last day of work.

#### Policy Enforcement

Department heads and supervisors will be responsible for enforcing this policy, and for reporting any serious violations of the policy to the Human Resources Department. Employees found to be in willful violation of the policy may be disciplined.

### 113 – **JOB POSTINGS**

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When new positions are created, or when it is determined that an existing or anticipated job vacancy will be filled, current Dodge County employees will be made aware of the job opportunity by means of a job posting procedure. A notice of the job opportunity will be posted in a designated area within each department for a period of time as determined by the Department Head and the Human Resources Department. Unless unusual circumstances warrant different consideration, this period of time will be a minimum of five (5) working days, excluding weekend days and holidays.

Current employees who indicate interest in the posted position will be given consideration, and external candidates may be considered at the same time. Selection of the individual to fill the open position will be based upon the individual's qualifications for the position, including education, work experience, job performance, skills and abilities, and attendance. Prior experience performing the duties specific to the position, as well as familiarity with the operations of the department and the County will be considered desirable qualifications.

### 114 – **JOB PROGRESSION REQUIREMENTS**

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Certain types of positions may provide for progressive levels of skill, knowledge and ability which are acquired through education and experience. These types of positions are generally designated by levels, i.e., level I, II, III or Senior, and an employee may be promoted to a higher level upon documented attainment of having met the requirements needed for advancement. Specific requirements for advancement are established by management and are documented on the respective job description.

### 115 – **LAYOFF AND RECALL**

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#### Layoff

When it is necessary for the County to reduce its workforce, consideration will be given within each department to the services determined to be most critical and/or the availability of funding for positions. The Department Head, in consultation with the County Administrator and the Human Resources Director, will identify the positions that will be subject to layoff.



Advance notice of at least two weeks, whenever possible, will be given to the effected employee. When a decision must be made between two or more employees holding the same position as to which employee is to be laid off, consideration will be given to job performance, skills and abilities, attendance and length of service. When all other qualifications are relatively equal consideration will be given to retaining the employee with the greatest length of service.

An employee who is notified of layoff may request that special consideration be given to his/her ability to perform the current duties and responsibilities of another position within the department, without further training or familiarization. The determination of whether to retain the employee will be at the sole discretion of the Department Head and will be made on a case by case basis.

#### Recall from Layoff

An employee who has been placed on layoff status may be subject to recall within a fifteen (15) month period. When a job opportunity occurs, consideration will be given to employees on layoff status concurrently with other internal and external candidates.

An employee on layoff who is given consideration for a job opening will make himself/herself available to discuss the position with the Department Head or his/her designee. An employee on layoff who is offered recall to the position must accept or decline the position within one week of the offer, and must return to work within two weeks of having accepted the position, or at a later date as determined by management. An employee on layoff who declines an offer of employment without sufficient reason as determined by management is considered to have voluntarily terminated his/her employment.

Employees on layoff who do not respond when contacted (generally within one week of contact) will be considered to have voluntarily terminated their employment relationship with the County. When an employee is considered to have voluntarily terminated as described herein, a notification will be sent to the employee at his/her last known address. An employee on layoff who for good reason was unable to respond in a timely manner, whether due to severe illness, prolonged travel or similar type of reason, may appeal the voluntary termination to the Human Resources Director within a two week period of the attempted contact. The decision of the Human Resources Director will be final and will not be considered a decision related to discipline.

Eligibility for certain benefits and consideration under certain policies and procedures are based on the length of service of an employee. Regular full-time and regular part-time employees will accrue credit for length of service based on actual paid time earned and received by that employee.

While an employee's length of service may qualify him/her for a specific level of benefit (i.e., one week of vacation after six months, two weeks of vacation after one year, etc.), periods of unpaid absence will not be considered in the calculation of the level of benefit that a non-exempt employee will be credited with for the year.

In other words, a non-exempt employee who has unpaid time will have his/her benefits pro-rated based on the calculation of his/her paid time over the period of the prior year in comparison to full-time hours for his/her position, i.e., accrued vacation that is available on the employee's next anniversary date will be pro-rated based on his/her paid time since the employee's last anniversary date. In addition to vacation, other benefits that may be pro-rated based on unpaid time include holiday pay, longevity and sick leave accrual. Part-time benefit-eligible employees will



also have their benefits pro-rated. Refer to the specific policy for each benefit for further information.

Employees on military leave will be entitled to all benefits and seniority rights afforded them under federal or state law.

## 117 – **ORIENTATION**

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Dodge County will follow an established orientation procedure. Where applicable, all new or promoted County employees will receive orientation of all necessary policies and procedures, including Harassment Prevention training.

On the first day of employment, or the first opportunity during the first payroll period, all new employees will meet with the immediate supervisor or his/her designee who will advise the new employee of all general conditions of employment such as County rules, hours of work, pay and the privileges and responsibilities of the position. Each employee will also receive a copy of his/her job description and other relevant literature.

The department head and/or supervisor will orient each new employee to the conditions related to his/her job and worksite. This will include introductions to fellow workers, work standards, workplace safety including Hazard Communication, break periods, supplies and so on. An Orientation Checklist will be completed covering all pertinent items.

The Dodge County Insurance and Benefits Coordinator or a designee will meet with new employees on the first day of employment or as soon as possible thereafter to obtain information necessary for personnel records, and provide orientation and enrollment in benefits for which the employee is eligible.

## 118 – **ORIENTATION PERIOD**

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All new full-time employees will serve a six (6) month orientation period. The orientation period may be extended by any days the employee is absent due to unpaid leave of absence or other extended absences. New part-time employees will serve orientation period equal to six (6) months of full-time hours. A new hire orientation period may be extended beyond the six (6) month period if the Department Head determines that an additional amount of time is needed to effectively evaluate the employee's ability to assume the responsibilities of the position.

The orientation period for new full-time employees of the Sheriff's Department will be one year. For new full-time Sworn Officers the one year period begins upon the completion of the FTO Program. For new full-time Non-sworn Correctional Officers and Communications Officers the one year period begins upon the completion of the CTO Program.

An employee who is transferred into a different position may be required to serve an orientation period of up to ninety (90) days in the new position. The Department Head will make the determination of whether the employee will serve an orientation period, determine the length of the orientation period, and will make the determination at any time during the orientation period whether the employee has shown the ability to assume the responsibilities of the position. An orientation period may be extended if the Department Head determines that an additional amount of time is needed to effectively evaluate the employee's ability to assume the responsibilities of the position.

Payment for all approved overtime hours worked in excess of 8 hours per day and/or 40 hours per week will be compensated at 1½ times the employee's regular rate of pay. Certain positions may provide for a schedule of work that includes hours in excess of eight (8) per day or a schedule that includes work on a weekend day. Those positions will be compensated for overtime worked in excess of the normal schedule for that position, if the total hours worked are considered a full-time schedule. There will be no payment for non-approved or non-authorized overtime hours worked.

Overtime is paid in increments of 15 minutes. Any overtime worked less than eight (8) minutes will not be considered for compensatory time or overtime pay. No Employee may take less than fifteen (15) minutes compensatory time off at one time.

Any employee overtime hours must be pre-approved by the employee's supervisor or department head. Non-exempt employees cannot authorize any overtime hours of work for themselves or any other employee.

Employees who request to work outside of their normal schedule will have such overtime hours pre-approved by their supervisor or department head. When an unusual circumstance occurs which results in an employee performing essential work beyond his/her normal schedule without pre-approval, the employee will discuss the matter with his/her Department Head as soon as possible and the Department Head will make the determination of whether overtime payment will be approved after the fact or whether the employee will be required to adjust his/her work schedule within the balance of the current work week to accommodate the additional time worked. Employees who do not comply with pre-approval or the alternate method of approval after the fact may face disciplinary action.

Employees requesting overtime hours must complete and submit a request for overtime hours form to their supervisor or department head for pre-approval.

**NOTE:** Individual departments may establish overtime work conditions which may waive the pre-approval rule. Such conditions will be posted by the department head for their employees.

#### **Clearview Union Employees**

There will be no overtime paid for traded days requested by employees unless the time worked would otherwise qualify for overtime, i.e., work on Sunday, etc.

*01/18/12 – Removed reference to FLSA 7(j) exemption.*

#### **Highway Department**

Hours worked on weekends and holidays will be compensated at 1½ times the employee's regular rate of pay

Hours worked in excess of eight (8) hours (which are paid at the employee's regular rate of pay) will be compensated at 1½ times the employee's regular rate of pay. During the months in which summer hours are in effect those employees who are subject to the summer hours will be compensated at 1½ times the employee's regular rate of pay for hours worked in excess of ten (10).

#### **Exception:**

Employees who begin work prior to 5:00 a.m. (4:30 a.m. during the summer) will be paid at one and one-half (1½) their regular rate of pay for hours worked prior to 5:00 a.m. Employees who begin work after 7:00 a.m. will be paid at one and one-half (1½) their regular rate of pay for hours worked in excess of eight (8) in a day (ten (10) hours during the period that summer hours are in effect).

### Sheriff's Department Employees

Overtime calculation for additional work performed other than on a normal, regular scheduled workday will be based on Section 7(k) of the Fair Labor Standards Act.

Employees will receive one and one-half (1-1/2) times their straight time hourly rate for all hours worked in excess of their normal, regular scheduled workday except for the following:

### Sheriff's Department Sworn Employees

Any Employee who works for more than eight (8) hours in any twenty-four (24) hour period at his/her own request and who is not required to do so by the County will not be entitled to overtime for such work.

Officers participating in the One on One Squad Program may be called to duty one (1) hour prior to and held over one (1) hour after their scheduled shift at their straight time rate.

If a One on One officer, while working regularly scheduled shift, is given an assignment that would require him/her to work beyond their normal shift, hours will be eligible for overtime pay. This shall not apply to assignments that are anticipated to be less than one hour in duration, for example, escorts, special traffic enforcement, traffic control or prisoner transports.

### Sheriff's Department Non-sworn Employees

Any Employee who works for more than eight (8) hours in any twenty-four (24) hour period at his/her own request and who is not required to do so by the County will not be entitled to overtime for such work.

The Relief Communication Officers and Relief Corrections Officers will not receive overtime compensation unless they average thirty-seven and one-half (37.5) or more hours in a six (6) week period. If an employee is requested to work a second consecutive shift, it will be at time and one-half (1½).

### Nurses Union Employees

Employees who are scheduled to work on Saturdays, Sundays, holidays or are called back to work after the end of the work day will be compensated at one and one-half (1½ ) times the normal rate of pay.

## **119.1 – ASSIGNMENT OF OVERTIME**

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Overtime will be generally be assigned to the employee most qualified to perform the work.

Whenever feasible, employees working in the same job classification and generally performing the same job duties will be given the opportunity to be trained to perform duties that routinely result in overtime.

The Department Head may assign overtime on a rotation basis if two or more employees are equally qualified to perform the overtime work.

Non-exempt employees, other than Highway and Clearview employees, may earn compensatory time at the rate of time and one-half (1-1/2) and may elect the time off in lieu of overtime payments. Compensatory time may be accumulated into a running account up to a maximum of two hundred forty (240) hours. All hours accumulated above the maximum will be paid out to the employee on the next appropriate check. All compensatory time accounts will be paid out to the employee on the first paycheck in December of every year, but an employee may keep up to twenty-four (24) hours to carry into the next year.

Compensatory time is for overtime already worked. No one may take compensatory time off and then work the overtime.

#### Sheriff's Department

Effective with the compensatory time payout in 2011, Sheriff's Department employees will be allowed to keep up to forty (40) hours to carry into the next year.

#### Sworn Employees

An employee may, upon approval of management, switch work hours with another employee of equal rank; provided, however, it does not result in any overtime. Employees, rather than working back the hours as indicated above, will be allowed to use their accumulated compensatory time to pay back said time. Sergeants and Corporals, for the purpose of this section only, will be considered of equal rank.

#### Non-sworn Employees

An employee may, upon approval of management, switch work hours with another employee provided, however, it does not result in any overtime. Employees, rather than working back the hours as indicated above, will be allowed to use their accumulated compensatory time to pay back said time.

#### Clearview

At Clearview only designated employees in office/clerical positions may be eligible for compensatory time.

Clearview Department Heads and Assistant Department Heads may be eligible for flex time for hours worked beyond their regular schedule. Flex time is defined as one hour for each hour worked beyond the regular schedule, and is limited to a maximum of 40 hours.

The payroll period is two weeks and begins on a Thursday and ends on a Wednesday for employees of Clearview, and for all other employees begins on a Saturday and ends on a Friday. Payday for County employees is every other Friday.

The payroll earnings and deductions statement that an employee receives will indicate regular hours worked, the employee's rate of pay, overtime hours worked and all deductions made, within the limits of the payroll system.

To allow sufficient time for preparation of payrolls, an employee's salary is delayed for one week following the period in which it is earned so that the Friday payroll deposit covers the work performed during the payroll period ending one week previous. Payrolls for Highway Department employees are delayed for two weeks.

## 120.1 – **MANDATORY DIRECT DEPOSIT**

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Dodge County requires mandatory direct deposit of all payroll earnings into an account at a U.S. financial institution of the employee's choice.

## 120.2 – **PAYROLL DEDUCTIONS**

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Certain deductions from your pay must be made. Federal laws require that income and social security taxes be withheld from your check. State Laws require the withholding of an additional amount for income tax purposes.

Employees may authorize additional deductions, for United Way contributions, life insurance, credit union, deferred compensation, etc. Non-court ordered wage assignments (garnishments) will not be honored.

Dodge County reserves the right to limit the number of payroll deductions according to the capabilities of the payroll system.

## 121 – **PERFORMANCE EVALUATIONS**

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Performance evaluations are provided to acknowledge employee achievement and assist employees in improving their job performance.

Annual evaluations of regular employees summarize past performance and plan for improved future performance. Department Heads will be responsible for conducting annual performance evaluations with employees whom they supervise.

Department Heads may conduct performance evaluations for temporary employees. Evaluations are recommended after 160 hours worked (equivalent of 4 weeks) and again after 320 hours worked (equivalent of 8 weeks).

Performance evaluations may also be conducted at one month intervals for employees who are transferred into a different position and are required to serve an orientation period (see Policy 118). The final evaluation will be conducted at least one week prior to the end of the orientation period.

Discretionary evaluations commend unusually exceptional performance, provide prompt assistance to employees whose performance needs to be improved, or may be utilized for some other specific purpose.

### **Newly Hired Employees**

All newly hired employees will have a two (2) month and a four (4) month New Hire Progress Report completed by his/her immediate supervisor. These reports indicate the ability of the employee to assume the responsibilities of the position based on normal expectations for the given period of time in the position.

Upon completion of approximately five (5) months of employment, the employee is again evaluated to determine whether he/she has successfully assumed the duties of the position.

At any point in the orientation period the department head may recommend that the employee be terminated based on documentation (New Hire Progress Report) by the immediate supervisor of the individual's inability to assume the responsibilities of the position.

If upon completion of the orientation period the employee has shown the ability to assume the responsibilities of the position, the department head will note that accomplishment in the final New Hire Progress Report.

All New Hire Progress Reports will be placed in the employee's personnel file.

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## **PERSONNEL FILES**

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Personnel files are established and maintained for each active Dodge County employee. These files will be located at Clearview for all employees of Clearview, and in the Human Resources Department in the Administration Building for all other Dodge County employees.

Employees may inspect their personnel files per the Wisconsin Open Record Law and must follow procedures in that law.

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## **RESIGNATIONS AND DISCHARGES**

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Any employee who resigns or is discharged from County employment must serve another orientation period if rehired by the County.

Employees who fail to report to work for three (3) consecutive business days without notifying the County (Department Head, or his or her designee, or the Human Resources Department) of the absence will be considered as having voluntarily resigned as a result of job abandonment.

If the employee is unable to contact the County for any absence, he or she should ask a representative (such as a family member or friend) to do so on the employee's behalf. If the employee or a representative is unable to contact the County due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or his or her representative to contact the County within three days), the employee or his or her representative must contact the County as soon as practicable to explain the situation. In extreme circumstances, the County will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

A resignation received and accepted by a management representative will be considered final and irrevocable.

An employee may in writing, and prior to the effective date of the resignation, make a request to rescind the resignation, but the employee has no right to demand that the request be approved. The Department Head and the Human Resources Director will render a decision regarding the employee's request to rescind a resignation. Each instance of a request to rescind will be handled on a case-by-case basis and each decision will be without precedent.

All non-voluntary terminations of union and non-union personnel must be reviewed and approved by the Human Resources Department before such termination can be made. Each termination must be reported to the Human Resources and Labor Negotiations Committee. An employee who has been terminated involuntarily, or who has voluntarily terminated his/her employment in lieu of non-voluntary termination, is not eligible for re-hire without the approval of the Human Resources Director.



All employees who terminate employment with Dodge County will return all items that are the property of the employer.

Upon termination, an employee will return all County property and complete the appropriate form verifying that the property was returned.

The completed form will be signed by the employee and copies will be given to the employee and the department head. The original copy will be sent to the Human Resources Department to be placed in the employee's personnel file.

#### Building Keys/ Proximity Cards

Issuers of keys, proximity cards and fobs on behalf of the committees will be the Director - Physical Facilities Maintenance for the Administration and Office Buildings; Chief Deputy or designee for the Law Enforcement Center, Justice Facility and Detention Facility; the Director - Environmental Services for Clearview and Home Road Buildings; and the Office Manager - Highway for the Highway Department Buildings.

Department Heads will make request of the County Administrator or his/her designee that a key, proximity card and/or fob be issued to an employee who by the nature of his/her job must have access to an office or building other than during our normal hours of operation. The County Administrator has the right to approve or disapprove the issuance of keys, proximity cards and/or fobs and to set limits on the total number that may be issued to any one office or building.

Additionally, the Department Head has the right to determine to whom keys, proximity cards and/or fobs may be issued for offices under his/her direction. The County Administrator has the right to affirm or reverse the Department Head's decision. The Department Head and/or the Human Resources Director may require an employee or all employees to return keys, proximity cards and/or fobs at any time and for any reason.

Persons to whom keys, proximity cards and/or fobs are issued will acknowledge receipt by signing the appropriate form which will be maintained in their personnel files. They are expected to safeguard the keys, proximity cards and/or fobs and to limit their usage of the keys, proximity cards and/or fobs to approved county business. A key, proximity card and/or fob is not to be loaned or given to anyone else at any time. Employees who willfully violate this section of the policy may be subject to discipline.

Lost keys, proximity cards and fobs must be reported immediately to the appropriate issuer. If a replacement key, proximity card or fob is desired, the Department Head must make request of the issuer and a new form must be filled out. If an employee loses a key, proximity card or fob the employee will be charged the actual replacement cost per key/proximity card/fob. For the second and any subsequent replacement the employee will be charged \$25.00 per key/card/fob with a maximum of \$50.00 per incident. Higher fees applicable to a department may be established by the Department Head, with the approval of the County Administrator, if warranted due to safety or security concerns (e.g. Clearview charges \$25.00 for each lost key/proximity card). This will apply to each key, proximity card or fob issued. The Department Head may determine not to replace a lost key, proximity card or fob. A key, proximity card or fob issuer may request the County Administrator to review any unusual circumstances surrounding lost keys, proximity cards or fobs or a request for replacement.

