

INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with Kewaunee County and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Kewaunee County to benefit employees.

This manual is for information purposes only. The statements in this book are intended as explanation only and create no new rights or obligations. It is not, nor is it intended to be, a contract of employment or a promise of employment. The County reserves the right to modify, revoke, suspend, terminate, or change any or all of such plans or procedures, in whole or in part, at any time, with or without notice. Any statements set forth which are in conflict with, are superseded by, and subject to all federal and state laws, county ordinances and resolutions, and if applicable, collective bargaining agreements and individual employment contracts, related to employee rights and benefits.

Departments may choose to adopt specific work rules and procedures in addition to the policies and procedures set forth in this manual. These rules and procedures must be approved by the Department's respective committee.

Employees of Kewaunee County are employees-at-will. No person has authority to make any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

Only the Kewaunee County Personnel Committee or Kewaunee County Board of Supervisors has the ability to adopt any revisions to the policies in this handbook. Employees will, of course, be notified of such changes to the handbook as they occur.

PERSONNEL ADMINISTRATION

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Kewaunee County that employment decisions shall be based on merit, qualifications, and competence. Except where required or permitted by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest record, conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this State or use or nonuse of lawful products off the employer's premises during nonworking hours. In addition, it is Kewaunee County's policy to provide an environment that is free of harassment of any kind, including that which is sexual, age-related, or ethnic. This policy governs all aspects of employment, promotion, assignment, discharge, and other terms and conditions of employment.

Kewaunee County adheres to the principles set forth by the Americans with Disabilities Act, Title 1 of 1990, and all State regulations, which pertain to employment practices.

Kewaunee County has established an Affirmative Action program to initiate and promote equal employment opportunities throughout the County.

The County Administrator or his designee is the designated Equal Rights Officer, as required by law.

RECRUITMENT AND SELECTION

The standard of the County is to recruit and select the most qualified persons for County positions. Recruitment and selection is conducted in compliance with all applicable laws. Whenever possible, vacancies are filled from current County employees, providing they meet qualification standards. The filling of Union positions is done in accordance with the applicable bargaining agreement. Recruitment is the responsibility of the County Administrator's Office, which works in conjunction with the department in need of staff.

The aim of recruitment is to meet current and projected County staffing needs. Recruitment is tailored to the position to be filled and is directed to sources likely to yield qualified candidates.

The County Administrator's Office is responsible for posting job openings and otherwise publicizing vacancies. Job postings appear on the County's intranet system for Courthouse Union and Professional Union positions. Job postings for the Highway Department and Sheriff's Department are posted at their respective locations. Jobs are posted for the required number of days as specified in each bargaining agreement.

All applicants for employment must complete an application form prescribed by, and available in, the County Administrator's Office.

Posting applications are also available on the County's intranet system. Applications may be rejected for a variety of reasons including: missing the filing deadline, not meeting the minimum qualification standards, falsifying the application, and having established an unsatisfactory employment record which demonstrates unsuitability for the position.

The employment interview is the key to the selection process and is to be job focused. The goal of the interview is to determine the candidate who can best deliver what the position requires. The process is driven by honesty, objectivity and validity with optimum regard for employment laws. Precaution is exercised by all persons participating in the selection process to maintain the appropriate level of integrity and confidentiality.

In addition to the employment interview, other devices may be used to screen applicants. Such devices may include: a review of training and experience, work sample, performance tests, practical written tests, physical fitness examinations, background and reference inquiries, etc. The device used is determined by its relevance to the position being filled, departmental requirements, and applicable laws.

All applicants, including County employees who are applying internally, will be given notice of whether they were selected for the position.

NEPOTISM

The employment of relatives in the same area of a department may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day to day working relationships.

No person shall be employed, promoted, or transferred to any department or agency of Kewaunee County when a member of his or her immediate family is already employed in that department or agency and the result of the employment, promotion or transfer would have one member of the immediate family directly supervising another member of the immediate family. Immediate family is defined as wife, husband, father, step father, mother, step mother, guardian, sister, step sister, brother, step brother, child, step child, aunt, uncle, grandchild, grandparent, father-in-law, mother-in-law, sister-in-law, or brother-in-law.

If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred or terminated. If that decision is not made within 30 calendar days, management will decide.

This policy does not apply to temporary employees. A temporary employee is a person hired for a specified period of time not to exceed ninety (90) calendar days, and who will be separated from the payroll at the end of such period.

PROJECT POSITIONS

A position may be created through the procedures listed above as a project position where the cost of the salary and fringe benefits of the position will be paid by a grant of State or Federal aid.

A project position shall be limited in term to the duration of its grant funding. In the event grant funding of a project position is eliminated, the position shall be eliminated when the funding terminates. If the grant funding of a project position is reduced, the position shall be reduced in hours to a level which the remaining funds will support.

If the grant funding of a project position has been eliminated, the position may be continued only if an additional regular position is created through the procedures listed above. If the grant funding of a project position is reduced, the portion of the project position which is reduced may be continued with county funding only if an additional regular part-time position is created through the procedures above.

Subject to prior approval of the Personnel Committee, or in emergency situations, by the County Administrator, department heads may hire temporary employees either from the general labor force or through temporary employment agencies. The Personnel Committee shall develop policies to govern employment of temporary replacements. Departments hiring temporary employees shall pay the cost of such temporary employment out of their department budgets.

IMMIGRATION LAW COMPLIANCE

Kewaunee County complies with the Immigration Reform and Control Act of 1986 and is committed to employing only United States citizens and aliens who are authorized to work in the United States.

As a condition of employment, each new employee must properly complete, sign and date the first section of the Immigration and Naturalization Service Form I-9. Before commencing work, newly rehired employees must also complete the form if they have not previously filed an I-9 with the County, if their previous I-9 is more than three (3) years old, or if their previous I-9 is no longer valid. The County will provide information to the Social Security office and notify employees of discrepancies. In the event of a problem with information provided to the Social Security office, the County will notify the employee as required by current regulations and, if the discrepancy is unresolved, take action to terminate employment if required.

DRUG TESTS

The County is committed to providing a safe, efficient, and productive work environment for all employees. In keeping with this commitment, employees and job applicants may be asked to provide body substance samples (e.g. blood, urine) to determine the use of controlled substances. The County will protect the confidentiality of all drug test results.