Moneys received for issuance of replacement keys, proximity cards and fobs will be deposited with the County Treasurer or Clearview Financial Services as appropriate.

125 – **UNION BUSINESS DURING WORK HOURS**

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Union business is expressly limited to that which is authorized and allowed in labor agreements between Dodge County and labor unions representing Dodge County employees. Federal and State laws and regulations will take precedent over this policy language.

126 – **UNLAWFUL HARASSMENT**

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It is the policy of Dodge County to prohibit employment discrimination and harassment of any type, including sexual harassment. Dodge County is committed to providing a workplace free from this type of conduct. It is a violation of this policy for an employee to engage in employment discrimination or harassment.

It may also be illegal under state and/or federal law to discriminate in employment on the basis of a protected class as defined by law. Current protected classes include: race, color, creed, ancestry, national origin, age, sex/gender (including sexual harassment), handicap or disability, arrest/conviction, marital status, sexual orientation, military reserve membership, or use or non-use of lawful products during non-work hours or any other characteristic protected by state or federal law.

Further, it is a violation of this policy to engage in harassment of an employee in a protected class, or retaliation against persons who assert their rights under the fair employment laws, family and medical leave laws and other labor standard laws.

Employment Discrimination

Discrimination in employment generally involves the treatment of people less favorably than others because of their protected class in matters such as:

- |                                  |                               |
|----------------------------------|-------------------------------|
| recruitment and hiring           | job assignments               |
| pay                              | leave or benefits             |
| promotion                        | licensing or union membership |
| discipline or discharge          | demotion or layoff            |
| other employment related actions |                               |

Harassment

Harassment is a form of discrimination and means unwelcome conduct, whether verbal, non-verbal, or physical conduct that:

- A. is derogatory or demeaning in nature.
- B. has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual Harassment

Sexual harassment is a form of sexual discrimination and means unwelcome sexual advances, requests for sexual favors and other verbal, non-verbal, or physical conduct of a sexual nature when:

- A. Submission to that conduct is made either explicitly or implicitly a term or condition of employment (hiring, termination, etc.).
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions (promotion, pay increase, performance appraisal, etc.).
- C. The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.



Examples of prohibited sexual harassment conduct under this policy include, but are not limited to, the following:

- A. Verbal harassment includes sexual innuendoes, sexual comments, jokes of a sexual nature, sexual propositions, and threats.
- B. Non-verbal harassment includes sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, and obscene gestures.
- C. Physical harassment includes unwanted physical contact, including touching, patting, pinching, hugging or intentionally brushing the body, coerced sexual intercourse, and assault.

#### Reporting Responsibility

Any employee or applicant who feels that he or she has been the subject of discrimination in employment or feels that he or she has been harassed (including sexual harassment) should report the complaint in a timely manner to his or her immediate supervisor, or the next level of supervision, or to the Human Resources Director or the Human Resources Analyst. In addition, if any employee or applicant feels that he or she has been sexually harassed by a member of the public or a service provider during the course of employment, the employee should report the complaint in a timely manner to his or her immediate supervisor, or the next level of supervision, or to the Human Resources Director or the Human Resources Analyst. There will be no reprisals against any employee or applicant for making such a report, however false accusations will result in severe disciplinary action, up to and including termination.

Dodge County is obligated to and will conduct a prompt and thorough investigation of all reports of or complaints of discrimination in employment or harassment. All reports of harassment or discrimination will be promptly and immediately investigated by the Human Resources Director or his/her designee. Dodge County will make every effort to keep the complaint and its investigation confidential, except as may be reasonably necessary to successfully complete the investigation. Investigation of a complaint will normally involve conferring with the parties involved and any named or apparent witnesses.

The Human Resources Director or his/her designee may determine that the circumstances of the case warrant that the individual accused of the discriminatory or harassing conduct be placed on a suspension during the investigation process. Should this occur, the suspension will, depending on the facts and circumstances, be without pay. If the allegations prove not to constitute discrimination or harassment, the employee will return to work with pay, retroactive to the date of suspension.

#### Disciplinary Action

If the allegation of discrimination in employment or harassment is found to be credible, appropriate corrective action will be taken. Substantiated incidents of discrimination or harassment, including sexual harassment, on the part of a county employee will be treated as a disciplinary infraction, with penalties up to and including termination. The determination of the action to be taken, including termination, will be based on the facts on a case-by-case basis.

It will be a violation of this policy for any person who learns of the investigation or complaint to take any retaliatory action that affects the work environment of the complainant or any person involved in the investigation. Participation in a retaliatory action may result in discipline up to and including discharge.

Every supervisor is responsible for promptly reporting, and documenting in writing, any complaint or suspected act of discrimination in employment or harassment to the Human Resources Director or

the Human Resources Analyst. Failure to report or adequately address such harassment will result in disciplinary action.

It is illegal and against the policy of Dodge County for any worker, male or female, to harass another worker by: making unwelcome sexual advances or favors or other verbal or physical conduct of a sexual nature a condition of any worker's employment; using a worker's submission to or rejection of such conduct as the basis for or as a factor in any employment decision affecting the individual; or otherwise creating an intimidating, hostile or offensive working environment by such conduct.

The creation of an intimidating, hostile or offensive working environment may include such actions as persistent comments on a worker's sexual preferences or the display of obscene or sexually oriented photographs or drawings. The employer will not condone any sexual harassment of its employees. All workers, including supervisors and managers, will be subject to severe discipline, up to and including discharge, for any act of sexual harassment they commit.

## 127 – **WAGES**

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Progressive wage scales have been established for all employees and include starting wages, increases upon completion of an orientation period and annual increases. New employees are generally paid the starting wage for their job classification although when training, experience or other circumstances dictate, they may be paid a higher starting wage with the approval of the Human Resources and Labor Negotiations Committee. Employees who are transferred to classifications that are paid at a higher rate or a lower rate will have their rate of pay adjusted, with consideration given to their rate of pay prior to the transfer and the duties and responsibilities of the new position.

All starting salaries above the start step for new full time or part-time non-union and union employees, all promotional increases and other salary adjustments, other than general increases approved yearly by the County Board, will first be approved by the County Administrator or his/her designee. All starting salaries above the start step for union employees and above the third step for non-union employees must also be approved by the Human Resources and Labor Negotiations Committee for final approval. All salary and wage changes must be approved by the Human Resources and Labor Negotiations Committee and processed through the Human Resources Department before the Finance Department allows any new salaries or adjustments to be paid.

All days that a non-exempt employee is absent and does not have authorized paid leave time accumulated to cover the absence will have the absent time deducted from their pay unless the supervisor determines that the employee must make up the missed time without incurring overtime.

### Highway Department

If an employee is required to perform work at a higher skill level for an entire shift, the employee will be paid the rate of the higher skill level.

## 127.1 – **SHIFT PREMIUM**

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### Building Maintenance (non-Clearview)

A ten cent (\$.10) per hour shift premium will be paid to maintenance employees, except Maintenance Mechanics, whose shift starts at or after 12:00 Noon but before 2:00 P.M., for all hours worked. A fifteen cent (\$.15) per hour shift premium will be paid to maintenance employees, except Maintenance Mechanics, whose shift starts at or after 2:00 P.M., for all hours worked.

### Clearview Nursing Management Employees

Shift differentials relating to shift assignment, shift responsibility, weekend work and holiday work have been approved by the Human Resources and Labor Relations Committee and remain in effect.

### Clearview Union Employees

All employees scheduled to work second (2<sup>nd</sup>) or third (3<sup>rd</sup>) shift will be paid a shift premium of twenty cents (\$0.20) per hour. Second shift employees are those whose scheduled shifts start at 2 p.m. or later.

Employees required to work a split shift or split schedule shall be paid a shift premium of fifteen cents (\$0.15) per hour.

A Nursing split shift shall be defined as a schedule of seven and three-quarter (7-3/4) hours that are broken by more than one (1) hour of non-work hours before returning to work and split schedules are those that require the Employee to regularly work different shifts within a regularly scheduled workweek.

Shift premium is payable only for hours actually worked on the second shift, third shift, split shift or split schedule.

### Sheriff's Department Non-exempt Employees

An Employee whose regularly scheduled shift commences between 2:00 p.m. and 9:59 p.m. will receive an additional twenty cents (\$0.20) per hour.

An Employee whose regular scheduled shift commences between 10:00 p.m. and 5:59 a.m. will receive an additional twenty-five cents (\$0.25) per hour.

### Sworn Employees

Employees who are scheduled on a rotating shift shall receive an additional twenty cents (\$0.20) per hour.

### Non-sworn Employees

Employees who are scheduled on a rotating shift or scheduled relief positions (i.e. Relief Communications Officer, Relief Corrections Officers, Relief Corporal, Jail Program Specialist - Relief) will receive an additional twenty-five cents (\$0.25) per hour.

### Non-exempt Professional Union Employees

An Information Systems Specialist whose shift schedule requires occasional adjustments to the work schedule will receive an additional twenty cents (\$.20) per hour.

127.2 –

## **ON-CALL PAY**

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### Non-exempt Professional Union Employees

Employees in the Human Services Department and Information Technology Department assigned "on call" duty will receive two dollars and twenty-five cents (\$2.25) per hour. In the event an individual is called out, he/she will receive additional compensation as per policy 119. An Employee who is "on call" over a holiday will be granted a substitute day off with pay upon request in which case they will only receive "on call" pay for such holiday.

The County reserves the right to assign on-call duties to any qualified employee of the Human Services Department or make any other necessary coverage arrangements.

### Nurses Union Employees

Employees will be assigned to the on-call schedule on a rotating basis. No employee will be assigned to the on-call schedule for more than four (4) consecutive days. On-call Employees will be provided with cell phones at no cost to the employees. R.N./Public Health employees will be compensated with six (6) minutes compensatory time for every hour on call. R.N./Case Managers working on-call will be paid \$2.25 per hour for each hour on-call and time and one-half (1-1/2) their hourly rate of pay for all call outs. Phone calls will be compensated at one and one-half times the employee's normal rate of pay, and will be recorded in fifteen (15) minute increments.

## **127.3 – CALL-IN PAY**

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Non-exempt employees who are called back to work because of an emergency will receive one and one-half (1-1/2) times their regular rate of pay for a minimum of two (2) hours or actual time worked whichever is greater. Emergencies as noted above will not include work that has been scheduled in advance.

### Highway Department

Emergency call-ins prior to 5:00 a.m. or after the employee has worked an eight (8) hour shift will be paid at 1 ½ times the employee's regular rate of pay for a minimum of two (2) hours or actual time worked whichever is greater. If the emergency call-in occurs prior to 5:00 a.m. and the time needed to complete the emergency call-in work extends beyond 5:00 a.m., the employee will be paid his regular rate of pay for the time worked after 5:00 a.m. During the period that summer hours are in effect 4:30 a.m. will be substituted for 5:00 a.m. in the above language.

### Clearview Nursing Management Employees

Clearview Nursing Supervisors and Team Leaders called in to work also receive a minimum of two (2) hours pay or pay for actual time worked whichever is greater. A minimum of one (1) hour pay or pay for actual attendance, whichever is greater, is received by Supervisors and Team Leaders when called to attend meetings or in-service programs. These minimums, however, do not apply when employees are called in either directly prior to or directly after their regular schedule of hours.

### Clearview Union Employees

An Employee called in to work will receive a minimum of two (2) hours pay, or pay for actual time worked, whichever is greater. An employee called in to attend a required educational or staff meeting will receive a minimum of one (1) hour pay or pay for the actual time in attendance, whichever is greater. Whenever possible, management will try to schedule educational or staff meetings during the employee's normal schedule of hours. Call-in pay does not apply to call-ins which are either consecutively prior to or subsequent to the employee's regular schedule of hours.

### Non-exempt Professional Union Employees

Employees will receive a minimum of two (2) hours overtime pay or actual time worked, whichever is greater, if called in on an emergency basis. Telephone calls in excess of ten (10) minutes will be compensated at one and one-half (1-1/2) times the Employee's normal rate of pay.

Information Technology full-time and part-time employees contacted for work related reasons who perform work at a site other than Dodge County offices (to include work performed at home), the employee will be compensated for actual time worked, with a minimum of fifteen (15) minutes paid. Time paid for work performed will be paid at the

employee's overtime rate of pay. Dodge County management reserves the right to authorize payment for work performed off-site.

#### Nurses Union Employees

Employees will receive a minimum of two (2) hours overtime pay or actual time worked, whichever is greater, if called in on an emergency basis. Employees may elect to receive compensatory time in lieu of overtime pay.

An employee called back to work after the end of the work day will be compensated at one and one half (1-1/2) times the normal rate for all such work, including travel time. Call-back pay does not apply to hours worked consecutively prior to or subsequent to the employee's regular schedule of hours.

#### Sheriff's Department Lieutenants

Lieutenants in the Sheriff's Department who are scheduled on a seven day week basis will be compensated for holidays and emergency callouts and receive shift differential as Union employees in the same unit.

#### Sheriff's Department Employees

Employees that respond to recall by the Sheriff or designated department head to work outside of the regular schedule will receive a minimum of two (2) hours pay at time and one half.

Call-in pay does not apply to hours worked consecutively prior to or subsequent to the employee's regular schedule of hours. Consecutive hours prior to and after the employee's regular schedule of hours will be considered no more than two (2) hours before or after said shift.

Employees, upon request, may start their shift earlier than normally assigned upon mutual agreement of Sheriff's Department management and the employee; and in those cases the call-in pay or overtime will not apply.

Employees who are not notified within twenty-four (24) hours to cancel an already assigned case will receive the two (2) hour minimum call-in pay and will not be required to report in to work until the start of their regular shift.

#### Sworn Employees

Officers participating in the One on One Squad Program may be called to duty one (1) hour prior to and held over one (1) hour after their scheduled shift at their straight time rate.

#### Building Maintenance

Mechanic III/Group Leaders who are required to respond to work related phone calls, text messages or e-mails outside of their regularly scheduled work hours will receive a minimum of one-quarter (1/4) hour at time-and-one-half (1½) their regular rate of pay, if approved by the Department Head or his/her designee.

If it is necessary to call in a Maintenance Mechanic employee, the employee asked to work will be determined by a "call-in" rotation list. The "call-in rotation" list will provide equal assignment of call-in work and will be offered to the next individual on the list. If the next individual named on the list cannot be contacted, he/she will be bypassed on the list and the person next named will be contacted. Employees contacted will be expected to

report to work for the call-in assignment unless they request to be excused and the Director can find a suitable replacement.

If an employee is scheduled to work a replacement shift which will commence on the same day on which the replacement employee has already begun working his/her regular shift (not previously notified), the replacement employee may be required to leave his/her regular shift and return to work on the replacement shift. In such a case, management will determine the appropriate hours to be worked on both the regular shift and the replacement shift, with the understanding that the replacement employee will be eligible for up to two (2) hours "call-in" pay provided the replacement employee's regular shift is decreased by at least an equivalent number of hours. The hours compensated as "call-in" pay will not exceed the actual hours the employee did not work of his/her regular shift. (Example: An employee who leaves work with two hours or more remaining of his/her regular shift and returns for the replacement shift will be eligible for two hours of "call-in" pay. An employee who leaves work or is off the clock for less than two hours will be compensated for the time remaining on the balance of his/her regular shift.)

Management reserves the right to determine whether and to what extent replacement hours are scheduled for this position.

## 201 – **BENEFIT PAYOUTS**

### 201.1 – **BENEFIT PAYOUT UPON DEATH OF EMPLOYEE**

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Sick Leave, Banked Holidays, Vacation and Earnings

Upon the death of an employee, the County will pay to the employee's spouse, or to the estate if there is no surviving spouse, all of the following:

- accumulated unused regular sick leave,
- banked holidays based on a pro-ration of the percentage of the year worked,
- accrued and accruing vacation,
- the amount of longevity pay that would have been paid to him or her as of the last date of employment,
- any earnings due to the employee at the time of his/her death, including compensatory time.

Continuation of Earnings

Additionally, the County will pay to the surviving spouse, or to the estate if there is no surviving spouse, an amount equal to the regular earnings the deceased employee would have received for the balance of the month in which he/she dies.

### 201.2 – **BENEFIT PAYOUT UPON RETIREMENT OR TERMINATION**

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Employees who terminate their employment by providing at least two (2) weeks written notice will receive pay for all accrued vacation, holiday and compensatory time which is due them on the date of termination. Four (4) weeks' notice is expected from Clearview professional staff. Employees who are involuntarily terminated are not eligible for payment of accrued benefits.

Employees who retire or become disabled and are eligible to receive Wisconsin Retirement Fund annuity or Social Security will receive payment for all accrued vacation, holidays and compensatory time.

Employees must have their final time sheet turned in to the Human Resources Department at termination and all termination pay must first receive verification from the Human Resources Department before any payments are made by the Finance Department. An employee cannot extend his/her last day of employment by use of any accrued benefit, i.e., vacation, compensatory time, etc.

**202 – DEFERRED COMPENSATION**

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Deferred Compensation is a way for employees to set aside a portion of their gross salary up to a maximum amount in any given calendar year for future supplemental retirement income. The maximum amount may be adjusted annually.

The amount deferred reduces current State and Federal income taxes. Earnings on these deferrals also accumulate tax free until withdrawn upon retirement or termination of employment. Participation in the Deferred Compensation program is entirely voluntary and entirely at the employee's expense.

**203 – EDUCATION REIMBURSEMENT / CONTINUING EDUCATION**

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Specific departments may be authorized to offer education benefits and/or continuing education benefits in limited amounts to employees participating in eligible programs. Departmental rules specify the maximum amount that may be reimbursed to an employee on an annual basis and may limit the number of approved days of absence related to attendance at conferences or trainings. Currently this benefit is offered to certain employees of the Sheriff's Department and the Human Services and Health Department.

Clearview Union Employees

If the County requires an employee to attend or take any course training or schooling as part of their employment, the entire cost of fees, tuition and materials will be paid by the County in addition to receiving a minimum of one (1) hours pay or pay for the actual time of attendance, whichever is greater.

**204 – EMPLOYEE ASSISTANCE PROGRAM**

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An Employee Assistance Program is available to Dodge County employees and their families. Assistance includes help with marital problems, financial difficulties, emotional disorders, alcohol or other drug related problems, poor physical health or other personal concerns. Additional information is available from the EAP provider selected by the County. The EAP provider will offer confidential direct services or arrange for assistance from another provider.

**205 – EMPLOYEE RECOGNITION**

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When a Department Head or Elected Official wishes to give special recognition to one or more employees for extraordinary/outstanding work performance, significant longevity, or other significant contributions to the functioning of the department, consideration must also be given to the fact that Dodge County operations are supported by public funds. For this reason, any form of recognition given to an employee of Dodge County which may have monetary value must be approved in advance by the County Administrator.



Examples of recognition that may have monetary value include, but are not limited to:

- Dinners
- Gift certificates
- Catalogue items
- Conference or seminar attendance if given as an award
- Time off with pay
- Participation in non-work related activities while receiving pay

This policy applies to both represented and non-represented employees, exempt and non-exempt employees.

## 206 – **FLEXIBLE SPENDING PLAN – SECTION 125 PLAN**

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Employees may voluntarily participate in a Section 125 plan for health and dental insurance premiums and basic life insurance premiums, health care expenses not covered by insurance, and child care expenses. The employee may make elections when beginning employment and then will make new elections prior to the beginning of each new plan year. This program allows employees to pay for the above mentioned items pre-tax. A designated amount is deducted from each paycheck reducing his/her taxable income. The employee then submits receipts for allowed expenses for reimbursement.

## 207 – **HOLIDAYS**

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Employees will be granted the following paid holidays:

New Year's Day	Thanksgiving Day
Spring Holiday (Friday before Easter)	Day after Thanksgiving*
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Year's Eve Day

\*Clearview employees may be eligible for a floating holiday instead of the day after Thanksgiving.

If any of the noted holidays should fall on a Saturday or Sunday, they will be observed on the following Monday. If the day before Christmas or New Years should fall on Saturday or Sunday, they will be observed on the preceding Friday.

Holiday pay will be based upon regularly scheduled hours, exclusive of shift premium, if any, but will not exceed eight hours per holiday.

If any of the above mentioned holidays occur while an employee is on vacation, the employee will be granted another day of leave or a scheduled day off.

To be eligible for holiday pay, an employee must work the scheduled day before and after a holiday unless absent due to verified illness or on approved paid leave, i.e., vacation. An employee who is on leave of absence and does not use his/her own paid time the day before or after the holiday does not qualify for holiday pay.

### Clearview Employees

If a holiday falls on a Sunday, Clearview Nursing Management employees and employees working in positions requiring seven (7) days per week coverage will observe the holiday on the



following Monday and if the day before Christmas or New Year's should fall on a Sunday, they will observe the holiday on the preceding Saturday.

Clearview Nursing Management employees and employees working in positions requiring seven (7) days per week coverage who are scheduled to work a holiday may choose holiday pay in addition to time and one-half (1-1/2) their normal rate for all hours worked on a holiday or bank the holiday for use at a later time with supervisory approval. An employee who has not taken time off for any of the above listed holidays by December 31 of the year will be paid in January for such unused holidays at the rate in effect the previous December. Christmas Eve, Christmas Day and New Year's Eve Day, however, may be carried forward and used in the following year.

If a Clearview employee calls in sick on a holiday, management may schedule the employee to work another day within one month of the call-in. The employee may be taken off the schedule on one of his/her regular work dates so that the alternative work date does not result in overtime pay.

#### Sheriff's Department

Sheriff's Department employees who are scheduled to work on a holiday will be paid one and one-half (1½) times their regular rate of pay for the work performed on the holiday, and will be given an eight (8) hour day off which must be taken in a full day increment and must be scheduled in advance with management approval.

Sheriff's Department employees whose work schedule results in the employee not being scheduled to work on a holiday will be given an eight (8) hour day off which must be taken in a full day increment and must be scheduled in advance with management approval.

#### Highway Department

Highway employees who work on a holiday will be paid their regular rate of pay and in addition will be paid 1½ times their regular rate of pay for hours worked on the holiday. Highway employees who are required to work on Christmas Day (actual day) will receive two (2) times their regular rate of pay in addition to the holiday pay.

#### Building Maintenance Department

Building Maintenance Department employees who are scheduled to work on a holiday will be paid one and one-half (1½) times their regular rate of pay for the work performed on the holiday, and will be given an eight (8) hour day off which must be taken in a full day increment and must be scheduled in advance with management approval.

Building Maintenance Department employees whose work schedule results in the employee not being scheduled to work on a holiday will be given an eight (8) hour day off which must be taken in a full day increment and must be scheduled in advance with management approval.

Maintenance Mechanics will observe holidays on the actual day of the holiday. If the actual day of the holiday falls on a scheduled day off for the employee, an eight (8) hour day off will be granted, which must be taken in a full day increment and must be scheduled in advance with management approval.

#### Pro-ration of Holiday Pay

Part-time benefit eligible employees, and non-exempt employees who have had unpaid time during the prior calendar year, will have their holiday pay pro-rated. The pro-ration calculation will take place at the beginning of the year and will take into consideration the number of hours paid to the employee during the prior calendar year in comparison to the total number of full-time hours for the position. The calculation will result in a reconciliation of the number of holiday hours paid versus holiday hours earned. In the case of a part-time benefit eligible employee the calculation

may result in a change in the determination of how many hours the employee will be paid for a holiday during the upcoming year.

Examples:

Employee A is a non-exempt employee who holds a 1040 hour/year benefit-eligible part-time position and would normally qualify for 40 hours of holiday pay. Employee A worked 992 hours during the past calendar year, which resulted in a pro-ration that provided for 38.5 hours of earned holiday pay in the past calendar year.

992 hours worked during the past calendar year

$992 / 2080 = 47.7\% = 48\%$  FTE (rounded to closest full number)

80 hours x 48% = 38.5 holiday hours earned (rounded to the closest ¼ hour)

Employee A was paid 40 hours of holiday pay so 1.5 hours must be re-paid.

Employee B is a non-exempt employee who holds a 2080 hour/year position and would normally qualify for 80 hours of holiday pay. Employee A had 12 unpaid days (96 hours) during the past year, which resulted in a pro-ration that provided for 76 hours of earned holiday during the past calendar year.

$2080 - 96 = 1984$

$1984 / 2080 = 95.4\% = 95\%$  (rounded to closest full number)

80 hours x 95% = 76 holiday hours earned (rounded to the closest ¼ hour)

Employee B was paid 80 hours of holiday pay so 4.0 hours must be re-paid.

Sick leave paid to a non-exempt employee that is donated by another employee is considered equivalent to unpaid time for the purpose of calculating the employee's level of benefit.

Employees on military leave will be entitled to all benefits and seniority rights afforded them under federal or state law.

## 208 – **INSURANCE**

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The Dodge County Human Resources and Labor Relations Committee is responsible for establishing benefit plans for eligible Dodge County employees, including plan design, eligibility requirements, determining contribution rates and selecting plan providers. The plan provider chosen by Dodge County may require a specific plan design, eligibility requirements and contribution rates. Contribution rates are established on an annual basis and will be communicated to the employees by the Human Resources Department.

### 208.1 – **HEALTH INSURANCE**

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Group health insurance is available for full-time and part-time employees who are ordinarily scheduled to work twenty (20) hours or more per week and who meet the plan eligibility requirements. For part-time Clearview employees who are in benefit eligible positions, participation is limited by eligibility criteria contained in the administrative rules of the health insurance plan. Employees must apply for health insurance within thirty (30) days of employment. Eligible Clearview employees may apply upon hire provided they pay the full contribution rate, and also upon completion of six (6) calendar months of service at which time they first become eligible for the employer paid contribution. Late applications will require evidence of insurability.

Employees who retire may continue to receive coverage under the group health insurance program at their own expense provided they meet eligibility and participation requirements established by the plan.

**208.2 – DENTAL INSURANCE** [Return to Index](#)  
Dodge County pays a specific amount toward the premium for single or family coverage for full-time employees who participate in the dental insurance program, and prorated amounts for part-time employees who are ordinarily scheduled to work twenty (20) or more hours per week. For Clearview employees who are in benefit eligible positions, there is no minimum number of hours. Employees must apply for dental insurance within thirty (30) days of employment and cannot be enrolled at a later time.

**208.3 – EXTENDED COVERAGE (COBRA)** [Return to Index](#)  
Employees may be entitled to COBRA continuation rights which allow the employee to continue both health and dental insurance at group rates at their own expense if specific events occur, such as termination, resignation, layoff, etc. In addition, former dependents of employees, including separated, divorced or Medicare-eligible spouses and children, or children still supported by employees who would otherwise lose coverage because of their age, may continue health and/or dental insurance coverage at group rates but also at their own expense.

**208.4 – LIFE INSURANCE** [Return to Index](#)  
The County offers a life insurance program and contributes a specific percentage of the premium for an employee's basic coverage.

The County also offers additional and supplemental Life Insurance Plans under which an employee eligible for the basic plan may double or triple the amount of coverage, with the additional cost to be paid entirely by the employee.

**209 – JURY DUTY** [Return to Index](#)  
Employees called for jury duty will be entitled to receive lost pay provided that they deposit any compensation received for such duty, excluding mileage allowance, with the County Treasurer, or Clearview Financial Services if appropriate, and receive a receipt for said deposit.

**210 – LEAVE OF ABSENCE GENERAL PROCEDURES** [Return to Index](#)  
County provided unpaid medical or general leaves of absence without pay for periods not to exceed six (6) months in duration may be granted to any full-time employee upon written request of the employee. The Department Head may grant leaves of absence up to three (3) days. Leaves of absence beyond three (3) days require the approval of the Human Resources and Labor Negotiations Committee.

The employee will be entitled to be reinstated to the position in which he/she was employed at the time the leave was granted, or a position of comparable classification, provided there is such vacancy. During an unpaid leave of absence, there will be no additions to an employee's vacation or sick leave benefits.

Seniority will continue to accrue during the first calendar month of any leave of absence.

Employees on approved leave of absence will not, as a condition of such leave, seek or accept employment elsewhere.

Any leave of absence granted must be evidenced in writing and a copy sent to the Human Resources Department to be filed in the personnel file of the individual.

Employees on an approved unpaid medical leave will have the employer contribution toward health insurance and life insurance paid by the County for up to six (6) months, and must pay the full dental insurance premium to the County during the leave of absence. Employees on an approved unpaid general leave must pay their health, dental and life insurance premiums.

## **210.0 – GENERAL POLICY REGARDING GENERAL, FAMILY AND MEDICAL LEAVES OF ABSENCE**

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Unpaid Family and Medical Leave of Absence (as provided by Federal and/or State legislation) is available for the following reasons: for an employee's own serious health condition; to care for a parent, son or daughter, or spouse with a serious health condition; or for birth, adoption, or foster care placement; or for a qualifying exigency related to active military duty. In no event will an employee be entitled to more Federal and/or State family or medical leave than the maximum number of weeks provided for in one calendar year by Federal or State FMLA statutes. The weeks of Federal and State FMLA leave will be considered concurrent. Employees may combine leaves for different purposes (i.e., six weeks of family leave for the birth of a child and two weeks of family leave to care for a seriously ill child) if circumstances qualify. Current State law provides for six (6) weeks of family leave related to birth, adoption, or foster care placement; two (2) weeks of family leave to care for an employee's parent, son or daughter, or spouse who has a serious health condition; and two (2) weeks of medical leave for an employee's own serious health condition. Note, however, that current Federal law provides for a total of twelve weeks of FMLA leave for any and all of these reasons, and 26 weeks to care for a family member with a serious health condition related to military service.

An unpaid County-provided Medical Leave of Absence may be available to an employee who has exhausted his or her vacation, and/or compensatory time, and/or sick leave benefit, and who is unable to return to work due to illness or injury. The County-provided medical leave of absence, generally up to six (6) months in duration, is available as specified in Policy #210.2.

An unpaid County-provided General Leave of Absence may be available to an employee who makes a written request for same. The County-provided general leave of absence, generally up to six (6) months in duration, is available as specified in Policy #210.1.

### I. Eligibility

- A. County provided Medical Leave of Absence and General Leave of Absence is available to an employee who meets the requirements of County policy or by labor agreement.
- B. An employee is eligible for Federal and State Family and Medical Leave of Absence if the leave is for a reason listed in C) of this section and the employee:
  1. has been employed by Dodge County for at least twelve (12) months, not necessarily consecutive, and
  2. has worked 1,000 hours and/or has been paid for 1000 hours during the twelve (12) month period preceding the leave.
- C. Family and Medical Leave of Absence is available to an employee who:
  1. has a serious health condition which makes the employee unable to perform his or her job duties, or

2. is needed to care for a parent, son or daughter, or spouse who has a serious health condition, or
3. desires to take leave due to:
  - a. the birth of their child, and to care for the newborn child, or
  - b. due to the placement with the employee of a child for adoption (or as a pre-condition to adoption, but not both) or foster care, and to care for the newly placed child, or
4. is needed to care for a spouse, parent, son or daughter, or next of kin who is a "member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness" (H.R. 4986, National Defense Authorization Act for FY 2008), or
5. is needed for "any qualifying exigency (as the Secretary [of Labor] will, by regulation, determine) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation." *Note: This provision of the NDAA is not effective until the Secretary of Labor issues final regulations defining "any qualifying exigency."*

II. Definitions Relating to Family and Medical Leave

Specific definitions relating to Federal and State Family and Medical Leave can be obtained from the Human Resources Department.

III. Leave Duration

- A. In a calendar year, an employee may generally qualify for no more than twelve weeks of Federal family and/or medical leave for any and all qualifying reasons unless the leave is to care for a family member as described in I. (C) (4) above. (See also Policies #210.3, #210.4, and #210.5). In addition, an employee *may* be eligible for up to six weeks of State family leave for birth, adoption, or foster care placement and up to two weeks of family or medical leave for an employee's own serious health condition or the serious health condition of an employee's parent, son or daughter, or spouse, *if* all of the twelve weeks of Federal leave entitlement were used for a different reason (i.e., child rearing v. caring for family members with serious health conditions). The maximum amount of combined Federal and State family and medical leave available may exceed twelve (12) weeks under this limited circumstance. If both the employee and his/her spouse are employed by the County, they may be limited to a combined total of 12 weeks of Federal family leave entitlement during a calendar year.
- B. Federal and State family and/or medical leave (regardless of whether it is continuous, intermittent, or reduced work schedule leave) must be taken within one year of its commencement.
- C. An employee may qualify for up to 26 workweeks of leave if the qualifying reason for the leave is I. (C) (4) in the Eligibility section above.
- D. In a one year period an employee may qualify for no more than six months of County provided general leave.

- IV. Leave Pro-ration for Part-time Employees  
Family and/or medical leave entitlement for eligible part-time employees will be calculated on a pro-rata basis. The hours worked over the twelve (12) weeks prior to the beginning of the leave will be used for calculating the employee's average normal work week. Example: an employee who worked or was scheduled to work 56 eight-hour days in the twelve week period prior to the leave would have a 12 week leave entitlement (in a one year period) of 56 eight-hour days that s/he would normally have been scheduled.
- V. Substitution  
The County will require, to the extent of its rights under Federal and State FMLA law and labor agreements, that any paid sick leave benefit available to the employee be substituted for part or all of the leave period. The County may also require (based on labor agreement) that any other accrued benefit be substituted for unpaid Federal or State FMLA leave.
- VI. Concurrence  
A. Any paid leave substituted for unpaid Family and Medical leave will run concurrent with the Family and Medical leave provided under Federal and State FMLA.  
B. If a leave qualifies as both a County-provided leave (sick leave benefit, medical leave, or general leave) and a Federal and/or State FMLA leave as well, all leaves will run concurrently. For example, County-provided leave used for the birth of a child may also qualify as family leave under Federal and State law and, as such, is also deducted from an employee's leave entitlement under Federal and State laws. Note that worker's compensation leave due to a serious health condition may also run concurrently with FMLA leave.
- VII. Scheduling Leave:  
An employee eligible for and desiring leave of absence should submit a written request to the Human Resources Department within time periods designated and in the manner required for the specific type of leave. (See Policies 210.1, 210.2, 210.3, 210.4, and 210.5.)
- VIII. Medical Certificate  
If an employee is requesting a medical leave of absence, or a family leave to care for a parent, son or daughter, or spouse with a serious health condition, the employee may be required to obtain a Medical Certification Form from the Human Resources Department and return the completed certification in a timely manner. Contact the Human Resources Department for further clarification based on the type of leave requested.
- IX. Insurance and Benefits  
While an employee is on leave of absence, his/her benefit entitlement, accrual, and responsibilities may become different. Further clarification of these matters should be obtained from the Insurance and Benefits Coordinator.
- X. Return from Leave  
A. An employee returning from medical leave, including Federal/State medical leave, County-provided medical leave, and sick leave beyond three days, may be required to obtain medical certification from the health care provider stating that he/she is able to resume work and is able to perform the essential job functions.  
B. An employee returning from leave as provided under this policy can return to his or her position under the provisions of County policy and/or an applicable labor agreement. Note that County policy and some existing labor agreements provide that an employee may be returned to his/her position at the time the leave was granted or to a comparable

classification providing there is such a vacancy. An employee should provide two work days written notice to the employee's supervisor before returning to work.

- C. An employee may return to work prior to the scheduled end of the leave, and will be allowed to return within a reasonable time after the request to return to work early is made.

XI. Policy Interpretation and Revision

Specific interpretation of the policy provisions contained herein can be obtained from the Dodge County Human Resources Department.

Dodge County reserves the right to add to or delete from this policy, in whole or in part, within its rights to do so under applicable Federal and State laws.

**210.1 – GENERAL LEAVE OF ABSENCE (COUNTY PROVIDED)**

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A County-provided General Leave of Absence may be available to an employee who makes a written request for same. The County-provided unpaid leave of absence, generally up to six (6) months in duration, is available as specified below or as may be provided under existing labor agreements and/or Dodge County policies.

I. Eligibility

Employees who meet eligibility requirements as defined by this policy or by labor agreement may be eligible for County-provided General Leave.

II. Concurrence

If a leave qualifies as both a County-provided leave (sick leave benefit, medical leave, or general leave) and a Federal and/or State FMLA leave as well, the leaves will run concurrently. For example, County-provided leave used to care for a family member with a serious illness may also qualify as family leave under Federal and State law and, as such, is also deducted from an employee's leave entitlement under Federal and State laws.

County-provided General Leaves of Absence, that qualify as Federal and/or State FMLA time as well, will be governed by the applicable policy #210.3, #210.4 or #210.5.

III. Leave Duration

In a one year period an employee may qualify for no more than six months of County-provided unpaid general leave.

IV. Scheduling Leave

An employee may request a general leave of absence by submitting a written request to the department head in charge (which should be done as early as possible, but not later than the end of the work shift on the day the leave is to begin), stating the reason for the leave and the anticipated duration. If the leave is for a reason for which Federal and/or State family and/or medical leave is available, policies relating to those types of leave will take precedence for the applicable period. Any unpaid Federal and State family and/or medical leave of absence taken will be counted against the six months available under this policy or against County-provided medical leave of absence. If the leave of absence is taken due to one's own illness or injury, or due to the illness or injury of a family member, a physician's or chiropractor's certificate and a request for an extension to the leave of absence may be required on a monthly basis to substantiate the need for continuing the leave of absence.

V. Insurance and Benefits

- A. While an employee is on Federal and/or State family and/or medical leave of absence and on County-provided general leave concurrently, policies regarding insurance and benefits as detailed in the policies relating to Federal and/or State family and/or medical leave of absence will apply. (See Policies #210.3, #210.4 and #210.5)
- B. While an employee is on County-provided general leave only, the employee must pay his/her full health, dental, and life insurance premiums unless otherwise provided by a labor agreement.
- C. During unpaid leave, unless specifically provided by County policy or a labor agreement, an employee is not entitled to benefit accrual other than group health, dental, and life insurance coverage, but will not lose any benefits accrued prior to leave unless such benefits are utilized. Based on labor agreement, seniority will continue to accrue during the first calendar month of an unpaid leave.
- D. Employees on approved leave of absence will not, as a condition of the leave, seek or accept employment elsewhere.
- E. Further clarification of benefit entitlement and responsibilities should be obtained from the Insurance and Benefits Coordinator.