Drug tests shall be conducted in any of the following situations: pre-employment; reasonable cause (when workplace behavior indicates that an employee is under the influence of drugs/alcohol and must be witnessed by at least one supervisor); post-accident (any current employee who is involved in a serious incident or accident while on duty, whether on or off the employer's premises); and random testing.

PREEMPLOYMENT PHYSICAL

A candidate who is offered a position as a regular full-time or regular part-time employee at the Kewaunee Landfill, Highway Department, Promotion and Recreation Department, Sheriff's Department, or Maintenance Department shall be required to pass the County's medical examination before employment. Such examinations shall be at the County's expense and shall be given by a licensed, qualified examiner who may be designated by the County Administrator. Forms shall be provided by the County Administrator and shall contain a section of the employee's complete health history.

Information given thereon, as well as information given to the examining physician by the employee, must be accurate and complete. The medical examination will be placed in the employee's confidential medical file, apart from the employee's personnel file.

TB TESTS

Within 10 days of employment all newly hired employees shall submit to a skin test for tuberculosis, administered by the Public Health Department. In the event a skin test is not appropriate, the newly hired employee shall have a chest x-ray, made by a physician designated by the County and at County expense. The County will offer annual tuberculosis skin tests to all County employees, at County expense.

EMPLOYMENT

ACCESS TO PERSONNEL FILES

Personnel files are the property of Kewaunee County and access to the information they contain is restricted. Generally, only officials and representatives of the employer who have a legitimate reason to review information in a file are allowed to do so. Employee access to personnel files will be governed by sec. 103.13 of the Wisconsin Statutes.

Where specific Federal laws or regulations, or specific State Statutes or rules require, (such as the American With Disabilities Act, HIPAA etc.) separate files for specific information will be maintained. These files are also the property of Kewaunee County. Access to these files will be limited in accordance with the applicable laws.

ALTERNATIVE WORK ASSIGNMENT / LIGHT DUTY

It shall be the policy of Kewaunee County to comply with all applicable State and Federal laws which affect the working status of employees who have been injured or ill.

Worker's Compensation Related Injuries or Illness

Employees injured on the job are encouraged to return to work as soon as possible. The return to work may include duties of a restricted nature or "light duty" as indicated by the employee's attending physician or health care practitioner. Departments are not required to return injured employees to work on a restricted basis if no productive work can be performed. Restricted return to work requests will be evaluated on a case by case basis. Departments must notify the County Administrator prior to the return to light duty employment.

Off Duty Injuries or Illness

Employees injured or disabled off the job may be allowed to return to work on restricted or "light duty" basis. Employees will be required to submit a physician's or health care provider's certification indicating the work restrictions, if any, under which they may return to work. Department heads should consider prior to allowing an employee to return to work on a restricted basis, the work would be out of the employee's job description, and if productive work will be performed. Departments must notify the County Administrator prior to an employee's return to work under a light duty or restricted return to work situation.

Temporary Assignment of Alternative Productive Work

Primary Responsibility: Personnel Committee and all Department Heads

Special Note: This procedure does not in any way constitute an employment contract and Kewaunee County reserves the right to amend this procedure at any time.

Purpose:

Kewaunee County desires that employees, unable to perform the functions of the regular job because of a work-related injury or illness that prevents their return to regular assigned duty, where possible, be temporarily assigned alternative productive work subject to necessary medical certification. Kewaunee County does not assign employees to non-productive work. It does however, desire to obtain the benefits of a temporary assignment of alternative productive work, which maintains a level of activity, which is productive and serves a therapeutic purpose, which quickens the employee's return to regular assignment. Alternative productive work is reserved for employees that are temporarily disabled because of a work-related injury or illness. Alternative productive work may be assigned within or outside an employee's regular department. **THE WORK ASSIGNED UNDER THIS POLICY IS NOT PERMANENT IN NATURE AND THE COUNTY RETAINS THE ABSOLUTE DISCRETION TO MODIFY WORK ASSIGNED HEREUNDER AT ANY TIME.**

Procedure:

1. An employee injured or suffering an illness, at work, will provide to their supervisor as soon as possible, written certification of any restrictions imposed upon them by a licensed medical provider. This will include the projected duration of the restriction(s).
2. The department head will evaluate the restriction(s) and determine if temporary assignment of alternative productive work is available. The department head may recommend assignment of restricted employee to such available work for the hours that such work is available.
3. It is expressly understood that:
 - a) No obligation exists for the County to provide, convert a regular job, or create a temporary assignment of alternative productive work.
 - b) Temporary assignment of alternative productive work does not create a regular employment opportunity, and is made as a temporary assignment only, which will terminate at the conclusion of a specified time period. The specific end date of the assignment will be communicated clearly in writing to the employee upon temporary assignment of alternative productive work. Vacation and paid Holidays may be excluded in calculating period.
 - c) Unused accrued vacation and sick leave may be used in lieu of a temporary assignment to alternative productive work.
 - d) The department head, based on the number of employees assigned such duty status will determine the amount of temporary assignment of alternative productive work available in any department.
 - e) Temporary assignment of alternative productive work is separate and distinct from the duties of the employee's regular job, however, the employee may be assigned to perform those duties of the regular job that the employee may perform without restriction or limitation.
 - f) An employee is entitled to remain on unpaid FMLA leave until the FMLA leave entitlement is exhausted. Nothing in this policy shall be construed as limiting an employee's state and federal FMLA rights.

- g) Temporary assignment of alternative productive work may be considered only when an employee is certified as unable to perform the functions of their regular job.
 - h) An employee's regular work schedule may change during the temporary assignment of alternative productive work to accommodate the departments needs.
 - i) If alternative productive work is unavailable within an employee's regular department, the County may assign alternative productive work to the employee outside the employee's regular department.
4. The County Administrator will be contacted immediately by a supervisor prior to their making a recommendation of assignment of a restricted employee to temporary assignment of alternative productive work status.
 5. All temporary assignment of alternative productive work will be reviewed each thirty-(30) calendar day period by the respective department head and the County Administrator.