VI. Return from Leave

- A. An employee returning from leave as provided under this policy can return to his or her position under the provisions of County policy and/or an applicable labor agreement. Note that County policy and some existing labor agreements provide that an employee may be returned to his/her position at the time the leave was granted or to a comparable classification providing there is such a vacancy. An employee should provide two work days written notice to the employee's supervisor before returning to work.
- B. An employee may return to work prior to the scheduled end of the leave, and will be reinstated within a reasonable time after the request to return to work early is made.

VII. Policy Interpretation and Revision

Specific interpretation of the policy provisions contained herein can be obtained from the Dodge County Human Resources Department.

Dodge County reserves the right to add to or delete from this policy, in whole or in part, within its rights to do so under applicable labor agreements.

**210.2 – MEDICAL LEAVE OF ABSENCE (COUNTY PROVIDED)**

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A County-provided Medical Leave of Absence may be available to an employee who has exhausted his or her vacation, and/or compensatory time, and/or sick leave benefit, and who is unable to return to work due to illness or injury. The County-provided unpaid medical leave of absence, generally up to six (6) months in duration, is available as specified below or as may be provided under existing labor agreements and/or Dodge County policies.

I. Eligibility

Employees who meet eligibility requirements as defined by this policy or by labor agreement may be eligible for County-provided Medical Leave.



II. Concurrence

If a leave qualifies as both a County-provided leave (sick leave benefit, medical leave, or general leave) and a Federal and/or State FMLA leave as well, the leaves will run concurrently.

For example, County-provided leave used for the birth of a child may also qualify as family leave under Federal and State law and, as such, is also deducted from an employee's leave entitlement under Federal and State laws. Note that worker's compensation leave due to a serious health condition may also run concurrently with FMLA leave.

County-provided Medical Leaves of Absence, that qualify as Federal and/or State FMLA time as well, will be governed by the applicable policy #210.3, #210.4 or #210.5.

III. Leave Duration

In a one year period an employee may qualify for no more than six months of County-provided unpaid medical leave.

IV. Scheduling Leave

An employee may schedule medical leave as medically necessary. If an employee intends to take medical leave for medical treatment or supervision, the employee must make a written request to the department head in charge (which should be done as early as possible, but not later than the end of the work shift on the day the leave is to begin), accompanied by a physician's or chiropractor's certification stating the leave is necessitated by the disability of the employee. Any unpaid Federal and/or State Medical Leave of Absence taken for the employee's own serious health condition will be counted against the six (6) months available under this policy. A physician's or chiropractor's certificate and a request for an extension to the leave of absence may be required on a monthly basis to substantiate the need for continuing a leave of absence.

V. Insurance and Benefits

A. While an employee is on Federal and/or State medical leave of absence and on County-provided medical leave concurrently, policies regarding insurance and benefits as detailed in the policy relating to Federal and/or State medical leave of absence will apply (See Policy #210.3.)

B. While an employee is on County-provided medical leave only, the employee may be required to pay his/her contribution towards health and life insurance benefit premiums and full premium towards the dental benefit.

C. During unpaid leave, unless specifically provided by County policy or a labor agreement, an employee is not entitled to benefit accrual other than group health, dental, and life insurance coverage, but will not lose any benefits accrued prior to leave unless such benefits are utilized. Based upon labor agreement, seniority will continue to accrue during the first calendar month of an unpaid leave.

D. Employees on approved leave of absence will not, as a condition of the leave, seek or accept employment elsewhere.

E. Further clarification of benefit entitlement and responsibilities should be obtained from the Insurance and Benefits Coordinator.

VI. Return from Leave

A. An employee returning from leave, including Federal and/or State medical leave, County-provided medical leave, and sick leave beyond three days may be required to obtain medical certification from the health care provider stating that he/she is able to resume work and is able to perform the essential job functions.

- B. An employee returning from leave as provided under this policy can return to his or her position under the provisions of County policy and/or an applicable labor agreement. Note that County policy and some existing labor agreements provide that an employee may be returned to his/her position at the time the leave was granted or to a comparable classification providing there is such a vacancy. An employee should provide two work days written notice to the employee's supervisor before returning to work.
- C. An employee may return to work prior to the scheduled end of the leave, and will be reinstated within a reasonable time after the request to return to work early is made.

VII. Policy Interpretation and Revision

Specific interpretation of the policy provisions contained herein can be obtained from the Dodge County Human Resources Department.

Dodge County reserves the right to add to or delete from this policy, in whole or in part, within its rights to do so under applicable labor agreements.

**210.3 – MEDICAL LEAVE OF ABSENCE (FMLA) FOR EMPLOYEE'S SERIOUS HEALTH CONDITION**

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An unpaid Medical Leave of Absence (as provided by Federal and/or State legislation) for an employee's own serious health condition is available to employees as specified below. In no event will an employee be entitled to more Federal and/or State medical leave than the maximum number of weeks provided in one calendar year by Federal or State FMLA statutes. The weeks of Federal and State FMLA leave will be considered concurrent. Current Federal law provides for a total of twelve weeks of FMLA leave.

I. Eligibility

- A. An employee is eligible for Federal and State Medical Leave of Absence if the employee:
  - 1. has a serious health condition which makes the employee unable to perform his or her job duties, and
  - 2. has been employed by Dodge County for at least twelve (12) months, not necessarily consecutive, and
  - 3. has worked 1,000 hours and/or has been paid for 1,000 hours during the twelve (12) month period preceding the leave.
- B. Employees who meet eligibility requirements as defined by labor agreement or County Policy #210.2 may be eligible for County-provided medical leave.

II. Definitions

Specific definitions relating to .Federal and State Family and Medical Leave can be obtained from the Human Resources Department.

III. Leave Duration

- A. In a calendar year, an employee may generally qualify for no more than twelve weeks of Federal family and/or medical leave for any and all qualifying reasons (See also Policies #210.4 and #210.5). In addition, an employee *may* be eligible for up to six (6) weeks of State family leave if the reason for the State leave is different than that used for Federal leave. If both the employee and his/her spouse are employed by the County, they may

be limited to a combined total of twelve (12) weeks of Federal family leave entitlement during a calendar year.

- B. Federal and State family and/or medical leave (regardless of whether it is continuous, intermittent, or reduced work schedule leave) must be taken within one year of its commencement.

IV. Leave Pro-ration for Part-time Employees

Family and/or medical leave entitlement for eligible part-time employees will be calculated on a pro-rata basis. The hours worked over the twelve (12) weeks prior to the beginning of the leave will be used for calculating the employee's average normal work week. Example: an employee who worked or was scheduled to work 56 eight-hour days in the twelve week period prior to the leave would have a twelve (12) week leave entitlement (in a one year period) of 56 eight-hour days that s/he would normally have been scheduled.

V. Substitution

During the first two (2) weeks of medical leave for one's own illness or injury, an employee may choose that any of the following types of paid leave be substituted for part or all of the otherwise unpaid Federal or State medical leave: sick leave; vacation; banked holidays; compensatory time (if available). After this initial period (two weeks) the County may require, to the extent of its rights under the law and labor agreements, that any paid sick leave benefit available to the employee be substituted for part or all of the medical leave period. The County may also require (based on labor agreement) that any other such benefit be substituted for unpaid Federal or State medical leave.

VI. Concurrence

- A. Any paid leave substituted for unpaid medical leave will run concurrent with the medical leave provided under this Policy.
- B. If a leave qualifies as both a County-provided leave (sick leave benefit, medical leave, or general leave) and a Federal and/or State FMLA leave as well, all leaves will run concurrently. For example, County-provided leave used for the birth of a child may also qualify as family leave under Federal and State law and, as such, is also deducted from an employee's leave entitlement under Federal and State laws. Note that worker's compensation leave due to a serious health condition may also run concurrently with FMLA leave.

VII. Scheduling Leave:

- A. An employee eligible for and desiring medical leave should submit a written request to the Human Resources Department thirty days prior to the leave if the leave is foreseeable. Verbal requests must be followed by a written request as soon as possible. If the leave is not foreseeable, or thirty (30) days' notice is not practicable, the employee should still provide verbal notice, giving as reasonable and as practical notice as possible, and followed up by submitting a written request as soon as possible (which should be done no later than the end of the work shift on the day the leave is to begin.)

(This requirement may be waived in medical emergency situations or for a change in circumstances. An employee who fails to give thirty (30) days notice without a reasonable excuse for the delay may be denied leave until at least thirty (30) days have passed.)

- B. The notice should specifically state that FMLA leave is being requested. The County reserves the right to determine whether any leave qualifies as Federal and/or State medical leave.

- C. The notice should identify if and what type of paid accrued leave the employee intends to substitute as allowed under the law. The County will also make that determination to the extent of its right to do so under the law (See section V. above).
- D. When the leave is for planned medical treatment the employee must:
  1. Schedule the medical treatment so that it does not unduly disrupt the County's operation. The employee must provide the County with a proposed schedule for the leave with reasonable promptness after the employee learns of the probable necessity of the leave. The schedule must be of sufficient definiteness that the County can schedule replacement employees, if necessary.
  2. Provide the required medical certification, to include the date the serious health condition commenced, the probable duration, the medical facts regarding the condition, and a statement that the employee is unable to perform the functions of his/her position. Depending on the nature, duration, etc., of the leave, the employee may be required to obtain a recertification, and to request an extension to the leave of absence. (See section VIII.)
- E. When medically necessary, an employee may take leave as an intermittent leave or leave on a reduced leave schedule (fewer hours per day or week) in increments of no less than one-half hour. An employee who does so will schedule the intermittent or reduced leave schedule so it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County, in writing, with the employee's proposed schedule of intermittent leave or leave on a reduced leave schedule with reasonable promptness after the employee learns of the probable necessity of such leave. Leave available during a calendar year may only be used within that year.
- F. If an intermittent leave or a reduced leave schedule is allowed for planned medical treatments, provide medical certification stating the dates on which such treatment is expected to be given and the duration of such treatment.
- G. If an intermittent leave or a reduced leave schedule is allowed, the County may temporarily transfer the employee to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave.

#### VIII. Medical Certificate

- A. If a Federal and/or State medical leave is designated for an employee under this policy, the employee must obtain a Medical Certification Form from the Human Resources Department. This form must be completed by the employee and the health care provider treating the employee, and returned to the Human Resources Department within fifteen calendar days. If it is not practicable under the particular circumstances for the employee to do so within the fifteen day requirement, despite the employee's diligent good faith efforts, the employee will provide the certification as soon as possible. The County can require the employee to obtain subsequent re-certifications on a reasonable basis, and to report periodically on his/her status and intention to return to work. **If requirements for the medical certification are not completed, the County may deny family and/or medical leave.**
- B. The County may request a second and a third health care provider opinion at the County's expense. If, during the period of a State FMLA leave, a third opinion is desired due to conflicting opinions of health care providers, the Wisconsin Department of Workforce Development may appoint a practitioner/provider to make the final decision.

IX. Insurance and Benefits

- A. While an employee is on Federal and/or State medical leave the County will maintain group health, dental, and life insurance coverage under the conditions that applied before the leave began. If, prior to the leave, the employee was required to participate in the premium payments, the employee is required to continue with his/her share of the premium payments. The County's obligation to maintain health, dental, and life insurance benefits will stop if and when an employee informs the County of his/her intent not to return to work at the end of the leave period; if the employee fails to return to work when leave entitlement is used up; or if the employee fails to make any required payments while on leave. Employee contribution amounts are subject to any change in rates that occur while the employee is on leave. In some circumstances, the employee may maintain post-employment rights to continued coverage pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).
- B. If the employee does not return to work after the leave entitlement has been exhausted, the County reserves the right to recover the health, dental, and life insurance premiums paid during the leave, unless the failure to return to work was for reasons beyond the employee's control.
- C. The employee will continue to earn accrued benefits if paid leave is substituted for unpaid medical leave. During unpaid leave, unless specifically provided by county policy or a labor agreement, an employee is not entitled to benefit accrual other than group health, dental, and life insurance coverage (to the extent that coverage would have been provided if the employee continued working), but will not lose any benefits accrued prior to leave unless such benefits are utilized. Based upon labor agreement, seniority will continue to accrue during the first calendar month of an unpaid leave.
- D. Employees on approved leave of absence will not, as a condition of the leave, seek or accept employment elsewhere.
- E. Further clarification of benefit entitlement and responsibilities should be obtained from the Insurance and Benefits Coordinator.

X. Return from Leave

- A. An employee returning from medical leave, including Federal/State medical leave, County-provided medical leave, and sick leave beyond three days, is required to obtain medical certification from the health care provider stating that he/she is able to resume work and is able to perform the essential job functions.
- B. An employee returning from leave as provided under this policy can return to his or her position under the provisions of County policy and/or an applicable labor agreement. Note that County policy and some existing labor agreements provide that an employee may be returned to his/her position at the time the leave was granted or to a comparable classification providing there is such a vacancy. An employee should provide two work days written notice to the employee's supervisor before returning to work.
- C. An employee may return to work prior to the scheduled end of the leave, and will be allowed to return within a reasonable time after the request to return to work early is made.

XI. Policy Interpretation and Revision

Specific interpretation of the policy provisions contained herein can be obtained from the Dodge County Human Resources Department.

Dodge County reserves the right to add to or delete from this policy, in whole or in part, within its rights to do so under applicable Federal and State laws.

**210.4 – FAMILY LEAVE OF ABSENCE (FMLA) FOR FAMILY MEMBER'S SERIOUS HEALTH CONDITION OR MILITARY EXIGENCY**

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An unpaid Family Leave of Absence (as provided by Federal and/or State legislation) to care for a parent, son or daughter, spouse, or next of kin military member with a serious health condition is available to employees as specified below. In no event will an employee be entitled to more Federal and/or State family leave than the maximum number of weeks provided in one (1) calendar year by Federal or State FMLA statutes. The weeks of Federal and State FMLA leave will be considered concurrent. Current Federal law provides for a total of twelve weeks of FMLA leave, and twenty-six (26) weeks to care for a family member with a serious health condition related to military service.

I. Eligibility

A. An employee is eligible for Federal and State Family Leave of Absence if the employee:

1. is needed to care for a parent, son or daughter, or spouse who has a serious health condition, and
2. has been employed by Dodge County for at least twelve (12) months, not necessarily consecutive, and
3. has worked 1,000 hours and/or has been paid for 1,000 hours during the twelve (12) month period preceding the leave, or
4. is needed to care for a spouse, parent, son or daughter, or next of kin who is a "member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness" (H.R. 4986, National Defense Authorization Act for FY 2008), and if the employee meets the conditions of 2. and 3. above, or
5. is needed for "any qualifying exigency (as the Secretary [of Labor] shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation." *Note: This provision of the NDAA is not effective until the Secretary of Labor issues final regulations defining "any qualifying exigency."*

B. Employees who meet eligibility requirements as defined by labor agreement or County Policy #210.1 may be eligible for County-provided general leave.

II. Definitions

Specific definitions relating to Federal and State Family and Medical Leave can be obtained from the Human Resources Department.

III. Leave Duration

A. In a calendar year, an employee may generally qualify for no more than twelve (12) weeks of Federal family and/or medical leave for any and all qualifying reasons unless the leave is to care for a family member as described in I. (A) (4) above. (See also Policies #210.3 and #210.5). In addition, an employee *may* be eligible for up to six (6) weeks of State family leave if the reason for the State leave is different than that used for

Federal leave. If both the employee and his/her spouse are employed by the County, they may be limited to a combined total of twelve (12) weeks of Federal family leave entitlement during a calendar year.

- B. Federal and State family and/or medical leave (regardless of whether it is continuous, intermittent, or reduced work schedule leave) must be taken within one (1) year of its commencement.
- C. An employee may qualify for up to twenty-six (26) workweeks of leave if the qualifying reason for the leave is I. (A) (4) in the Eligibility section above.

IV. Leave Pro-ration for Part-time Employees

Family leave entitlement for eligible part-time employees will be calculated on a pro-rata basis. The hours worked over the twelve (12) weeks prior to the beginning of the leave will be used for calculating the employee's average normal work week. Example: an employee who worked or was scheduled to work 56 eight-hour days in the twelve week period prior to the leave would have a twelve (12) week leave entitlement (in a one year period) of 56 eight-hour days that s/he would normally have been scheduled.

V. Substitution

During the first two (2) weeks of family leave for the care of a family member, an employee may choose that any of the following types of paid leave be substituted for part or all of the otherwise unpaid Federal or State family leave: sick leave; vacation; banked holidays; compensatory time (if available). After this initial period (two weeks) the County may require, to the extent of its rights under the law and labor agreements, that any paid sick leave benefit available to the employee be substituted for part or all of the family leave period. The County may also require (based on labor agreement) that any other such benefit be substituted for unpaid Federal or State family leave.

VI. Concurrence

- A. Any paid leave substituted for unpaid family leave will run concurrent with the family leave provided under this Policy.
- B. If a leave qualifies as both a County-provided leave (sick leave benefit, medical leave, or general leave) and a Federal and/or State FMLA leave as well, all leaves will run concurrently. For example, County-provided leave used for the birth of a child may also qualify as family leave under Federal and State law and, as such, is also deducted from an employee's leave entitlement under Federal and State laws.

VII. Scheduling Leave:

- A. An employee eligible for and desiring family leave to care for a family member with a serious health condition should submit a written request to the Human Resources Department thirty (30) days prior to the leave if the leave is foreseeable. Verbal requests must be followed by a written request as soon as possible. If the leave is not foreseeable, or thirty (30) days' notice is not practicable, the employee should still provide verbal notice, giving as reasonable and as practical notice as possible, and followed up by submitting a written request as soon as possible (which should be done no later than the end of the work shift on the day the leave is to begin.) (This requirement may be waived in medical emergency situations or for a change in circumstances. An employee who fails to give thirty (30) days notice without a reasonable excuse for the delay may be denied leave until at least thirty (30) days have passed.)



- B. The notice should specifically state that FMLA leave is being requested. The County reserves the right to determine whether any leave qualifies as Federal and/or State family leave.
- C. The notice should identify if and what type of paid accrued leave the employee intends to substitute as allowed under the law. The County will also make that determination to the extent of its right to do so under the law (See section V. above).
- D. When the leave is for planned medical treatment for a family member with a serious health condition, the employee must:
  - 1. Schedule the medical treatment so that it does not unduly disrupt the County's operation. The employee must provide the County with a proposed schedule for the leave with reasonable promptness after the employee learns of the probable necessity of the leave. The schedule must be of sufficient definiteness that the County can schedule replacement employees, if necessary.
  - 2. Provide the required medical certification, to include the date the serious health condition commenced; the probable duration; the medical facts regarding the condition; a statement that the employee is needed to care for the son, daughter, spouse, or parent; and an estimate of the amount of time that the employee is needed to care for him/her. Depending on the nature, duration, etc., of the leave, the employee may be required to obtain a recertification, and to request an extension to the leave of absence. (See section VIII.)
- E. When medically necessary, an employee may take leave as an intermittent leave or leave on a reduced leave schedule (fewer hours per day or week) in increments of no less than one-half hour. An employee who does so will schedule the intermittent or reduced leave schedule so it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County, in writing, with the employee's proposed schedule of intermittent leave or leave on a reduced leave schedule with reasonable promptness after the employee learns of the probable necessity of such leave. Leave available during a calendar year may only be used within that year.
- F. If an intermittent leave or a reduced leave schedule is allowed for planned medical treatments, provide medical certification stating the dates on which such treatment is expected to be given and the duration of such treatment.
- G. If an intermittent leave or a reduced leave schedule is allowed, the County may temporarily transfer the employee to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave.