CONDITIONS OF WORK

The following work rules shall govern all officials and employees unless the terms of an applicable collective bargaining agreement govern. Regular office hours shall be Monday through Friday, from 8:00 a.m. to 4:30 p.m. The County Board reserves the right to modify these hours without advance notice.

From time to time an office may need to close due to illness, training sessions, and other similar situations. When these occasions arise it is necessary to inform the County Administrator of the situation, and arrange to forward the department's calls to an alternate location or other appropriate coverage.

The minimum work week for full-time employment shall be the regularly established number of hours as approved by the County Board of Supervisors.

It is declared to be policy of Kewaunee County to compensate employees who are not represented by labor unions in a manner which recognizes their contribution to the county, is fair to the employee and which makes most effective use of Kewaunee County's limited resources.

PAY PERIOD AND PAYDAY

Each payroll period is two weeks long, beginning on a Sunday and ending on Saturday. Payday for all County employees is bi-weekly on Friday. If payday should fall on a holiday, the employees shall be paid on the preceding work day.

The earnings and deductions statement shall indicate regular hours worked, the employee's rate of pay, overtime hours worked and all deductions made, within the limits of the computerized payroll system. For those who qualify, benefits paid will also be indicated.

All employees are paid by direct deposit. The earnings and deduction statements are given to employee's either in their departmental mailboxes or mailed to their homes, depending on the location of their department.

In order to process payroll and issue a paycheck to an employee, it is necessary for the employee to be enrolled on the payroll system of the County. Paychecks will be delayed if an employee has not completed the appropriate forms as prescribed by the County Administrator's Office to enroll the employee in the payroll system.

PAYROLL DEDUCTIONS

Certain deductions from your pay are required by law. Federal laws require that income and social security taxes be withheld. State law requires withholding for income tax purposes.

You may authorize additional deductions for deferred compensation, Section 125, Wisconsin Retirement, health insurance, dental insurance, and the Harbor Credit Union.

Under the fair share agreement, union dues are also deducted from the pay of employees in their respective bargaining unit on the second paycheck of each month.

The law requires the County to make deductions from an employee's pay for matters such as garnishments, child support payments and bankruptcy payments.

The County is not required to inform employees before deducting payments for such matters. The County reserves the right to deduct any garnishment processing fees or other legally authorized fees from the employee's pay.

PERFORMANCE EVALUATIONS

Periodic (yearly) performance evaluations are an important part of the employment relationship. This is an opportunity to communicate with employees to let them know how they are doing; to enable employees and supervisory personnel to work together to improve employee performance; to enable employees and supervisory personnel to improve service to County citizens; and to receive concerns from employees concerning any job difficulties that they may be having.

Employees, other than probationary employees, shall, to the extent practicable, be evaluated yearly. The performance evaluation should be completed by the department head (or supervisor) and reviewed together with the employee. Upon completion of the review, both the department head (or supervisor) and the employee should sign the document. The original should be forwarded to the County Administrator and a copy given to the employee, as well as a copy put in the department's file.

Some of the factors that are considered in the review are: quality, productivity, job knowledge, reliability, availability, independence, creativity, initiative, adherence to policy, interpersonal relationships, and behavior pattern. This evaluation shall take into consideration the current job description and pre-stated and agreed upon measurable objectives. Job descriptions shall be reviewed with each employee as part of the performance evaluation process.

Employees other than department heads are evaluated by their immediate supervisor. Department Heads are evaluated by the County Administrator.

PERSONAL INFORMATION

It is the responsibility of each employee to promptly notify the County Administrator's Office of any changes in personal data. Personal mailing addresses, marital status, telephone number, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times in the employee's personnel file.

PROBATIONARY PERIOD

All newly hired employees shall serve a one year probationary period.

All probationary employees shall be evaluated by the department head at least every three months. The department head shall report periodically to the County Administrator on the probationary employee's job performance.

If the department head determines that a probationary employee should not be retained in county employment, he/she shall notify the County Administrator of that decision at least one month before the end of the probationary period.

CONDITIONS OF EMPLOYMENT

ALCOHOL AND DRUG USE

No employee of Kewaunee County may consume any intoxicant or controlled substance not prescribed by a physician during working hours. Nor shall any employee of Kewaunee County report to work while under the influence of an intoxicant or controlled substance not prescribed by a physician. Nor shall any employee of Kewaunee County consume any intoxicants, outside of working hours, on any county owned property, with the exception of county parks, where consumption of intoxicants by the public is permitted.

Any employee found to have consumed intoxicants while on duty or to have reported to work while under the influence shall be immediately dismissed.

Any employee found to have consumed intoxicants on county property outside of working hours shall be subject to appropriate discipline, including dismissal if warranted.

Where probable cause exists to believe than an employee has violated the prohibition against consuming or being under the influence of intoxicants or controlled substances while at work, that employee shall submit to an evidentiary chemical test of breath, blood, or urine. A refusal to submit to such tests shall be the basis for disciplinary action up to and including termination.

ATTENDANCE/ABSENTEEISM

All County employees are expected to be punctual in reporting and leaving work and maintain regular attendance at their respective jobs. Unsatisfactory attendance, including reporting late, or quitting early, may be cause for disciplinary action, up to and including discharge.

An employee who will be late or absent from work is required to call his/her supervisor prior to the start of their work day as determined by their department, unless physically unable to do so, which inability shall be verified if possible. While it is recognized that there may be extenuating circumstances for unauthorized absence and due consideration will be given for each case, an employee who is absent from duty without approval for three (3) consecutive scheduled work days will be considered to have voluntarily terminated his/her position.

Management will review the use of sick time on a continual basis, specifically looking for:

1. Abuse of sick leave where “days off” are asked for using sickness or personal injury as a basis and the employee is engaged in other activity.
2. Development of “pattern of use”:
 - a. Days directly proceeding or following weekends or scheduled days off.
 - b. Taking a “sick day” off on the same day of the week or the same date each month.
 - c. Extension of holiday or vacation by using “sick days” as an excuse

Appropriate disciplinary action will be taken.

Habitual/chronic absenteeism or tardiness will subject an employee to discipline, including suspension and discharge.

BLOODBORNE PATHOGENS (Hepatitis B Vaccination)

Kewaunee County has a Bloodborne Pathogen (BBP) Exposure Control Plan in effect. Please contact either the Public Health Department or the County Administrator's Office for a copy.

Each year the Public Health Department provides BBP in-service to all employees. The Department Head is responsible for maintaining the training records and shall have a separate secure file area for these files.

Employees whose classifications are subject to this plan are required to follow its precautionary provisions. Employee's who violate the provisions of this plan by failing to follow precautionary procedures may be subject to disciplinary procedures as outlined in this handbook or the applicable labor agreement.

Hepatitis B vaccination shall be made available after the employee has received the training in occupational exposure and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, or antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons. The vaccination program consists of a series of three inoculations over a six month period.

All employees who decline the Hepatitis B vaccination offered shall within 10 days of hire, sign the Department of Commerce required waiver indicating their refusal.

COMPUTER USAGE

Computers represent a powerful resource. Just as a person learns social codes and behaviors which are acceptable in society, there is a need to learn correct procedures and rules for using computers. Employees are required to become knowledgeable about and adhere to the following guidelines. Breaking any of these rules will be cause to deny access to computers and will subject employees to disciplinary action.

1. All computer systems and networks are Kewaunee County property and as such users shall have no expectation or right to privacy. All programs and data are subject to inspection, review, or examination by authorized Kewaunee County personnel at any time or for any reason.
2. Installation of all software must be pre-approved by the Information Systems Director.
3. The unauthorized installation, use, storage or distribution of copyrighted software or material is against the law and is prohibited.
4. Software licensed by and to Kewaunee County may only be used in accordance with the applicable license.

5. Modifying or damaging information without authorization (including, but not limited to, altering data, introducing viruses or worms, or simply damaging files) is unethical, a violation of Kewaunee County policies and is a felony in Wisconsin.
6. Divulging a fellow employee's personal information (including, but not limited to home telephone number(s), address, social security number) is prohibited.

Internet and E-Mail Policy

Voicemail, electronic mail (e-mail) and other computer information systems are available to various positions throughout Kewaunee County in order to enhance productivity and provide more efficient services for our customers. Kewaunee County's voicemail and e-mail as well as its Internet access are County property and are intended solely for carrying out County business. Additionally, all files and messages sent, received, composed, and/or stored on any computer system are the property of the County.

All messages transmitted via these systems will be treated as business messages. Any employee who sends a personal message on these systems should be aware that such messages will be viewed as a business message and not a personal, confidential message of the employee. Employees must not copy and send by e-mail or the Internet any information or software that is protected by copyright or other intellectual property laws.

Use of the Internet is not confidential, but a public service and a privilege, not a right. Internet use may be revoked at any time for unacceptable use. The County retains the right to keep, retrieve and monitor all access to Internet and online service activity. Furthermore, a specific review of an individual's files and/or activity may be authorized without notification to that individual.

All employees should keep e-mail, Internet and voice messages businesslike and refrain from using the systems for gossip, personal messages, chat rooms or chain letters. E-mail and voice messages should not be profane, vulgar, defamatory, or harassing.

No one may use the voicemail, e-mail, the Internet or other computer systems to download, send or forward to others any discriminatory or threatening messages, ethnic or racial slurs, indignities, obscenities, sexual or offensive comments, off-color jokes, lewd graphics or pictures, pornography, or anything that may be construed as harassment or showing disrespect for others. Nor may employees use voicemail, e-mail or the Internet to solicit others for commercial ventures, religious or political causes, outside organizations or other non-business matters. Any employee misusing the voicemail, e-mail, the Internet or computer system will be subject to withdrawal of access and discipline.

Some personal messages may be allowed if they do not take away from doing pre-assigned job duties. They would include e-mail to family members. A misuse of the privilege, however, may result in removal of such privilege for that individual. Kewaunee County employees should keep this in mind when using County electronic equipment. What an individual does not only affects that individual, but fellow co-workers as well. If an abuse is happening, please report that individual to your Department Head or Supervisor.

The County reserves the right to access, search, and monitor, without advanced notice, the voicemail, e-mail or computer files of any employee that were created, stored on or deleted from the computer and voicemail systems. Accordingly, no employee should expect his or her voicemail, e-mail or computer files, communications, or usage to be confidential or private. Kewaunee County internal security systems should be maintained and protected by all county employees. Kewaunee County employees should consider passwords confidential and not public knowledge. Passwords will be required to be changed every ninety days. Passwords should not be easily recognized. A combination of letters and numbers should be used. Passwords should be a five digit minimum. Maintaining Kewaunee County security should be a top priority. Any employee caught or attempting to use a fellow employee's password will result in or be subject to disciplinary action.

CONFIDENTIALITY

The protection of confidential information is vital to the interest and the success of Kewaunee County. Such confidential information includes but is not limited to the following examples:

- Labor relations strategies
- Privileged legal advice, documents, knowledge or strategies
- Confidential law enforcement investigative information
- Confidential Human Service, Health and AODA or mental health information

Any employee who discloses confidential information will be subject to disciplinary action, up to and including possible discharge and legal action, even if he or she does not actually benefit from the disclosed information.

CONFLICT OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Kewaunee County wishes the County to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

No County employee is allowed to conduct business relating to outside employment while on County paid time, nor is an employee allowed, at any time, to use County facilities, supplies, equipment, telephones or property in the performance of outside duties.

Examples of matters and relationships that could create a conflict of interest or a potential conflict, include, but are not limited to, when an employee or a member of the employee's immediate family:

- Accepts or solicits a gift, favor, or service from an individual, business, or other party involved, or potentially involved, in a contract or transaction with the County;

- Accepts, agrees to accept, or solicits money or other tangible or intangible benefit in exchange for the exercise of official powers or the performance of official responsibilities;
- Accepts employment or compensation or engages in any business or professional activity that might cause the disclosure of confidential County information;
- Accepts other employment or compensation that could reasonably be expected to impair the individual's independence of judgment in the performance of official duties; or

Gifts and Gratuities

Pursuant to Kewaunee County Ordinance 111-2-74 it shall be unlawful for any public employee or public official to receive or offer to receive, either directly or indirectly, any gift, gratuity, or anything of value which he is not authorized to receive from any person, if such person:

- a. Has or is seeking to obtain contractual or other business or financial relationships with such public employee's employer or the governmental body of the public official; or
- b. Conducts operations or activities which are regulated by such public employee's employer or the governmental body of a public official; or
- c. Has interest which may be substantially affected by such public employee's employer or the governmental body of the public official.