#### VIII. Medical Certificate

- A. If a Federal and/or State family leave is designated for an employee under this policy, the employee must obtain a Medical Certification Form from the Human Resources Department. This form must be completed by the employee and the health care provider treating the employee's family member, and returned to the Human Resources Department within fifteen (15) calendar days. If it is not practicable under the particular circumstances for the employee to do so within the fifteen day requirement, despite the employee's diligent good faith efforts, the employee will provide the certification as soon as possible. The County can require the employee to obtain subsequent re-certifications on a reasonable basis, and to report periodically on his/her status and intention to return to work. **If requirements for the medical certification are not completed, the County may deny family leave.**

- B. The County may request a second and a third health care provider opinion at the County's expense. If, during the period of a State FMLA leave, a third opinion is desired due to conflicting opinions of health care providers, the Wisconsin Department of Workforce Development may appoint a practitioner/provider to make the final determination

IX. Insurance and Benefits

- A. While an employee is on Federal and/or State family leave the County will maintain group health, dental, and life insurance coverage under the conditions that applied before the leave began. If, prior to the leave, the employee was required to participate in the premium payments, the employee is required to continue with his/her share of the premium payments. The County's obligation to maintain health, dental, and life insurance benefits will stop if and when an employee informs the County of his/her intent not to return to work at the end of the leave period; if the employee fails to return to work when leave entitlement is used up; or if the employee fails to make any required payments while on leave. Employee contribution amounts are subject to any change in rates that occur while the employee is on leave. In some circumstances, the employee may maintain post-employment rights to continued coverage pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).
- B. If the employee does not return to work after the leave entitlement has been exhausted, the County reserves the right to recover the health, dental, and life insurance premiums paid during the leave, unless the failure to return to work was for reasons beyond the employee's control.
- C. The employee will continue to earn accrued benefits if paid leave is substituted for unpaid family leave. During unpaid leave, unless specifically provided by County policy or a labor agreement, an employee is not entitled to benefit accrual other than group health, dental, and life insurance coverage (to the extent that coverage would have been provided if the employee continued working), but will not lose any benefits accrued prior to leave unless such benefits are utilized. Based upon labor agreement, seniority will continue to accrue during the first calendar month of an unpaid leave.
- D. Employees on approved leave of absence will not, as a condition of the leave, seek or accept employment elsewhere.
- E. Further clarification of benefit entitlement and responsibilities should be obtained from the Insurance and Benefits Coordinator.

X. Return from Leave

- A. An employee returning from leave as provided under this policy can return to his or her position under the provisions of County policy and/or an applicable labor agreement. Note that County policy and some existing labor agreements provide that an employee may be returned to his/her position at the time the leave was granted or to a comparable classification providing there is such a vacancy. An employee should provide two days written notice to the employee's supervisor before returning to work.
- B. An employee may return to work prior to the scheduled end of the leave, and will be allowed to return within a reasonable time after the request to return to work early is made.

XI. Policy Interpretation and Revision

Specific interpretation of the policy provisions contained herein can be obtained from the Dodge County Human Resources Department.

Dodge County reserves the right to add to or delete from this policy, in whole or in part, within its rights to do so under applicable Federal and State laws.

**210.5 – FAMILY LEAVE OF ABSENCE (FMLA) FOR BIRTH, ADOPTION OR FOSTER CARE PLACEMENT** [Return to Index](#)

An unpaid Family Leave of Absence (as provided by Federal and/or State legislation) for birth, adoption, or foster care placement is available to employees as specified below. In no event will an employee be entitled to more Federal and/or State family leave than the maximum number of weeks provided in one (1) calendar year by Federal or State FMLA statutes. The weeks of Federal and State FMLA leave will be considered concurrent. Current Federal law provides for a total of twelve (12) weeks of FMLA leave.

I. Eligibility

- A. An employee is eligible for Federal and State Family Leave of Absence if the employee:
1. desires to take leave due to:
    - a. the birth of their child, and to care for the newborn child, or
    - b. due to the placement with the employee of a child for adoption (or as a pre-condition to adoption, but not both) or foster care, and to care for the newly placed child,and
  2. has been employed by Dodge County for at least twelve (12) months, not necessarily consecutive, and
  3. has worked 1,000 hours and/or has been paid for 1,000 hours during the twelve (12) month period preceding the leave.
- B. Employees who meet eligibility requirements as defined by County Policy #210.2 or labor agreement may be eligible for County-provided medical leave.
- C. Employees who meet eligibility requirements as defined by County Policy #210.1 or labor agreement may be eligible for County-provided general leave.

II. Definitions

Specific definitions relating to Federal and State Family and Medical Leave can be obtained from the Human Resources Department.

III. Leave Duration

- A. In a calendar year, an employee may generally qualify for no more than twelve (12) weeks of Federal family and/or medical leave for any and all qualifying reasons (See also Policies #210.3 and #210.4). In addition, an employee *may* be eligible for up to six (6) weeks of State family leave if the reason for the State leave is different than that used for Federal leave. If both the employee and his/her spouse are employed by the County, they may be limited to a combined total of twelve (12) weeks of Federal family leave entitlement during a calendar year.

- B. Federal and State family and/or medical leave (regardless of whether it is continuous, intermittent, or reduced work schedule leave) must be taken within one (1) year of its commencement.
- C. Family leave for birth, adoption, or foster care placement must commence within sixteen (16) weeks prior to or after the birth or placement of the child for adoption or foster care (State FMLA), but must conclude within twelve (12) months of the birth or placement

IV. Leave Pro-ration for Part-time Employees

Family and/or medical leave entitlement for eligible part-time employees will be calculated on a pro-rata basis. The hours worked over the twelve (12) weeks prior to the beginning of the leave will be used for calculating the employee's average normal work week. Example: an employee who worked or was scheduled to work 56 eight-hour days in the twelve week period prior to the leave would have a twelve (12) week leave entitlement (in a one year period) of 56 eight-hour days that s/he would normally have been scheduled.

V. Substitution

During the first six (6) weeks of family leave for birth, adoption, or foster care an employee may choose that any of the following types of paid leave be substituted for part or all of the otherwise unpaid Federal or State family leave: sick leave; vacation; banked holidays; compensatory time (if available). After this initial period (six weeks) the County may require, to the extent of its rights under the law and labor agreements, that any paid sick leave benefit available to the employee be substituted for part or all of the family leave period. The County may also require (based on labor agreement) that any other such benefit be substituted for unpaid Federal or State family leave.

VI. Concurrence

- A. Any paid leave substituted for unpaid family leave will run concurrent with the family leave provided under this Policy.
- B. If a leave qualifies as both a County-provided leave (sick leave benefit, medical leave, or general leave) and a Federal and/or State FMLA leave as well, all leaves will run concurrently. For example, County-provided leave used for the birth of a child may also qualify as family leave under Federal and State law and, as such, is also deducted from an employee's leave entitlement under Federal and State laws.

VII. Scheduling Leave:

- A. An employee eligible for and desiring family leave should submit a written request to the Human Resources Department thirty (30) days prior to the leave if the leave is foreseeable. Verbal requests must be followed by a written request as soon as possible. If the leave is not foreseeable, or thirty (30) days' notice is not practicable, the employee should still provide verbal notice, giving as reasonable and as practical notice as possible, and followed up by submitting a written request as soon as possible (which should be done no later than the end of the work shift on the day the leave is to begin.) (This requirement may be waived in medical emergency situations or for a change in circumstances. An employee who fails to give thirty (30) days notice without a reasonable excuse for the delay may be denied leave until at least thirty (30) days have passed.)
- B. The notice should specifically state that FMLA leave is being requested. The County reserves the right to determine whether any leave qualifies as Federal and/or State family leave.

- C. The notice should identify if and what type of paid accrued leave the employee intends to substitute as allowed under the law. The County will also make that determination to the extent of its right to do so under the law (See section V. above).
- D. During the equivalent of the first six (6) weeks of a family leave for birth, adoption, or foster care, an employee may take family leave as an intermittent leave or leave on a reduced leave schedule (fewer hours per day or week) in increments of no less than one-half hour. An employee who does so will schedule the intermittent or reduced leave schedule so it does not unduly disrupt the County's operations.

To comply with this requirement, an employee must provide the County, in writing, with the employee's proposed schedule of intermittent leave or leave on a reduced leave schedule no less than thirty (30) days before the schedule is to begin, if at all possible. The schedule must be of sufficient definiteness so that the County is able to schedule replacement employees, if necessary, to cover the absences. The County reserves the right whether or not to allow that family leave for birth, adoption, or foster care placement be taken as intermittent leave or leave on a reduced leave schedule beyond the equivalent of six weeks. Leave available during a calendar year may only be used within that year.

- E. If an intermittent leave or a reduced leave schedule is allowed, the County may temporarily transfer the employee to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave.

#### VIII. Insurance and Benefits

- A. While an employee is on Federal and/or State family leave the County will maintain group health, dental, and life insurance coverage under the conditions that applied before the leave began. If, prior to the leave, the employee was required to participate in the premium payments, the employee is required to continue with his/her share of the premium payments. The County's obligation to maintain health, dental, and life insurance benefits will stop if and when an employee informs the County of his/her intent not to return to work at the end of the leave period; if the employee fails to return to work when leave entitlement is used up; or if the employee fails to make any required payments while on leave. Employee contribution amounts are subject to any change in rates that occur while the employee is on leave. In some circumstances, the employee may maintain post-employment rights to continued coverage pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).
- B. If the employee does not return to work after the leave entitlement has been exhausted, the County reserves the right to recover the health, dental, and life insurance premiums paid during the leave, unless the failure to return to work was for reasons beyond the employee's control.
- C. The employee will continue to earn accrued benefits if paid leave is substituted for unpaid family leave. During unpaid leave, unless specifically provided by County policy or a labor agreement, an employee is not entitled to benefit accrual other than group health, dental, and life insurance coverage (to the extent that coverage would have been provided if the employee continued working), but will not lose any benefits accrued prior to leave unless such benefits are utilized. Based upon labor agreement, seniority will continue to accrue during the first calendar month of an unpaid leave.
- D. Employees on approved leave of absence will not, as a condition of the leave, seek or accept employment elsewhere.

- E. Further clarification of benefit entitlement and responsibilities should be obtained from the Insurance and Benefits Coordinator.

IX. Return from Leave

A. An employee returning from leave as provided under this policy can return to his or her position under the provisions of County policy and/or an applicable labor agreement. Note that County policy and some existing labor agreements provide that an employee may be returned to his/her position at the time the leave was granted or to a comparable classification providing there is such a vacancy. An employee should provide two work days written notice to the employee's supervisor before returning to work.

B. An employee may return to work prior to the scheduled end of the leave, and will be allowed to return within a reasonable time after the request to return to work early is made.

X. Policy Interpretation and Revision

Specific interpretation of the policy provisions contained herein can be obtained from the Dodge County Human Resources Department.

Dodge County reserves the right to add to or delete from this policy, in whole or in part, within its rights to do so under applicable Federal and State laws.

**210.6 – BEREAVEMENT LEAVE OF ABSENCE**

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An employee will be entitled to up to three (3) days of bereavement leave in the event of the death of an employee's spouse, child, parent, brother or sister.

Two (2) days of bereavement leave will be allowed in the event of the death of an employee's stepparent or stepchild.

One (1) day of bereavement leave will be allowed in the event of the death of an employee's mother-in-law, father-in-law, brother-in-law, sister-in-law, grandchild or grandparent of employee or spouse.

If additional time is required beyond the time specified above, such additional leave time may be taken and deducted from the employee's sick leave accumulation or other earned time provided that authorization for additional leave is first obtained in writing from the individual's supervisor.

**210.7 – MILITARY LEAVE OF ABSENCE**

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Leaves of absence without pay will be automatically granted for all full time employees who are called or volunteer for military service providing that an application for re-employment is made within the time period specified under state or federal law or regulation.

Employees who do not return from any leave of absence on the return-to-work date or within the time period specified under state or federal law or regulation are considered to have voluntarily terminated. Any extension of a leave (i.e. new leave) that specifically states a return-to-work date must be approved prior to the return-to-work date of the original leave.

Dodge County will comply with all State and Federal laws and regulations relating to employment rights of persons in military service, including s.63.06, Wis. Stats., and 20 CFR 1002 (USERRA).

**210.8 – EDUCATIONAL LEAVE**

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Employees may be granted up to a six (6) month unpaid educational leave of absence to attend a job related or career advancement program or school.

Employees must pay the entire cost of their health, dental and life insurance premiums.

Employees returning from educational leave may be reinstated to the position they were employed in at the time their leave was granted or to a position of comparable classification provided such positions are vacant.

Approval is contingent upon adequate coverage being available to cover the duties of the person requesting the leave of absence.

**211 – LONG TERM DISABILITY**

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Dodge County offers its employees who work 20 hours or more per week the opportunity to participate in a group Voluntary Long-term Disability Insurance plan. This benefit is administered by a third-party vendor and the terms of the policy are established by the provider. The employee pays the full premium.

Qualifying employees are eligible to enroll in this benefit on the first of the month coinciding or following date of hire. Evidence of Insurability is required for late enrollment (employees not enrolled within the 31 days of initial eligibility) and for employees requesting an increase in current insurance levels.

**212 – LONGEVITY**

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All employees who are in benefit eligible positions will be entitled to longevity pay with the following schedule and conditions:

Employees who have five (5) years (60 months) of continuous service will, starting as of the 61st month, receive an additional \$10.00 per month.

Employees who have ten (10) years (120 months) of continuous service will receive an additional \$17.00 per month.

Employees who have fifteen (15) years (180 months) of continuous service will receive an additional \$24.00 per month.

Employees who have twenty (20) years (240 months) of continuous service will receive an additional \$30.00 per month.

Employees who have thirty (30) years (360) months of continuous service will receive an additional \$35.00 per month.

Eligibility for longevity will be determined as of November 1 of any calendar year. Longevity payments will be made on an annual basis between December 1 and December 20 of each year to all eligible employees who are on the payroll as of that time.



In the event an eligible employee should retire or die, s/he or his/her heirs will receive longevity payments due as of the last day of employment and payment will be made at the time of retirement or death.

### Pro-ration of Longevity Pay

Part-time benefit eligible employees, and non-exempt employees who have had unpaid time during the prior calendar year, will have their longevity pay pro-rated. The pro-ration calculation will take into consideration the number of hours paid to the employee during the prior year in comparison to the total number of full-time hours for the position.

Examples:

Employee A is a non-exempt employee who holds a 1040 hour/year benefit-eligible part-time position and would normally qualify for longevity pay equaling \$60 (\$10 per month for a full-time employee). Employee A worked 992 hours during the past year, which resulted in a pro-ration that provided for \$57.60 of longevity pay for the year.

992 hours worked during the past calendar year  
 $992 / 2080 = 47.7\% = 48\%$  FTE (rounded to closest full number)  
 $\$120 \times 48\% = \$57.60$  longevity pay

Employee B is a non-exempt employee who holds a 2080 hour/year position and would normally qualify for \$120 of longevity pay. Employee A had 12 unpaid days (96 hours) during the past year, which resulted in a pro-ration that provided for \$114 of longevity pay for the year.

$2080 - 96 = 1984$   
 $1984 / 2080 = 95.4\% = 95\%$  (rounded to closest full number)  
 $\$120 \times 95\% = \$114$  longevity pay

Sick leave paid to a non-exempt employee that is donated by another employee is considered equivalent to unpaid time for the purpose of calculating the employee's level of benefit.

Employees on military leave will be entitled to all benefits and seniority rights afforded them under federal or state law.

## **213 – RETIREMENT ANNUITY**

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Each employee hired prior to July 1, 2011 who works at least six hundred (600) hours in any one year period is a participant in the Wisconsin Retirement Fund as provided by Wisconsin Statutes and rules established by the Wisconsin Retirement Fund Board. Employees initially hired after July 1, 2011 must work twelve hundred (1200) hours in any one year period to become a participant, and are subject to a five (5) year vesting requirement.

Employer and Employee contribution rates are established annually by the Department of Employee Trust Funds.

Employee contributions are made on a pre-tax basis, as allowed under Internal Revenue Code Section 414(h)(2). Taxation of the employee contribution amount is deferred until the participant starts receiving a retirement annuity from WRS.

## **214 – SICK LEAVE**

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All regular employees will, upon completion of the orientation period, be entitled to paid sick leave. Sick leave will accumulate at the rate of one (1) day for each month of regular full-time employment up to a maximum of one-hundred twenty (120) days. Eligible employees who are in active

employment (not on unpaid leave, layoff, etc.) will be credited with accrued sick leave on the 15<sup>th</sup> day of each month.

Employees who have accumulated the one-hundred twenty (120) days of sick leave will continue to earn sick leave which will be placed into their emergency sick leave bank. These banked days may be used if the employee has exhausted his/her normal sick leave and is under verified physician's or chiropractor's care for serious illness or injury. Accumulation of days for the emergency bank will be effective as of January 1, 1979. Days in the emergency sick leave bank will not be subject to the payment provision noted below (\*).

Clearview employees working twelve (12) consecutive months without using a sick day or any portion thereof may, at their option, be paid six (6) days at their current rate with the remaining six days added to their accumulation.

Employees will not be entitled to use sick leave during the orientation period; but upon completion of the orientation period, employees will be credited with six (6) days of sick leave.

Sick leave benefits will be paid at the regular hourly rate received by the employee at the time of illness or injury. Sick leave benefits will be paid up to the extent of an employee's accumulation for all bona fide illness, disease, injury and maternity excepting only those cases for which an employee would be entitled to receive Worker's Compensation.

Sick leave is hereby defined as to include:

Diagnostic and physical examinations and dental and eye procedures (up to one-half [1/2] day allowed provided doctor's verification is obtained).

Satisfactory evidence of illness and treatment warranting sick leave will be required in all cases of employee's absence because of illness of more than three days and may be required in instances of absences for illness of less than three days if the County considers it appropriate. Although a physician's certificate will be given consideration as evidence of disability, the County reserves the right where the period of time requested by the employee appears excessive in relation to the illness claimed to limit the period of sick leave to that normally required for such illness; and the County further reserves the right to call in its own physician to make a final determination of an employee's disability in all cases.

Employees who have been notified by management, due to their prior record of absences or other reason, that they are required to obtain a physician's certificate, either for their own illness or that of a family member, must have been seen by a physician for the certification to be considered valid.

Upon request of a doctor, an employee eligible for sick leave may be authorized to use up to three (3) days with pay due to illness or injury to the immediate family (spouse or children) that would reasonably require the presence of the employee (under special circumstances and approval of the County, an employee may be granted additional sick leave in excess of three [3] days).

Sick leave will commence upon the first day of absence due to illness or injury and employees must notify the department in charge of the absence prior to the regular starting time if at all possible.

(\*) Except for involuntary termination, an employee who terminates employment will be paid out of their accumulated unused sick leave as follows:

After five (5) years of service	20%
After ten (10) years of service	30%

After fifteen (15) years of service	50%
After twenty (20) years of service	60%

Important note: See Policy #214.1 regarding current payout availability.