The receipt of any gift, gratuity, or anything of value as denoted above is contrary to the public policy of the County of Kewaunee.

DEMEANOR AND APPEARANCE

The County requires all employees to present a professional image to the public and clients. Accordingly, each employee is required to wear appropriate attire while on duty or conducting County business.

All employees are expected to be neat and clean in appearance and to dress in a manner appropriate to the nature of their position.

Personal appearance appropriate in the courtroom is substantially different than that required for maintaining a boiler or parking lot surface. Each department head shall periodically review with department employees the nature of the position involved, the appropriateness of dress and the continuing need to present a positive image.

Unacceptable clothing includes, but is not limited to: sweatpants, or workout attire; cutoffs; beach attire; halter, crop, or tank tops; dresses, skirts, or shorts that are excessively short; sheer clothing or clothing that is otherwise revealing, distracting, or provocative.

All County employees will always present a positive image and demonstrate pride in their work. Employees shall maintain an even, cheerful disposition regardless of provocation, remaining calm and collected at all times. Disagreeable duties shall be performed and unpopular direction carried out without grouchiness, sarcasm, wisecracks and flares of temper.

DEPARTMENT HEAD MEETINGS

Department Heads are required to attend Department Head meetings unless excused by the County Administrator.

DISCIPLINARY PROCEDURES

Whenever and wherever people work together, certain standards of reasonable conduct need to be established in order to maintain an orderly and efficient work atmosphere.

Corrective discipline is not intended only to inflict punishment. The County wants to take measures which are designed to correct whatever problem the employee has and to make the employee aware of the importance of abiding by County operating policies and procedures.

Employees whose performance falls short of expected levels or who violates norms of work behavior may be disciplined by their supervisors. Except where otherwise specifically provided for in a collective bargaining agreement, supervisors may use progressive discipline in an attempt to induce positive change in the employee's performance.

Discipline shall progress in the following order:

- oral reprimand
- written reprimand
- suspension or discharge

Nothing in the paragraph limits the power of management to immediately suspend or discharge an employee at its discretion.

It is not possible to list every conceivable infraction for which discipline may be imposed and the County can amend the following guidelines at any time. For illustrative purposes only, the following types of conduct are unacceptable in our workplace:

1. Incompetence or inefficiency.
2. Theft or misappropriation of County or employee property or any form of dishonesty.
3. Falsifying records or information.
4. Refusal to follow the direct order of a supervisor or management.
5. Fighting with, threatening or intimidating the general public or other employees.
6. Use or possession of controlled substances or alcoholic beverages on County premises while on duty, or when expected to return to duty.
7. Reporting for work under the influence of controlled substances or alcoholic beverages.
8. Harassment of any employee because of race, color, religion, age, sex, national origin, handicap, ancestry, sexual orientation, marital status, or arrest or conviction record.
9. Being absent without notice.
10. Excessive absenteeism.
11. Failure to report absence.

12. Habitual tardiness.
13. Leaving the job without permission.
14. Excessive time at break periods.
15. Engaging in conduct or activities which may serve to lengthen the healing period for a work related injury or illness.
16. Sleeping on the job.
17. Destruction or defacing of County or other employee's property or equipment.
18. Misuse or unauthorized use of County property.
19. Failure to promptly report defective equipment or safety hazards.
20. Horseplay or violation of safety procedures.
21. Possessing weapons or explosives of any type on County property without County authorization.
22. Engage in illegal activities off the job, the circumstances of which substantially relate to the circumstances of the job.
23. Substandard quality and quantity of work, including deliberate reduction of output.
24. Failure to complete reports promptly and accurately.
25. Unacceptable appearance.
26. Discourteous treatment of the general public or co-workers or the use of profanity or threatening language.
27. Sick leave abuse.
28. Any other activity which is not compatible with good public service.
29. Knowingly making false or malicious statements with the intent to harm or destroy the reputation, authority or official standing of individuals or organizations.
30. The use of telephones, cellular telephones, PDAs, or other similar electronic communication devices during working hours for personal matters is prohibited.

EMERGENCY CLOSING PROCEDURES

Emergency conditions, such as severe weather, fire, bomb threat, flood, tornado, etc can disrupt County operations and interfere with work schedules as well as endanger employees' well being. These extreme circumstances may require the closing of the work facility.

The County Administrator, or his designee, in their sole discretion, shall have the responsibility for determining whether an emergency situation exists and/or whether the County's operations can be adequately performed. When it is deemed necessary that an emergency situation exists, employees shall be released from work. Employees may take leave without pay, use compensatory time or use vacation time.

In the event that such an emergency occurs during non-working hours, the same notification procedures will be followed as described in the Snow Emergency Procedure.

Snow Emergency Procedure

The following procedures shall apply to all County Offices, except the Kewaunee County Sheriff's Department and Highway Department.

If there has been a heavy snowfall during the night prior to a regular workday, the following procedure shall be followed:

At about 6:00 a.m. the County Administrator or his designee shall consult with the County Highway Commissioner and Sheriff, in order to determine whether the roads are impassable or travel would be considered hazardous, and

The County Administrator or his designee shall then determine whether county offices shall open for business on that day. If it is determined that county offices shall not open, the County Administrator or his designee shall:

- Notify local radio stations and the Kewaunee County Sheriff's Department of this decision.
- Notify selected department heads of this decision, who shall communicate this information to the county employees by telephone.
- Post a message in a designated voicemail box.
- All officials and employees shall be responsible to contact the voicemail box or monitor the radio.

In the event that an official weather forecast for dangerous winter weather is issued for a normal work day, the following procedure shall be followed:

Upon receipt of such a forecast, the County Administrator or his designee shall consult with the County Highway Commissioner and Sheriff in order to determine whether the roads are likely to become impassable or travel hazardous, so that county employees should be sent home early.

If it is determined that county offices should be closed, the County Administrator, or his designee, shall notify all department heads of the time of closing.

If county offices are closed, employees may take leave without pay, use compensatory time or use vacation time.

EMPLOYEE STATUS CHANGE

Employees Elected To County Office

Employees who are elected to any office of Kewaunee County shall be administratively terminated from their previous position at the end of the day preceding the day that they assume elected office.

Under such administrative termination, such employees shall be entitled to the same termination benefits as employees who voluntarily resign with proper notice. In addition, such employees shall be eligible for uninterrupted group insurance benefits.

Administratively terminated employees shall not be eligible for any special re-employment rights following the completion of their term of office in an elected position.

Union Employee to Non-Union Employee

On the date of appointment to a non-union position, available sick, vacation, and accrued legal holiday time, based on total length of employment, will convert equally to the new position.

Non-Union Employee to Union Employee

On the date of appointment to a union position, available sick, vacation, and accrued legal holiday time, based on total length of employment will convert equally to the new position.

EXIT INTERVIEWS

In cases of resignation or retirement, Kewaunee County will generally schedule exit interviews at the time of employment termination. Department Head exit interviews will be conducted by the County Administrator. All other interviews will be conducted by the supervisor/department head.

The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, and return of Kewaunee County owned property. Suggestions, complaints, and questions can also be voiced.

EXPENSE REIMBURSEMENT

To provide for uniform reimbursement of expenses incurred by supervisors and employees, the following rules shall govern reimbursement of expenses:

1. Expenses must be ordinary and necessary and must be incurred in the performance of Kewaunee County business.
2. Mileage shall be reimbursed at the rate to be set by the County Board from time to time. No commuting mileage shall be reimbursed.
3. Meals, including gratuities not exceeding 15%, may be reimbursed if the employee is absent from the county on business.
4. No reimbursement may be claimed or paid for alcoholic beverages.
5. Reimbursement for lodging at usual and reasonable rates shall be permitted.
6. Parking and registration fees are also reimbursable if necessary. In order for registration to be reimbursed, the meeting or conference must be approved.
7. All business travel by a county employee must be approved by the appropriate oversight committee chairman and department head. If travel is required and the appropriate oversight committee cannot review the request before departure, the request should be submitted to the department head and then forwarded to the County Administrator for review and approval.
8. Budgeted business travel by county employees outside of the State of Wisconsin must be authorized by the oversight committee and the County Administrator. Non-budgeted business travel by county employees outside of the State of Wisconsin must be authorized by the oversight committee, the County Administrator and the Finance Committee. The County Administrator may grant advance authorization for out of state travel in the event of emergency situations, subject to later review by the Finance Committee.

9. Travel within 50 miles requires approval for overnight stay.
10. Employees may be reimbursed for meals within Kewaunee County when the employee is attending a regional meeting of a state association, in which membership has been approved.
11. The Finance Committee may grant variances from this policy in unusual circumstances.
12. Claims for reimbursement shall be made on a form approved by the County Clerk's Office. All employee claims must be signed by the employee affirming the claim is accurate and justified. All claims of employees must be countersigned by the department head or the director's designee. The Department Head is responsible for the validity of all claims approved by any designees. All claims, in excess of \$3.00, must be accompanied by receipts for expenses incurred or a statement explaining the absence of a receipt.

IDENTIFICATION CARDS

Kewaunee County is committed to providing a safe and secure environment for its employees and those who visit Kewaunee County. In order to accomplish that, and to ensure the public that individuals providing services on behalf of the County are indeed County employees, all employees will be issued and will wear a pictured identification card. All employees, except those working at the Solid Waste Site and those engaged in offsite work such as highway workers, are required to wear their identification cards during normal business working hours.

New identification cards will be issued from time to time, at which time the old identification card must be surrendered to the County Administrator's Office. Upon termination, resignation or retirement identification cards must be turned into the Department Head, who in turn will forward the card to the County Administrator's Office.

KEY CONTROL

New employees will be issued a building and/or office key by their Department Head on the first day of employment. The Department Head will complete the Key Issuance Form confirming the key number issued to the employee.

The employee will sign the form indicating acceptance of the key. The Department Head will sign the form as a witness. The original form will be forwarded to the County Administrator's office for filing in the individual's personnel file and for accurately maintaining the key inventory log.

NO SMOKING

Pursuant to Ordinance 144-8-94 Kewaunee County Clean Indoor Air Ordinance, no person may smoke at any time in any of the following county buildings, grounds, or property located in the County of Kewaunee: Courthouse, Annex, Community Programs Building, Human Services Building, Safety Building, Agricultural Center, Emergency Management, Solid Waste Site, any of the Highway Department locations or County owned vehicles.

OFFICE MAINTENANCE

1. Desktops must be cleared off if you wish to have the custodial staff clean your desk.
2. Contact the Maintenance Manager on heating and air conditioning problems. Thermostats are to be adjusted by the Maintenance staff only.
3. Windows must be closed and locked at night, lights must be turned off, and all other machinery (fans, typewriters, etc.) must also be shut off.
4. Window sills and/or floor space is not be used for storage.
5. Refreshments are allowed in the work area, but please use discretion. Employees are expected to throw empty cans/trash away into appropriate containers.
6. Any alteration, change or remodeling that will have an effect on the HVAC or lighting must have prior approval by the Public Property Committee and/or Maintenance Manager.

PUBLIC RELATIONS

County employees have a significant public relations responsibility. Employee work attitudes and appearance are all subject to close inspection by County employees, and by the ultimate employer, the County taxpayers. In some cases, a single County employee may be the only County employee known by an individual citizen. Taxpayers may base their total judgment of the efficiency and character of their County's government on the performance of that employee. To them, that employee **is** the County.

If employees take pride in the fact that they are doing their job well, others will catch the same spirit. The reputation, which Kewaunee County enjoys, depends largely on what employees think and say about it. To publicly disparage another department or employee is inappropriate and will not be tolerated. We are all part of the overall image of County government.

When asked for information, employees should be helpful and friendly. A single employee cannot possibly know all of the answers, but the employee can make sure that the person asking the question is referred to the right source. They should be kind and considerate to each other and to the Public.

Together we need to provide prompt, professional service to our internal and external customers at all times.

RESIGNATIONS

Resignation is a voluntary act initiated by the employee to terminate employment with the employer. An employee may quit employment with the County at any time. An employee may be dismissed at any time at the option of the County. The publishing of this Personnel Handbook does not guarantee or make a promise of employment.