The County of Dodge will provide for conversion of accumulated sick leave as stipulated above at the employee's option to a credit which will be used to pay monthly health insurance premiums for an employee and eligible dependents after his/her retirement, provided they participate in all parts of Medicare as soon as eligible. When said fund is depleted, the employee may continue in the program provided he/she pays the amount of the premium to the County in advance. If the employee options to take payment, the payment will be in a lump sum payment.

Pro-ration of Sick Leave Accrual

Part-time benefit eligible employees, and non-exempt employees who have had unpaid time during the prior anniversary year, will have their sick leave accrual pro-rated. The pro-ration calculation will take place prior to the start of the next anniversary year and will take into consideration the number of sick leave hours credited to the employee during the prior anniversary year in comparison to the total number of full-time hours for the position. The calculation will result in a reconciliation of the number of sick leave hours credited versus sick leave hours earned. In the case of a part-time benefit eligible employee the calculation may result in a change in the determination of how many sick leave hours the employee will be credited each month during the upcoming anniversary year.

Examples:

Employee A is a non-exempt employee who holds a 1040 hour/year benefit-eligible part-time position and would normally qualify for 48 hours of sick leave accrual (96 hours for a full-time employee.) Employee A worked 992 hours during the past calendar year, which resulted in a pro-ration that provided for 46.0 hours of earned sick leave accrued in the past anniversary year.

$$992 \text{ hours worked during the past anniversary year}$$

$$992 / 2080 = 47.7\% = 48\% \text{ FTE (rounded to closest full number)}$$

$$96 \text{ hours} \times 48\% = 46.0 \text{ sick leave hours earned (rounded to the closest } \frac{1}{4} \text{ hour)}$$

Employee A was credited with 48 hours of accrued sick leave during the past anniversary year so 2.0 hours will be deducted from the employee's sick leave bank.

Employee B is a non-exempt employee who holds a 2080 hour/year position and would normally qualify for 96 hours of sick leave accrual per year. Employee A had 12 unpaid days (96 hours) during the past anniversary year, which resulted in a pro-ration that provided for 91.25 hours of earned sick leave accrued in the past anniversary year.

$$2080 - 96 = 1984$$

$$1984 / 2080 = 95.4\% = 95\% \text{ (rounded to closest full number)}$$

$$96 \text{ hours} \times 95\% = 91.25 \text{ sick leave hours earned (rounded to the closest } \frac{1}{4} \text{ hour)}$$

Employee B was credited with 96 hours of sick leave during the past anniversary year so 4.75 hours will be deducted from the employee's sick leave bank.

Sick leave paid to a non-exempt employee that is donated by another employee is considered equivalent to unpaid time for the purpose of calculating the employee's level of benefit.

Employees on military leave will be entitled to all benefits and seniority rights afforded them under federal or state law.

**214.1 – POST-EMPLOYMENT HEALTH PLAN**

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Currently Dodge County is converting unused sick leave of up to 120 days at retirement (or termination when eligible to receive a WRS retirement annuity) to a Post-Employment Health Plan. Hours are converted at 80% value and retirees are allowed to use that money to pay for post-employment insurance premiums.

**215 – TOOL ALLOWANCE – HIGHWAY DEPARTMENT**

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Dodge County provides a tool allowance to Highway Department employees who are classified as Mechanics and Welders.

Payment for tools is made upon presentation and approval of a statement to either the Shop Superintendent, Assistant Highway Commissioner or the Highway Commissioner. In the event the statement is for the replacement of a broken tool, the broken tool must be turned in before the statement will be approved.

The current maximum annual tool allowance is two hundred-fifty dollars (\$250.00). Newly hired employees in these classifications will be eligible to receive a pro-rated amount of the maximum tool allowance upon completion of their orientation period. Any portion of the annual tool allowance not used by the end of the calendar year will not be carried forward into the succeeding calendar year and will not be paid out.

**216 – UNEMPLOYMENT INSURANCE**

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All eligible employees of Dodge County are covered under the Wisconsin Unemployment Insurance laws. This coverage is provided at no cost to the employees.

**217 – UNIFORM ALLOWANCE**

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Dodge County provides a uniform allowance to Sheriff's Department Sworn employees in accordance with labor contract language. A uniform allowance is also provided to Sheriff's Department Non-sworn employees and to Highway Department employees who are classified as Mechanics and Welders, in accordance with this policy. Acceptance of a uniform allowance by an employee is considered acknowledgement of and acceptance of the terms of this policy.

**Sheriff's Department Non-sworn Employees**

Each regular employee receives an annual cash allowance of \$425.00 for the purchase of uniforms. Correctional Officers and any other employees who wear Class B uniforms must purchase approved outer wear that must be worn with Class B uniforms whenever outerwear is needed.

Newly hired employees receive a proration of their first calendar year's uniform allowance at the time of hire, as well as an initial uniform purchase allowance of \$200.00.

The uniform allowance is intended to be used for replacement, repair and dry cleaning caused by normal wear, but not for replacement and/or repair of County owned leather goods and equipment. If an employee's uniform, equipment or personal belongings are damaged, broken or destroyed in the course of his/her duties, these articles will be repaired or replaced by the County at their value when purchased at no cost to the Employee if the item is turned in to the County. The cost of repair or replacement will not to be deducted from the employee's uniform allowance.

The value of watches is limited to \$40.00 and glasses are limited to \$100.00. Cosmetic and jewelry items are not eligible for reimbursement.

If an Employee terminates employment during the year, the uniform allowance is prorated and the employee must repay to the County the difference between the prorated amount and the actual amount received. Repayment will be through payroll deduction when possible.

Upon hire Corrections Officers, Jail Program Specialists, Deputy Secretaries, and Communications Officers are issued a badge; uniformed personnel are furnished with one additional badge. Corrections Officers and Jail Program Specialists are issued handcuffs; handcuff cases and OC spray holders will be issued to employees as needed. Employees will be responsible for these items and must return them to the County upon termination of employment.

#### Highway Department Mechanics and Welders

In a two year period Highway Department mechanics and welders will be furnished with a maximum of 10 pairs of coveralls; other Highway Department employees will be furnished with 3 pairs of coveralls in a 2 year period. Any additional pairs of coveralls are to be paid for by the Employee.

Dodge County will provide for a 50% annual shoe reimbursement allowance to Highway Department employees for approved footwear, up to a maximum of \$60.00, which will be reimbursed to the employee upon presentation of an approved paid receipt.

Additionally, Dodge County will allow for an annual reimbursement to Highway Department employees of up to \$75.00 per year for approved prescription safety glasses, if needed, upon presentation of an approved paid receipt.

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#### **VACATION**

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Regular full time employees will earn paid vacation based upon their anniversary date of employment in accordance with the following schedule:

After 1 year	-	Ten (10) vacation days
After 7 years	-	Fifteen (15) vacation days
After 14 years	-	Sixteen (16) vacation days
After 15 years	-	Seventeen (17) vacation days
After 16 years	-	Eighteen (18) vacation days
After 17 years	-	Nineteen (19) vacation days
After 18 years	-	Twenty (20) vacation days
After 19 years	-	Twenty-one (21) vacation days
After 20 years	-	Twenty-two (22) vacation days
After 21 years	-	Twenty-three (23) vacation days
After 22 years	-	Twenty-four (24) vacation days
After 23 years	-	Twenty-five (25) vacation days

Employees may take vacation in units of one (1) or more working days or one (1) or more working hours when the supervisor does not need to replace that employee. Vacation pay is equal to the pay employees would have received when working their normal schedule of hours, exclusive of shift premium, if any.

Employees hired before January 1, 1977 must take off all vacation days earned before December 31st of the year they are earned.

Employees hired after January 1, 1977 must take all vacation days off within twelve (12) months of the anniversary date they are earned.

Length of service will be given consideration in granting choice of vacation time within a given job classification; however Department Heads will make the final determination regarding vacation requests. This rule will apply provided that the requests for preferred vacation time are submitted in writing no later than May 1. Clearview employees must have preferred vacation requests submitted by February 15 and August 15.

Newly hired non-represented full-time employees hired on or after January 1, 2012 are entitled to two (2) weeks of vacation after having completed six (6) months of employment. This vacation time must be taken within the six (6) month period prior to their first anniversary date.

Full-time employees newly hired on or after January 1, 2012 into positions that are classified in Labor Grade 16 or higher of the Management and Non-represented labor grade structure are entitled to two (2) weeks of vacation after having completed six (6) months of employment. Newly hired full-time employees in these positions may be eligible for more than two (2) weeks of vacation if approved at the time of hire by the County Administrator. This vacation time must be taken within the six (6) month period prior to their first anniversary date.

If termination occurs prior to one (1) year of employment, the employee must repay the County for any vacation taken within the first year and is not eligible for vacation accrued in the first year which would have been available to the employee on his/her first anniversary date.

#### Clearview

Clearview employees must take at least two (2) weeks in the form of time off with pay. Clearview employees who, because of their length of service, are entitled to more than two (2) weeks of vacation, may either take additional time off with pay up to the extent of their entitlement or be paid at the end of their anniversary year for any unused vacation time beyond two (2) weeks.

In the event the County finds it necessary to deny a vacation request by staff at Clearview, the affected employee may reschedule his/her vacation days during the remainder of the anniversary year or extend the scheduling period of his/her vacation into the first (1st) three (3) months of the ensuing anniversary year, and the affected employee may reschedule his/her holiday/personal day during the remainder of the calendar year or extend the scheduling period of his/her holiday/personal day into the first (1st) three (3) months of the ensuing calendar year. If an employee desires to reschedule a vacation day or holiday/personal day, s/he will submit a written request to the Clearview Administrator for approval.

#### Highway

Employees must take all their vacation days off within 12 months of the anniversary date they are earned. Employees will receive cash payment if unable to take scheduled vacation days off because of an emergency in the department.

#### Pro-ration of Vacation Pay

Part-time benefit eligible employees, and non-exempt employees who have had unpaid time during the prior anniversary year, will have their vacation pay pro-rated. The pro-ration calculation will take place prior to the start of the new anniversary year and will take into consideration the number of hours paid to the employee during the prior anniversary year in comparison to the total number of full-time hours for the position. The calculation will result in a reconciliation of the number of vacation hours paid versus vacation hours earned. In the case of a part-time benefit eligible employee the calculation may result in a change in the determination

of how many hours of earned vacation the employee will be credited for use during the upcoming anniversary year.

Examples:

Employee A is a non-exempt employee who holds a 1040 hour/year benefit-eligible part-time position and would normally qualify for 40 hours of vacation pay (80 hours for a full-time employee.) Employee A worked 992 hours during the past year, which resulted in a pro-ration that provided for 38.5 hours of vacation pay earned during the past anniversary year.

992 hours worked during the past anniversary year

$992 / 2080 = 47.7\% = 48\%$  FTE (rounded to closest full number)

80 hours x 48% = 38.5 vacation hours earned (rounded to the closest ¼ hour)

Employee A was paid 40 hours of vacation pay so 1.5 hours must be re-paid.

Employee B is a non-exempt employee who holds a 2080 hour/year position and would normally qualify for 80 hours of vacation pay. Employee A had 12 unpaid days (96 hours) during the past anniversary year, which resulted in a pro-ration that provided for 76 hours of vacation earned during the past anniversary year.

$2080 - 96 = 1984$

$1984 / 2080 = 95.4\% = 95\%$  (rounded to closest full number)

80 hours x 95% = 76 vacation hours earned (rounded to the closest ¼ hour)

Employee B was paid 80 hours of vacation pay so 4.0 hours must be re-paid.

Sick leave paid to a non-exempt employee that is donated by another employee is considered equivalent to unpaid time for the purpose of calculating the employee's level of benefit.

Employees on military leave will be entitled to all benefits and seniority rights afforded them under federal or state law.

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## **VOLUNTEER FIRE AND EMS – ABSENCE FROM WORK**

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An employee who is classified as non-exempt under the Fair Labor Standards Act and who is a volunteer fire fighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be allowed to be late for or absent from work if the lateness or absence is due to the employee responding to an emergency that begins before the employee is required to report to work and if the employee complies with all of the following requirements:

1. By no later than 30 days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, the employee must submit to his/her Department Head a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying Dodge County that the employee is a volunteer fire fighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation. This document will be forwarded to the Human Resources Department for inclusion in the employee's personnel file.
2. When dispatched to an emergency, the employee must make every effort to notify his/her Department Head or designee that the employee may be late for or absent from work due to the employee's responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the employee to contact his/her Department Head, submits to the County a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made.



3. When late for or absent from work due to responding to an emergency, the employee must provide, on the request of Dodge County, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the employee was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the employee's status as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the employee must notify his/her Department Head of that change in status. The Department Head is responsible for notifying the Human Resource Department of the employee's change in status.

Employees who are late for work or absent from work due to their status as a volunteer fire fighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation as described above are not compensated by Dodge County for the time not worked.

## **220 – VOTER LEAVE LAW**

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Any employee who is entitled to vote at an election is entitled to be absent from work while the polls are open for a period not to exceed 3 successive hours to vote. The employee must notify his/her Department Head before Election Day of the intended absence. The Department Head will designate the time of day for the absence.

Any employee who wishes to serve as an election official under s. 7.30 of the Wisconsin State Statutes is entitled to be absent from work to attend to such duties.

Employees who absent themselves from work to vote or to serve as an election official are not compensated by Dodge County for the time not worked.

## **221 – WORKER'S COMPENSATION**

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Employees who experience an injury or illness that is determined to be compensable under the State of Wisconsin Workers Compensation benefit program will receive Workers Compensation payments as required by Workers Compensation regulations.

Eligibility for benefit continuation while receiving Workers Compensation benefits will be based on the employee's leave status under Federal FMLA, State FMLA, and/or County provided Medical or General Leaves of Absence.

Dodge County uses a Third Party Administrator to administer its self-funded Workers Compensation benefit.

## **301 – ALCOHOL AND DRUG ABUSE**

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Employees are forbidden to use or possess alcohol or illegal drugs at any time during the work day or anywhere on Dodge County property. Employees are forbidden to engage in any sale or transaction involving illegal drugs on County property. Employees violating this policy will be subject to immediate discipline.

Employees under the influence of alcohol or drugs on the job will be subject to discipline. Employees who appear to be in an impaired condition on the job may be asked by their supervisor to submit to a test to

determine whether they are under the influence of alcohol or illegal drugs. Any refusal to submit to a test will be treated as insubordination and will be subject to discipline.

Any sale of illegal drugs during the work day or on County property will result in immediate discharge.

Employees who must use a prescription drug that causes adverse side effects which effects their ability to perform assigned work should inform their supervisor that they are taking such medication, what the side effects are and if requested produce a copy of the original prescription. If the side effect of the prescription drug interferes with the employee's ability to perform assigned work, the employee may be required to use sick leave.

### Testing

Employees of the Highway Department and Sheriff's Department are subject to drug and alcohol testing according to departmental policy.

All offers of employment will be contingent on the person successfully passing a pre-hire drug screen.

302 –

## **APPEARANCE & DEMEANOR POLICY**

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The County requires all employees to present a professional image to the public and clients. Accordingly, each employee is required to maintain appropriate standards of dress, grooming and hygiene while on duty or conducting County business.

Employees will also display a positive customer service attitude and maintain a pleasant disposition.

Clothing is to be neat, clean, in good repair and appropriate to the nature of their position.

Examples of appropriate clothing may include:

- Dress pants, capri pants, dresses and skirts
- Colored denim and corduroy pants and skirts, blue jean skirts and jumpers
- Blouses, long and short sleeve dress shirts, ties, knit tops, knit shirts, polo/collared shirts
- Sweaters, vests, jackets or blazers, suits
- Dress shoes/boots, dress sandals, athletic shoes

Examples of clothing not appropriate include, but are not limited to:

- Soiled, torn or ripped clothing
- Blue jeans (except for those in maintenance or doing outside work), culottes, shorts, skorts, sweatpants or workout attire
- T-shirts, halter, crop, or tank tops, thin strapped tops and other backless and/or low-cut apparel (unless a sweater or short sleeve shirt is worn over at all times)
- Sweatshirts (except in positions where appropriate), sports jerseys
- Dresses or skirts more than three (3) inches above the knee
- Sheer clothing or clothing that is otherwise revealing, distracting, or provocative
- Pants or skirts worn below the waistline
- Clothing, t-shirts, or pins with language or pictures that are considered offensive or inappropriate (i.e. sexually suggestive, advertising alcohol or tobacco products, promoting advertising firms and/or contractors that do business with the County)
- Beach type sandals/shoes (flip flops, plastic/foam/mesh shoes)

While the County observes a business casual dress environment, there may be situations requiring more formal attire. If you are conducting or attending meetings, seminars, etc. where you

come in contact with other business professionals, you are expected to represent the County in a professional manner and dress appropriately for conducting such business.

Because of the varying work situations in County employment, some departments may, out of necessity, provide dress/grooming rules that are different or more stringent than those listed in this policy. It is the responsibility of each employee to assure that s/he abides by not only the rules listed herein, but also is in compliance with any departmental rules.

- The Sheriff's Department, Highway Department and Clearview Long-term Care and Rehabilitation have separate and distinct personal appearance policies which must be followed by certain employees of those departments.
- All employees who may be required to appear in court, regardless of whether the appearance was scheduled in advance, must comply with the dress code established by the court.
- Employees who are issued uniforms (i.e., maintenance employees) must wear the assigned uniform and must return all uniform items when they leave Dodge County employment.
- Employees who perform field inspection work may be allowed to wear shirts and/or jeans that would otherwise not be approved when they are performing such work. These employees must have field clothing available at work at all times in the event it is necessary to perform field work on a day that no such work was anticipated.

Hair, beards, and mustaches are to be clean, trimmed, and well-groomed.

Colognes, after-shave lotions, perfumes, accessories and cosmetics should be worn with consideration for a professional image and the comfort of co-workers. Strong scents should be avoided because coworkers or individual citizens might be offended or allergic to these scents.

Visible body jewelry, such as used for nose, lip, eyebrow, cheek and tongue piercings, is allowed if it is no greater than 1/16" in diameter. Body jewelry larger than 1/16" in diameter must be covered if worn while working or whenever representing Dodge County. Earrings must be conservative in nature and not pose a safety risk. All body tattoos must be covered to the extent possible, however small tattoos (i.e., ankle tattoos) that are not likely to be considered offensive may be allowed at the Department Head's discretion.

Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. The same will apply to employees exhibiting unacceptable oral or physical hygiene.

Employees who violate dress code standards may also be subject to disciplinary action.

#### Casual Dress Days

Casual dress days may be authorized by the County Administrator and may have certain requirements. Department Heads will determine whether employees of a particular department will be allowed to participate in casual dress days. If a department is participating in a casual dress day, the department will display a sign indicating an employee casual day is being observed, so that the public will be aware of the reason for the casual attire worn by employees that day. The following will apply on casual dress days:

- Blue jeans that are not torn, frayed, worn, faded, or patched may be allowed on casual dress days.
- Sweatshirts and sports jerseys may be allowed on casual days
- All other items deemed inappropriate above are also inappropriate for casual days
- Employees who are required to wear uniforms or employees required to appear in court may not be able to dress in casual attire

Department heads and supervisors are responsible for communicating and enforcing this policy within their department.