Employees are encouraged to give two (2) weeks written notice of intent to terminate their employment. This resignation should be given to the employee's supervisor and should indicate the last day they will be available for work.

Department heads and supervisors are requested to give four (4) weeks written notice to the County Administrator.

Resignations shall be viewed as evidence of the person's intent to resign as long as it is a voluntary statement. Resignations that are reached as part of a discharge agreement shall be binding. Resignations are valid upon the acceptance by the appropriate supervisor.

Retractions of resignations by individual employees shall be considered on a case by case basis. The individual's past work performance, relevant labor contract language, determination of whether the resignation was voluntary, potential for resignation recurrence in the future, mental health and relevant job opening, posting and hiring procedures should be taken into consideration. Decisions to rehire or retract a resignation shall be subject to review by the department head and County Administrator.

RETURN OF PROPERTY

Employees are responsible for all property (i.e. keys, software, calculators, pagers, tools, books, etc.), materials or written information issued to them or in their possession or control. Employees must return all Kewaunee County property immediately upon request or upon termination of employment. Kewaunee County may also take all action deemed appropriate to recover or protect its property.

SAFETY

Establishment and maintenance of a safe work environment is the shared responsibility of Kewaunee County and employees from all levels of the organization. The County will take all reasonable steps to assure a safe environment and compliance with federal, state, and local safety regulations.

Employees are expected to obey safety rules and to exercise caution in all their work activities. They are asked to immediately report any unsafe conditions to their supervisor. Not only supervisors, but employees at all levels of the organization are expected to correct or report unsafe conditions as promptly as possible.

All accidents, (on County property or while conducting business for the County) that result in injury must be reported to the appropriate supervisor and to the County Administrator's office within twenty-four (24) hours, regardless of how insignificant the injury may appear. Such reports are necessary to comply with laws and initiate insurance and worker's compensation procedures.

SEXUAL HARASSMENT POLICY

1. STATEMENT OF POLICY

- 1.1 It is the policy of Kewaunee County to maintain a working environment that is free from all forms of discrimination, including sexual harassment. It is against the policy of Kewaunee County and illegal under state and federal law, for any employee, male or female, to sexually harass another employee.

2. DEFINITION OF SEXUAL HARASSMENT

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

2.1A. Submission to that conduct is made either explicitly or implicitly a term or condition of employment;

2.1B. Submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or

2.1C. The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

2.1D. Examples of sexual harassment include, but are not limited to the following, when such acts or behavior come within one of the above definitions:

2.1D1. Either explicitly or implicitly conditioning any term of employment (e.g. continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;

2.1D2. Touching or grabbing a sexual part of an employee's body;

2.1D3. Touching or grabbing any part of an employee's body after that person has indicated, or it is known, that such physical contact is unwelcome;

2.1D 4.Continuing to ask an employee to socialize on or off-duty when that person has indicated that she or he is not interested;

2.1D 5.Displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;

2.1D 6.Continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;

2.1D 7.Referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;

2.1D 8.Regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;

2.1D 9.Retaliation of any kind for having filed or supported a complaint of sexual harassment (such as, but not limited to ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering the person's duties or work environment, etc.);

2.1D 10. Derogatory or provoking remarks about or relating to an employee's sex or sexual orientation;

2.1D 11. Harassing acts or behavior directed against a person on the basis of an employee's sex or sexual orientation; or

2.1D 12. Off-duty conduct that falls within the above definition and affects the work environment.

2.2 Sexual harassment can also consist of intimidating, abusive or hostile behavior of a nonsexual nature toward an employee on the basis of gender. Verbal abuse and hostility that is not sexual in character but is directed solely at females because they are female, or males because they are male, for example, is likewise a violation of this Policy on the same level as harassment of a sexual nature.

2.3 Sexual harassment can also take the form of offensive conduct by nonemployees, such as vendors, outside contractors, and the like, against employees in the workplace.

3. COVERED EMPLOYEES

3.1 This sexual harassment policy applies to all employees of Kewaunee County, including, but not limited to, full and part-time employees, permanent and temporary employees, employees covered or exempted from personnel rules or regulations, on or off-duty employees harassing another employee on or off-duty, employees working under contract for the city, and employees harassing nonemployees while the employee is on duty or in city uniform.

4. PROCEDURES FOR REPORTING SEXUAL HARASSMENT

4.1 Any employee who feels subjected to sexual harassment should immediately contact one of the persons below with whom the employee feel comfortable. Complaints may be made orally or in writing to the employee's immediate supervisor or department head, any other department head, the County Administrator, the Chair of the County Board or the Corporation Counsel.

4.2 Although employees are encouraged to try to resolve disputes with the help of their immediate supervisor, employees have the right to circumvent the chain of command in selecting the person to whom to make a complaint of sexual harassment.

4.3 **The employee should be prepared to provide the following information to the individual to whom a complaint of sexual harassment is made:**

4.3A The employee's name, department and position title;

4.3B The name of the person committing the sexual harassment, including person's title, if known;

4.3C The specific nature of the sexual harassment, its duration, and any employment action (demotion, failure to promote, dismissal, refusal to hire, transfer, etc.) taken against the employee as a result of the harassment, or any other threats made against the employee as a result of the harassment;

4.3D Any witnesses to the harassment; and

4.3E Whether the employee has previously reported such harassment and, if so, when and to whom.

4.4 The filing of a bona fide complaint or otherwise reporting sexual harassment will not adversely affect the individual's employment status or future terms and conditions of employment.