303 – **COMMERCIAL DRIVERS LICENSE – HIGHWAY DEPARTMENT**

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All employees, except those holding the position of Highway Commissioner, Assistant Highway Commissioner, Office Manager and Account Clerk II, are required to have in their possession a valid Wisconsin Commercial Drivers License, Class A. Employees who held a Class B license at the time of the ratification of the 2005-2007 labor agreement are grandfathered from the requirement of having a Class A license. Employees who hold an “N” endorsement for tank vehicle operation must maintain that endorsement, All newly hired employees are required to obtain an “N” endorsement prior to hire.

Disqualification from holding a CDL The provisions of this section apply to employees who are disqualified from holding a CDL under the Federal Motor Carrier Safety Administration regulations and the Wisconsin Department of Transportation regulations. This section does not apply to employees who are disqualified from holding a CDL for a work-related CDL disqualification, a positive alcohol and/or drug test result under the Federal Drug & Alcohol Testing Regulations or any illegal acts referenced in the CDL major offense regulations, including but not limited to, the use of illegal controlled substances. Permanent disqualification from holding a CDL will result in termination of employment.

- a. If an employee is in one of the following classifications at the time he/she loses his/her CDL, that employee’s employment will continue for up to fifteen (15) months without the CDL, provided the employee continues to meet the minimal qualifications for the position and re-obtains his/her CDL as soon as possible:

- Foreman
- Engineering Technician I, II, III, IV, V and VI
- Mechanic
- Welder
- Excavator Operator
- Equipment Operator
- Roller Operator
- Inventory Clerk
- Stock Clerk

- b. No more than two (2) employees may qualify for the accommodation provided in paragraph (a) above at any one time, however this number may be waived by the Highway Commissioner. If more than two (2) employees need an accommodation at any one time, the Highway Commissioner has the sole discretion to decide whether to provide an accommodation or terminate the employment of the most recently effected employee.
- c. If an employee is in a classification that is not listed in (a) above at the time he/she loses his/her CDL, that employee will be reclassified as a Utility II operator for a period of up to fifteen (15) months, and will receive Utility II pay. The provision in Policy #127 – Wages regarding out-of-classification pay will not apply for that employee while holding the Utility II classification. The County will assign work to the employee which does not require a CDL. The determination of work availability for an employee who has lost his/her CDL and the specific work to be assigned is a matter within the exclusive authority of the superintendent. If it is not possible to assign non-CDL work to the employee, the employee will be placed on

an unpaid leave of absence until work becomes available or the expiration of the fifteen (15) month period, whichever occurs first.

- d. The position formerly held by the employee described in (c) above may be permanently filled at the discretion of management.
- e. No more than two (2) employees are eligible for the accommodation described in paragraph (c) at one time, however this number may be waived by the Highway Commissioner. If more than two (2) employees need an accommodation at any one time, the Highway Commissioner has the sole discretion to decide whether to provide an accommodation or terminate the employment of the most recently effected employee.
- f. All employees who are required to have a valid CDL have an affirmative duty to report any offenses, tickets, or violations they receive to the Highway Commissioner, or the Commissioner's designated representative, as soon as possible if it could result in disqualification of the employee's CDL. Failure to report violations on a timely basis will make the employee ineligible for the provisions of this policy, and may result in discipline up to and including discharge.
- g. Employees who are placed on a leave of absence under the provisions of this policy understand that the loss of their CDL may result in their being ineligible for unemployment during the period of unpaid leave of absence.

## 304 – **COMPUTER USE**

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This policy governs the use of Dodge County's computers and information systems (hereinafter referred to as "computer network") by its employees. Dodge County encourages staff to use information technology to its fullest potential in order to provide services of the highest quality to Dodge County residents or customers, enhance services, and to promote staff development.

The guidelines and prohibitions established in this policy are meant to protect Dodge County's computer equipment, software and data from damage caused by the unauthorized use of the Dodge County computer network by Dodge County employees or unauthorized access by third parties to the network. This policy is also intended to protect Dodge County employees from harm that may result from the improper use of Dodge County's computer network by other Dodge County employees or unauthorized third parties.

*An employee's failure to follow provisions of this policy may result in disciplinary action.*

In accordance with this policy, the Information Technology (IT) Department will be responsible for:

1. administering and maintaining the various servers and workstations that connect to the Dodge County network;
2. establishing standards for the organization of data on Dodge County's shared network, local hard drives, usb devices or technology peripherals of Dodge County users in order to facilitate network administration and upgrades;
3. establishing disaster back-up procedures for storing Dodge County data from the Dodge County network and servers;
4. installing and maintaining anti-virus/malware software, encryption on servers and workstations, including a "firewall" between County servers and Internet connections;

5. providing each authorized user on the Dodge County network authentication with a user identification (User ID) and unique password providing access for each user to resources available on the network;
6. procuring new hardware and software to meet Dodge County's current and future network needs; and
7. monitoring and maintaining a record of all communications, software applications on the Dodge County computer network and Internet use in order to assess the productivity and to identify any abuses.

Any use of Dodge County's computer network by an employee constitutes a waiver of any right to privacy concerning such use, including any personal communications using Dodge County resources. Dodge County reserves the right and may exercise the right to review, audit, intercept and disclose all communications on the Dodge County network at any time without prior notice to employees.

#### Software

The Dodge County Information Technology Department has the exclusive right to install all software used on Dodge County's computer network and workstations. The installation of any software on Dodge County's computer network and workstations during work time or personal time without the express approval of the employee's Department Head and the IT department is prohibited, and may subject the employee to discipline. Dodge County will remove all unauthorized software from its servers or workstations. Dodge County will monitor software use by Dodge County employees for licensing purposes and to protect against viruses, and other unauthorized use of Dodge County's servers or workstations by third parties.

#### Data

All data, whether on a server a workstation, usb device or other media source is the sole property of Dodge County. It is against Dodge County policy for a Dodge County employee to purposely delete or modify the work product of another Dodge County employee without the consent of the employee that created the work product, or that employee's supervisor. For the purposes of this policy, work product means any compilation of data, analyses, reports or correspondence selected, coordinated, or arranged by an employee.

Transferring Dodge County data to a non-Dodge County device is prohibited. Employees will not transfer Dodge County data for use on their home computers.

All data on Dodge County's computer network is confidential. The release of such Dodge County data to third parties will be governed by applicable law and policies adopted by Dodge County concerning the release of County data.

#### Security

The IT department will provide each employee with unique user identification (User ID) and associated password to gain access to the Dodge County computer network. Authorized users of the Dodge County network will also be required to enter a password to gain access to their individual and shared areas on the network servers and other information resources located on the network.

Dodge County employees will be responsible for maintaining the confidentiality of their user ID's and passwords. Dodge County employees are required to change their passwords every 90 days. Dodge County employees will notify the IT Department if they believe that unauthorized users have obtained their User ID or password information to gain access to their user area or Dodge County's network.

If the IT Department believes that the security system of the Dodge County computer network has been compromised by an unauthorized user, IT will take appropriate action to disable the User ID and passwords of users, workstations or other access points to the system that may be involved. The IT Department will revoke an employee's User ID access to the Dodge County computer network upon termination of employment at Dodge County or at any time based on information indicating the employee has engaged in conduct that could disrupt, interfere or expose the network to damage or to unauthorized use. It's the responsibility of the supervisor of a terminated employee to notify IT to revoke the terminated employee's password.

#### Prevention of Computer Viruses

Computer viruses, malware and other debilitating programs present a major threat to the integrity of Dodge County's information systems. Viruses/malware are programs that infiltrate a computing environment and disrupt or damage computers, networks, program applications and data. To prevent such problems from occurring on Dodge County's computer network, the Information Technology Department will install anti-virus/malware software on servers and workstations. Servers and workstations will be scanned for viruses on a regular basis.

All media sources will be presumed to have viruses. Therefore, whenever possible, the virus software will automatically scan every file accessed by a user.

#### Monitoring Communications and Software Use

All communications and data on the Dodge County computer network may be public records subject to disclosure under the state Open Records Law, with certain exceptions. All communications on and uses of Dodge County's network or applications of any software program installed in a workstation or server during work or personal time may be monitored from time to time by the IT department. Dodge County employees should be aware that any such communications and other uses of the network are not private and that Dodge County reserves the right and may exercise the right to review, audit, intercept and disclose all messages on the Dodge County network at any time with or without prior notice to the employee.

#### Data Storage

IT will be responsible for maintaining all data on the Dodge County computer network in a manner that will allow users to readily access files and other information on the network. IT will further establish procedures or protocols governing the deletion and retention of all data on the network, including the development of record retention schedules.

The IT Department will be responsible for disaster recovery and back up of all data on the Dodge County network. Users who save data locally are doing so at their own risk. All data should be saved to network drives.

#### E-mail

With the passing of the Telecommunications Act, February 1996, it is unlawful to use a telecommunications device (e-mail) without disclosing one's identity. It is also unlawful to use e-mail to annoy, abuse, threaten, or harass any person. This law also addresses the unauthorized use of office communications and provides protection to the employer.

The content and maintenance of Dodge County's e-mail/voicemail and shared file storage areas are the user's responsibility. Employees are expected to communicate in a professional manner that will reflect positively on them and Dodge County.

Like all other communications on the Dodge County computer network, Dodge County employees should be aware that e-mail/voicemail messages sent within the Dodge County network or on the Internet using Dodge County's computer equipment are not private communications and that all e-

mail/voicemail messages are the property of Dodge County. Dodge County reserves the right to access, review and disclose all e-mail/voicemail messages. Dodge County staff should regard all e-mail/voicemail messages as non-private communications that may be viewed by others.

Employees are expected to communicate in a professional manner that will reflect positively on themselves and Dodge County. Employees should be aware that their communications may be perceived by recipients as expression of official County policy and should conduct themselves accordingly.

The Information Technology department archives all email/voicemail messages.

Employees using e-mail/voicemail should delete unwanted messages or files immediately in order to preserve disk storage space.

#### Internet Access

Dodge County will monitor Internet usage at workstations and maintain a record of employee time on Internet and sites accessed to determine the benefits and potential productivity problems related to Internet use. Potential productivity problems will be brought to the attention of the appropriate Department Head and/or Human Resources Department.

County resources (hardware, software, personnel, supplies, data, facilities, etc.) are intended for authorized business use only. Any individual who copies proprietary software or County data for personal use or unauthorized installation onto personal computers or who uses resources for other than authorized business will be subject to disciplinary action.

Each Internet information system has its own rules and limitations. Dodge County employees have an obligation to be aware of computer security, economic and privacy concerns associated with the use of various systems on the Internet, and to guard against computer viruses and incurring costs while conducting research or communications on the Internet. At no time, however, will an employee knowingly incur charges for Internet usage without the express consent of their immediate supervisor.

#### Personal Use of Network and Computers

Personal use of Internet access and E-mail services, when provided, is permitted upon authorization from the user's Department Head/Supervisor. Personal use will be permitted during personal time provided that the accessed sites are at no cost to Dodge County and with the understanding that any messages received or sent may be subject to review by Dodge County.

The use of Dodge County computer resources constitutes a waiver of any right to privacy concerning such use, including any personal communications using the Dodge County resources.

#### Prohibited Activities

Dodge County employees are responsible for preserving the integrity of Dodge County's computer network and computer systems and agree not to interfere with or disrupt Dodge County's computer network, other network users, services, programs, software, or equipment.

Interference or disruption with the Dodge County network, other network users, services software or equipment may include, but are not limited to the following:

1. the use of the Dodge County system and/or networks to gain unauthorized access to remote systems;
2. use of the Dodge County system to copy unauthorized system files or copyrighted material, such as third-party software;



3. intentional attempts to "crash" the Dodge County network systems or program, attempting to secure unauthorized higher level privileges on the networked systems;
4. the willful or negligent introduction of computer viruses/malware or destructive programs that could adversely affect the Dodge County network;
5. sharing or displaying User ID's and password information;
6. deleting, examining, modifying, moving files or work product belonging to other users without their prior consent;
7. using the network or any of its authorized software for personal gain or solicitation, to harass or threaten others; to send junk mail or "for-profit" messages.

It is also against Dodge County policy for an employee to engage in the following conduct on the Dodge County network:

1. to use the network for unlawful activities,
2. to use abusive or obscene language in any messages transmitted on the network, including any internal or external E-mail messages and Internet communications,
3. to use computer resources with the intention of accessing, viewing, storing, or distributing obscene or pornographic material except when authorized in performance of official law enforcement investigation of a formal complaint,
4. to use computer resources to visit any site or to transmit or store any document which is contrary to the County's interests, policies or work rules (e.g. sites that deal with gambling, sites which promote racism and racial hatred, sites which promote discrimination in any form, documents containing sexually explicit messages or cartoons, documents containing ethnic or racial slurs, etc.),
5. to use computer resources to harass or threaten any person, or to invade the privacy of any person in any way,
6. to use computer resources for political or commercial purposes, advancement of individual views or needs, or for personal gain,
7. to use computer resources in support of any organization or group without authorization from the Department Head/Supervisor,
8. to subscribe to mailing lists, bulletin boards, chat groups, commercial on-line services or other information related services without authorization from the Department Head/Supervisor for a work related purpose,
9. to engage in behavior on the network that is prohibited under the Dodge County Personnel Policies, including but not limited to harassment, or
10. to engage in any other conduct that could cause congestion and disruption of Dodge County's networks and systems.

#### Compliance with Laws

Dodge County employees will be responsible for respecting and adhering to local, state and federal laws in conducting their work on Dodge County's computer networks. Any attempt to

break those laws through the use of the network may result in litigation against the offender by the proper authorities. If such an event should occur, Dodge County will fully cooperate with the appropriate authorities to provide any information necessary to assist the relevant law enforcement authorities during the investigation process.

305 – **ETHICS**

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Dodge County is dedicated to conducting business honestly and ethically. Dodge County will continually improve the quality of its services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Dodge County will not compromise its principles for short-term gain.

- A. No illegal or unethical conduct on the part of officers, managers, or employees is in Dodge County's best interest. All employees are expected to adhere to high standards of personal integrity.
- B. No County employee shall use his/her office or position for personal financial gain or financial gain of his/her family. Employees may not allow their personal interests to conflict or appear to conflict with the interests of Dodge County. Employees must be particularly careful to avoid representing Dodge County in any transaction with others with whom there is any outside business affiliation or relationship. Dodge County contacts shall not be utilized to advance a private business or personal interest at the expense of Dodge County. No employee shall engage in his/her own business activity, accept private employment, or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of his/her official duties or would impair his/her independence of judgment or action in the performance of his/her official duties.
- C. Bribes, kickbacks, or other similar remuneration or consideration shall not be given to or accepted by any person or organization in order to attract or influence business activity. No County employee shall solicit or accept for himself/herself or another person any gift, campaign contribution, gratuity, favor, services, promise of future employment, entertainment, loan or any other thing of monetary value from a person who has or is seeking contractual or other business activities from or regulated by the County. This does not include acceptance of loans from banks or other financial institutions on customary terms of finance for personal use, such as home mortgage loans, the acceptance of unsolicited advertising or promotional material, such as pens and calendars, and acceptance of an award for meritorious public or personal contributions or achievements.
- D. Appropriate steps must be taken to ensure the confidentiality of information that may be obtained including but not limited to strategic business plans, operating results, customer lists, personnel records, resident information, costs, processes, and methods.
- E. No employee shall use or disclose "privileged information" gained in the course of or by reason of his/her official position or activities.
- F. Employees must report all information accurately and honestly, and as otherwise required by applicable reporting standards.
- G. All forms of money compensation, except expense reimbursements, for outside services performed during the hours when the employee is actually providing services to the county, shall be turned over to employee's Department Head or the County Administrator for deposit with the County Treasurer.

- H. Employees are prohibited from gathering competitor intelligence by improper means and refrain from acting on knowledge that that has been gathered in such a manner. Employees will seek to avoid exaggerating or disparaging comparisons of the services and competence of competitors.
- I. Employees must comply with all applicable Equal Employment Opportunity laws and act with respect and responsibility towards others in all of their interactions. Employees must promptly disclose any unethical, dishonest, fraudulent or illegal behavior, or any violation of Dodge County policies and procedures to their supervisor.
- J. Political Activity. No employee is precluded from engaging in political activity provided that such activity does not interfere with normal work performance, is not conducted during normal working hours and does not involve the use of County equipment or property. All employees and elected officials shall have the right to freely express their views as a citizen and cast their vote, subject to the following:
  - 1. No employee or elected official shall directly or indirectly use or seek to use his or her authority or the influence of his or her position to control or modify the political action of another person.
  - 2. No employee or elected official during his or her hours of duty shall, except as provided by law, engage in political activities including, but not limited to, the following:
    - a. Campaign for any candidate or political party;
    - b. Make campaign speeches or engage in other activity to elect a candidate;
    - c. Collect contributions or sell tickets to political fund-raising functions;
    - d. Distribute campaign material in any election;
    - e. Organize or manage political meetings;
    - f. Circulate nominating petitions;
    - g. Display political badges, buttons or stickers in any county building or wear such items during working hours.
  - 3. No employee or elected official shall at any time use any county-owned or leased equipment for any personal political activity.
  - 4. No employee shall be removed, discharged, reduced in pay or position, or otherwise discriminated against because of the employee's political opinions or affiliations except as provided for in this section.
  - 5. Employees whose principal employment is in a federally grant-aided program are subject to prohibitions in the Federal Hatch Political Activities Act as amended, 5 U.S.C. §§ 1501-1508.

#### Policy Enforcement

Department heads and supervisors will be responsible for enforcing this policy, and for reporting any serious violations of the policy to the Human Resources Department. Employees found to be in willful violation of the policy may be disciplined up to and including discharge.

Car Travel: The IRS rate per mile by the most direct route. Travel between county buildings /facilities and travel to conduct County business within the City of Juneau will be exempt from reimbursement. The rate of reimbursement will be adjusted administratively without necessity of County Board action to coincide with the standard rate as established by the IRS, such adjustment by Dodge County to take place the first (1st) day of the first (1st) month following the announcement by the IRS of the adjustment of the rate.

Meals and Lodging: Actual and reasonable expense will be allowed for meals outside Dodge County and a receipt must be furnished for every meal over three dollars (\$3.00), not to exceed twenty-four dollars (\$24.00) per day, no individual meal to cost over twelve dollars (\$12.00).

Actual and reasonable expenses will be allowed for lodging for County Board members, County officers, elected officials, department heads, employees and members of County commissions and committees, not to exceed seventy dollars (\$70.00), except in the event that County personnel are lodging at the convention site, in which case the full cost of lodging will be paid by Dodge County on the basis of a purchase order obtained in advance.

Conference registration and banquet expenses will be allowed.

Approval of the Executive Committee of the County Board is required before any employee may attend a meeting or function outside of Wisconsin for which expenses will be claimed.

All travel expense vouchers will be submitted to the Finance Department before being submitted to the Audit Committee. Failure to follow the rules will result in denial of expenses. Clearview employees' travel expense vouchers must be approved by the Department Head and submitted to Clearview Financial Services.

No County employee or officer, other than County Board members, will be reimbursed for travel or other expenses for attending meetings of a Committee of the Dodge County Board, unless their attendance at such Committee meeting or session of the County Board is requested by the Chairman of the Committee, such request being supported by the minutes in the Committee proceedings, unless the Chairman of the Dodge County Board of Supervisors has requested attendance at such Committee meetings or sessions of the Board of the Supervisors. This rule will not apply to persons required by Wisconsin Statutes to attend Committee or Board meetings

It is the policy of Dodge County to keep all services, offices and departments open and available to the public to the fullest extent possible.

#### Applicability

County employees who perform non-essential or non-emergency-type services during periods of severe weather or emergency situations are covered by this policy. All pay procedures set forth in this policy apply to non-exempt employees.

Department Heads who are responsible for essential services will designate essential operations and positions. Essential operations will include, but will not be limited to, patient care, protection of the public, or services required to improve driving conditions (Health Facilities, Sheriffs Department and Highway Department). In unique emergency situations other positions may also be considered essential. Employees holding positions so designated will be expected, as a condition of their employment, to report to work.

### Maintenance of Operations

All County buildings will be open at normal operating times as to allow employees to reach their work site. All County employees should report to work as usual, unless notified otherwise.

In cases of inclement weather, County employees should make a good faith determination about their safety when attempting to travel to work. The County Administrator will make a determination regarding the severity of the weather conditions and whether special consideration may be given to excuse employees who, for good reason, arrive late for work or who do not report for work.

Employees who do not report for work will have the lost time deducted from their pay. In lieu of lost time, the employee may elect to use vacation time, a banked or floating holiday or compensatory time (if already earned). Department Heads may, at their discretion, allow employees to flex their hours during the current work week in order to avoid loss of hours, provided that the hours worked do not result in overtime compensation or accumulation of compensatory time.

Department heads may allow employees to leave work early for inclement weather subject to the pay procedure above.

County departments will notify the County Clerk's office any time there is no one present to cover office phones.

### Closure of Non-emergency Services Due to Emergency Situation

In the event that an emergency situation should occur requiring closure of buildings or curtailment of non-emergency services, the County Administrator and County Board Chair will make such determination known to Department Heads. If such decision is made prior to the commencement of the work day, local radio stations will be asked to broadcast an announcement. Other methods of communicating with employees may be used if available and if it is practical to do so.

When notification has been provided prior to the commencement of a work day, employees may use vacation or compensatory time in lieu of time not worked. Department Heads may, at their discretion, allow employees to flex their hours during the current work week in order to avoid the loss of some or all of the hours not worked, provided that the hours worked do not result in overtime compensation or accumulation of compensatory time.

When offices are closed early, employees will be paid for time worked, and may use vacation or compensatory time in lieu of time not worked. Department Heads may, at their discretion, allow employees to flex their hours during the current work week in order to avoid the loss of some or all of the hours not worked, provided that the hours worked do not result in overtime compensation or accumulation of compensatory time.

Any decision regarding the curtailment of non-emergency services or closure of offices which operate under the direction of an elected official or State employee will be made by that respective department head. County employees of these offices may be allowed to not report to work, arrive late or leave early based on such decision, and pay for time not worked will be as described in this policy. County employees of these offices who wish to report to work or remain working (when their office is closed but all other County offices are still open) will report to the Human Resources Department for re-assignment at their regular rate of pay. (Example: The Chief Judge decides to close court operations for the remainder of the day. Two county employees who work directly for the Circuit Court judges choose to go home, while two others wish to remain working. The two employees who want to continue to work are re-assigned to work in the Clerk of Courts Office.)

When employees are allowed to use vacation, compensatory time, work a flexible schedule (with department head approval) or take the time unpaid as described in this policy, they will advise their supervisor as soon as possible as to which option they are choosing. If notification to the supervisor is not made in a timely fashion, the time not worked will be considered unpaid time.

When offices/departments are closed, employees will not be allowed to continue to work beyond the designated closing time, and will not be allowed to remain in the building after the office has been closed without department head approval.

If offices/departments are closed on an employee's last scheduled work day prior to a holiday or first scheduled work day after a holiday, the closing will not affect the employee's eligibility for holiday pay.

Employees who are on a scheduled absence from work due to vacation, illness or injury, or leave of absence will not be affected by the provisions of this policy, or to any exception made to this policy as a result of an emergency situation.

## 308 – **PERSONAL APPLIANCES**

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It is a primary goal of Dodge County to maintain a safe, comfortable work environment for its employees. For that reason it is important to stress the need to evaluate the purpose of personal appliances within each department. Personal appliances that are considered necessary items are generally not of concern; however personal appliances that are a luxury and not a necessity must be approved by the Department Head and/or Director of Building Maintenance. For example, a necessity might be the use of one or two coffee makers based on staffing levels, but a luxury would be the use of numerous coffee makers for brewing flavors of the day.

Other examples:

- Open element appliances used for cooking or heating food would be allowed in the break rooms but only if items that are being reheated or cooked are attended at all times.
- Items such as two-slice toasters are preferred over a combination broiler/toaster.
- Pizza ovens will be permitted for use in areas where employees can't leave their work locations based on responsibilities.
- Refrigerators on the Dodge County Fixed Asset Inventory are acceptable; other refrigerators will be reviewed on an individual basis taking into consideration the size, location and available electrical capacity.
- Personal space heaters will be reviewed on an individual basis taking into consideration the work space environment.

Please note - all personal appliances are subject to available electrical capacity. The addition of electrical circuits to enable the use of personal appliances will be discouraged.

### **Policy Enforcement**

Department heads and supervisors will be responsible for enforcing this policy, and for reporting any serious violations of the policy to the Human Resources Department. Employees found to be in willful violation of the policy may be disciplined.

The purpose of this policy is to ensure the appropriate use of both Dodge County social media sites and employees personal social media/social networking sites as relates to Dodge County business.

Social media/social networking includes various forms of information sharing, and uses technology to create web content communication and conversations. Examples include, but are not limited to, Facebook, MySpace, LinkedIn, Twitter, etc.

Employees must be attentive to the fact that inappropriate and/or unauthorized postings to official Dodge County social media sites or employee personal social media/social networking sites may have a negative impact on Dodge County's relationship with the general public.

*An employee's failure to follow provisions of this policy may result in disciplinary action.*

#### **DODGE COUNTY SOCIAL MEDIA SITES**

Only authorized employees can prepare and modify content for official Dodge County social media sites. Persons authorized to do so will be responsible for compliance with Dodge County's social media standards contained in the Social Media – Administrative Policy.

#### **EMPLOYEE PERSONAL SOCIAL MEDIA/SOCIAL NETWORKING SITES**

Employees who have personal social media/social networking sites should ensure these sites are personal in nature and be used to share personal opinions or non-work related information. The employee must maintain a distinction between sharing personal and official government views. In addition, employees should never use their Dodge County e-mail password or e-mail account in conjunction with personal social media/social networking sites unless authorized to do so by the Department Head for official Dodge County business.

When employees operate personal social media/social networking sites, they should use a disclaimer to ensure that their stated views and opinions are understood to be their own and not those of Dodge County. A disclaimer is required when they:

- a. Refer to work done by the County,
- b. Comment on any County related business or issues, or
- c. Provide a link to a County website.

Bloggers, posters and tweeters must also disclose any material connection or relationship they have to what is being described in a blog, post or tweet.

Employees are prohibited from uploading, posting or sharing information in any format (text, images, video, audio, etc.) of County personnel, clients, or Clearview residents, gained in the course of employment. This includes images, video, and audio taken at any County sponsored event, inside any County facilities or involving County equipment, or any other work-related documents or e-mail exchanges on a County site or their personal site. Employees may request prior approval from their Department Head to post any of the information described above.

Employees must not post or release anything related to Dodge County that is proprietary, confidential, sensitive, Personally Identifiable Information (PII) or other County intellectual property on their personal social media/social networking site. Unless otherwise authorized by management, Sheriff's Department, Humans Services and Health Department and Clearview employees must not create an association with a resident or client on a social media site. Employees of all other

departments must give careful consideration to whether the employee and resident/client relationship is compromised if the employee creates an association with the resident or client on a social media site.

Employees must comply with the confidentiality and privacy requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and other legal requirements of privacy and confidentiality, including information concerning minors, Clearview residents, public assistance recipients and County employees. It is the responsibility of the employee to not post any HIPAA related information, or any other information that is private, confidential, proprietary, or inappropriate to his/her social media/social networking site.

Employees may comment on issues of general or public concern (as opposed to personal grievances) so long as the comments do not disrupt the workplace, interfere with important working relationships or efficient workflow or undermine public confidence in the employee. Instances must be judged on a case by case basis.

- Matters of public concern are those matters of interest to the community as a whole, whether for social, political or other reasons.
- Examples of state or national issues of general or public concern include election campaigns, elected officials, legislation, national security, budgets, foreign policy or any topic of broad public interest or debate.
- Examples of personal grievances include disciplinary action, work schedule, morale or complaints about supervisors or co-workers that do not involve actual wrong-doing, illegal discrimination, corruption or waste. These types of comments may subject an employee to disciplinary action.

Negative comments on internal operations of Dodge County or specific conduct of supervisors or peers that impacts the public perception of Dodge County operations is not protected First Amendment speech, in accordance with established case law.

Posted content has the potential to be shared broadly, including with individuals you did not intend to communicate. Therefore an employee is responsible for ensuring that any content related to a co-worker is consistent with County policy regarding how to treat co-workers. For example, do not post content that would violate the County's policy regarding discrimination and harassment.

Employee bloggers are personally responsible for their commentary on blogs and social media/social networking sites and can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party, not just the County. The County is not responsible for protecting employees from the consequences of any information posted even if the employee has received prior authorization to participate in social media/social networking.

If any employee is at any time uncertain as to how to apply the directives found in this policy, the employee should seek guidance from his/her Department Head prior to engaging in electronic communication activities.

**PURPOSE**

This policy governs the use of Dodge County's telephones, mobile (cellular) telephones, Blackberry/smartphone transmissions, pagers and two-way radios along with any other electronic communication equipment other than computers and fax machines.



The guidelines, prohibitions and information established in this policy are meant to provide departments and employees with specific information regarding the intended use of telephone and other communication equipment, as well as procedures related to their procurement and use.

The policy also defines guidelines intended to protect Dodge County's telephone equipment, software and data from damage.

An employee's failure to follow the provisions of this policy, or any subordinate departmental policy, may result in disciplinary action up to and including discharge.

*An employee's failure to follow provisions of this policy may result in disciplinary action.*

## POLICY

### Telephone Courtesy/Voice Mail

When using telephones and other communication equipment, you represent the County to anyone who receives or monitors the communication. It is important to be courteous and professional. Confirm information received from the other party, and end the communication only when the other party has finished his or her message or inquiry.

Voice mail, like other components of our communication systems, is intended for business use only. Employees should review their voice mail messages regularly, respond promptly, and delete old messages. (See Computer Use Policy under Email for parameters)

### Departmental Needs Assessment

The respective Department Heads are responsible for identifying the needs of their departments, requesting needed equipment and services, and authorizing their use by designated employees.

The Information Technology (IT) Department is assigned the responsibility to manage and administer the County's telephone systems which include cellular equipment and all telephone contracts. The IT Department will place all orders for equipment, services, accessories and telephone contracts with vendors. The IT Department is responsible for vouchering all telephone invoices.

### Assignment of Equipment

Eligibility and approval for assignment of telephone equipment and services may be provided to certain county employees that conduct work activities relating to their employment. All requests for telephone usage and equipment must be approved by the employees Department Head. The IT Department will research and identify the type of equipment.

### Monitoring Usage

Periodically, Department Heads or their designee will be asked to review telephone billing records for their department in order to validate compliance with the County's Policy on Use of Telephones. Cellular billing will be reviewed monthly.

### Reimbursement for Use of Home Telephone

Dodge County business related calls should be made from County telephones whenever possible. Requests for reimbursements for calls made from home or by credit card must be accompanied by receipts and an explanation of the purpose of the call.

No reimbursement will be made for calls from personal cellular phones, whether business related or not. The only authorized business use of cellular phone is by employees using County-owned cellular devices.

### Personal Use of Telephones

Dodge County provides telephones to employees for the purpose of conducting County business. The use of telephones to place or receive personal calls is discouraged. Personal telephone calls include interoffice calls with co-workers as well as calls involving non-employees. Each outbound call is an expense to the County and the taxpayers of Dodge County.

It is recognized however, that it may be necessary in certain situations to use county owned telephones for personal reasons. Examples of such situations include:

1. Life/death emergency, contacting family.
2. Sudden on-set of illness, contacting family or physician.
3. Unexpected late departure from work or schedule change which affects family.

The employee will notify the Department Head or designee as soon as reasonably possible when these situations occur.

It will be the responsibility of each department head and each person in a supervisory capacity to monitor compliance with the rules regarding personal calls, and to determine when exceptions will be permitted. If a department head authorizes an employee to use Dodge County equipment for a personal call, such calls should be limited to two minutes or less, and should be made during the employees meal or break periods whenever possible.

### Prohibited Activities

It is against Dodge County policy for an employee to engage in the following conduct, or any other conduct determined to be of a serious and detrimental nature:

1. Making personal long distance calls except in emergency situations, and only if made collect or charged to a personal credit card, a personal phone card, or a non-County phone number.
2. Using a Dodge County or personal cellular telephone or mobile device at any time while operating a Dodge County vehicle, or while operating a personally owned vehicle on County paid time, unless responding to a life-threatening emergency situation or unless required to do so as part of the employee's job responsibilities.
3. Willful or negligent use of equipment that is destructive.
4. Sharing user access password with another person.
5. Using Dodge County equipment for personal gain or solicitation, including a personal private business or enterprise.
6. Using equipment to harass or threaten others.
7. Use of a County-provided cellular phone when a less costly Dodge County alternative is readily available.
8. Use of picture/video phone technology or any other camera or device technology that may capture visual images without the prior permission of the department head or supervisor.

### Departmental Policies

The functions and roles of County Departments are diverse and the telephone and other communication requirements may differ. Department Heads may develop written procedures subordinate to this policy that are in the best interest of their respective department in the use of communication equipment. Such procedures are subject to the approval of the Human Resources

and Labor Negotiations Committee. These departmental procedures will not circumvent the intent of the County's general policy on Use of Telephones and Other Communication Equipment.

#### Compliance with Laws

Dodge County employees will be responsible for respecting and adhering to local, state and federal laws in conducting their work using Dodge County's telephone equipment. Any attempt to break those laws through the use of equipment or service may result in litigation against the offender by the proper authorities. If such an event should occur, Dodge County will fully cooperate with the appropriate law enforcement authorities to provide any information necessary during the investigation process.

It should be understood that telephone records and information regarding the use of Dodge County's telephone system is subject to Open Records Law, including records, logs and other information related to personal use. Although employees need a password to access the voice mail system, they should not expect that voice mail messages are private. All messages are also public records.

#### Policy Enforcement

Department heads and supervisors will be responsible for enforcing this policy, and for reporting any serious violations of the policy to the Human Resources Department. The IT Department will also inform the department head and the Human Resources Department of any known serious violations of the policy.

Employees found to be in willful violation of the policy may be disciplined, and/or may be restricted in their use of Dodge County communications systems. Very serious or repeated willful violations of this policy may result in suspension or discharge.

## **311 – WEAPONS IN THE WORKPLACE**

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#### Definitions

1. "Employee" means, for the specific purpose of this policy, all regular, limited term, or temporary employees, volunteers, and elected or appointed officials of Dodge County.
2. "Licensee" means a person who has a current concealed carry weapons license issued by the State of Wisconsin or who is an "out-of-state licensee" as defined by Wis. Stat. §175.60(1)(g).
3. "Weapon" means a weapon as defined by Wis. Stat. §175.60(1)(j).
4. All references to the Wisconsin Statutes within this policy are intended to refer to the Wisconsin Statutes in effect at the time of adoption of this policy and include any future revisions, amendments, modifications, or renumbering of such statutory provisions.

#### Policy

- I. Concealed Carry. An employee who is a licensee may carry a concealed weapon while in the course of employment, subject to the following additional conditions:
  - A. The employee must first notify his or her supervisor in writing that the employee is a licensee and intends to carry the weapon in the course of employment. An employee whose license is suspended, or who is otherwise prohibited by a court from carrying a weapon, must immediately provide written notice of that fact to his or her supervisor.
  - B. The employee's weapon must, at all time, be concealed, on his or her person, unless the employee is lawfully using the weapon.
  - C. The employee is solely responsible for maintaining control of his or her weapon at all times.

- D. The employee may not carry a concealed weapon in any of the places listed in Wis. Stat. §175.60(16)(a), except as permitted by Wis. Stat. §175.60(16)(b).
- E. The employee may not carry a concealed weapon in any area, building, or vehicle, whether public or private, where doing so is posted as prohibited or over the objection of the owner.
- F. If the employee stores a weapon in a county vehicle, the employee must secure the weapon with a suitable trigger lock, barrel lock or by enclosure in a locked case, and place the encased or secured weapon out of plain view and lock the vehicle.
- G. If the employee stores a weapon in his or her own vehicle in a parking lot owned or controlled by the county, the employee must place the weapon out of plain view and the vehicle must be locked.
- H. If the employee stores a weapon in his or her own vehicle and the employee uses the vehicle in the course of employment, the employee must place the weapon out of plain view and the vehicle must be locked whenever the employee parks the vehicle.
  - 1. Any employee who, in the course of employment, transports a non-employee in the employee's own vehicle in which the employee is storing a weapon, must secure the weapon with a suitable trigger lock, barrel lock, or by enclosure in a locked case, and store the secured weapon out of plain view.

Nothing in this policy may be construed to support or permit intimidating, threatening, or violent behavior related to the possession of a concealed weapon. Intimidating and threatening behavior includes, but is not limited to, intentionally displaying a concealed weapon, referring to a concealed weapon, or referring to a weapon not on the employee's person with the intent to implicitly or explicitly intimidate or threaten another person. However, the mere carrying of a concealed weapon by an employee who is a licensee does not constitute an intimidating, threatening, or violent act.

- II. Open Carry. An employee, other than a law enforcement officer, may not openly carry a weapon in the course of his or her employment.

## 312 – **WORKPLACE SMOKING**

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Smoking is prohibited in all County buildings, and outside all County buildings except in specifically designated areas. Such designated areas will be generally be marked with "Smoking Permitted" signs.

Violators of the smoking restrictions will be subject to progressive discipline and may be subject to any financial penalties as prescribed by state statute.

## 313 – **WORK RULES**

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Overtime/compensatory time must have department head/supervisor approval before working. Compensatory time is for time already worked. No one may take compensatory time off and then work the overtime.

Time sheets will be filled out by all full-time, part-time, temporary and seasonal employees. All time sheets will be filled out completely and signed by the employee. All time sheets will be countersigned by the department head. All completed time sheets will be forwarded to the Finance Department. Any falsification on a time sheet is cause for disciplinary action.

Employees will be at work at their scheduled time and are expected to stay on the job until their scheduled time is up.

All money received by any County employee in the course of their duties and from whatever source is to be turned over to the Dodge County Treasurer immediately.

Employees who do not fill out a time sheet on a regular basis will not be entitled to payout of accumulated benefits when terminating from County employment.

Work rules specific to certain departments or work classifications may be in effect and must be followed by employees.