5. INVESTIGATION

- 5.1 In the event the employer receives a complaint of sexual harassment, or otherwise has reason to believe that sexual harassment is occurring, it will take all necessary steps to ensure that the matter is promptly investigated and addressed.
- 5.2 The employer is committed, and required by law, to take action if it learns of potential sexual harassment, even if the aggrieved employee does not wish to formally file a complaint. Investigation of complaints shall be done by an Investigative Committee, which shall be appointed by the Personnel Committee of the County Board from among the Department Heads. The Personnel Committee shall assure that the Investigative Committee is gender balanced and composed of persons with skill and experience in conducting investigations, such as the Sheriff, Corporation Counsel, or Public Health Director, and shall be chaired by the County Administrator.
- 5.3 Every supervisor is responsible for promptly responding to, or reporting, any complaint or suspected acts of harassment. Supervisors should report to the County Administrator. Failure by a supervisor to appropriately report or address such sexual harassment complaints or suspected acts shall be considered to be in violation of this policy.
- 5.4 Care will be taken to protect the identity of the complaining party and of the accused party or parties, except as may be reasonably necessary to successfully complete the investigation. It shall be a violation of this policy for any employee who learns of the investigation or complaint to take any retaliatory action that affects the working environment of any person involved in this investigation.
- 5.5 When an allegation of sexual harassment is made by any employee, the person to whom the complaint is made shall immediately prepare a report of the complaint and submit it to the County Administrator. The County Administrator shall then assign the complaint to a member of the Investigative Committee, who may request assistance from other members of the Investigative Committee if necessary.
- 5.6 The investigator shall make and keep a written record of the investigation, including notes of verbal responses made to the investigator in connection with the investigation. The notes shall be made at the time the verbal interview is in progress.
- 5.7 Upon the receipt of a complaint of sexual harassment, the investigator shall immediately:
 - 5.7A Obtain a written statement[s] from the person complaining of sexual harassment that includes a comprehensive report of the nature of the sexual harassment complained of, and the times, dates and places where the sexual harassment occurred. The investigator shall orally question the person complaining of sexual harassment about any information in the written statement that is not clear or needs amplification.
 - 5.7B Obtain a written statement[s] from witnesses that includes a comprehensive report of the nature of the conduct witnessed, and the times, dates, and places where the conduct occurred, and the conduct of the person complaining of sexual harassment toward the person against whom the complaint of sexual harassment was made. The investigator shall orally question witnesses about any information in their written statements that is not clear or needs amplification.
 - 5.7C Obtain a written statement[s] from the person against whom the complaint of sexual harassment has been made. The investigator shall orally question the person against whom the complaint of sexual harassment has been made about any information in the written statement that is not clear or needs amplification.

5.7D Prepare a report of the investigation, that includes the written statement of the person complaining of sexual harassment, the written statements of witnesses, the written statement of the person against whom the complaint of harassment was made, and the investigator's notes connected to the investigation, and submit the report to the Investigative Committee.

5.8 The investigator may require any statement to be made under oath. When a statement is made under oath, it shall be substantially in the following form:

I, _____, hereby make oath with full understanding that false statements will result in disciplinary action, including possible job termination, that the following is true:

[INSERT FACTS HERE]

Date-

Signature

5.9 Upon receipt of a report of the investigation of a complaint of sexual harassment against an employee, the Investigative Committee shall immediately review the report. The Investigative Committee may question the person complaining of sexual harassment, the person against whom the complaint of sexual harassment has been made, witnesses to the conduct in question or any other person who may have knowledge about the conduct in question. The Investigative Committee shall keep written records of the investigation in the same manner prescribed for the investigator. If the Investigative Committee finds the investigation report is adequate, a determination may be made as to whether sexual harassment occurred based on the report.

5.10.1 Based on the report and the separate investigation, where one is made, the Investigative Committee shall, within a reasonable time, determine whether the conduct of the person against whom a complaint of sexual harassment has been made constitutes sexual harassment. In making that determination, the Investigative Committee shall look at the record as a whole and at the totality of the circumstances, including the nature of the conduct in question, the context in which the conduct, if any, occurred, and the conduct of the person complaining of sexual harassment. The determination of whether sexual harassment occurred will be made on a case-by-case basis.

6. SANCTIONS

6.1 If the Investigative Committee determines that the complaint of sexual harassment is founded, the County Administrator shall take immediate and appropriate disciplinary action against the employee guilty of sexual harassment, consistent with her/his authority under the County Personnel Policy and Wisconsin State Statutes.

6.2 The disciplinary action shall be consistent with the nature and severity of the offense, the rank of the employee, and any other factors the County Administrator believes relate to fair and efficient administration of the County, including, but not limited to, the effect of the offense on employee morale and public perception of the offense, and the light in which it casts the County.

6.3 The disciplinary action may include demotion, suspension, dismissal, warning or reprimand. A determination of the level of disciplinary action shall also be made on a case-by-case basis.

6.4 Any disciplinary action shall be consistent with applicable collective bargaining agreements and the County Personnel Policy.

- 6.5 A written record of disciplinary action taken shall be kept, including verbal reprimands.
- 6.6 The victim of sexual harassment shall be informed of the nature of any disciplinary action taken.
- 6.7 The County Administrator may monitor future conduct of the parties involved in order to reasonably insure that the remedial action taken has been effective in stopping the harassment and that no retaliation has occurred.

7. NOTIFICATIONS

- 7.1 This Policy will be distributed to all employees and Department Heads. The Policy shall also be included in any standard operating procedures manual of any Department. Every employee shall be required to certify that they have received a copy of this Policy. This certification shall be maintained in each employee's personnel file. The Statement of Policy shall also be permanently placed on all employee bulletin boards in every Department. It shall be a violation of this Statement of Policy to remove the Policy from any bulletin board or deface this Policy in any manner. Mandatory training sessions on this Policy and the prevention of sexual harassment shall be held for all personnel during appropriate in-service training programs and orientation sessions.

8. EMPLOYEE RESPONSIBILITY

- 8.1 It is the duty of all employees, including supervisory personnel, to be familiar with this Policy. Each employee has a stake in preventing sexual harassment and thus shares responsibility for eliminating sexual harassment in the workplace.
- 8.2 No employee shall, in any way, retaliate, harass or discriminate against a person making a complaint of sexual harassment or involved as a witness or otherwise with a complaint of sexual harassment.
- 8.3 In most cases in which the sexual harassment is committed by a nonemployee against an employee in the workplace, the Department Head or County Administrator shall take whatever lawful action is necessary against the nonemployee to bring the sexual harassment to an immediate end.
- 8.4 Employees are not only encouraged to report instances of sexual harassment, they are obligated to report instances of sexual harassment. Sexual harassment exposes the County to liability, and part of each employee's job is to reduce the County's exposure to liability.
- 8.5 Employees are obligated to cooperate in every investigation of sexual harassment. The obligation includes, but is not necessarily limited to:
 - 8.5A Coming forward with evidence, both favorable and unfavorable concerning a person accused of sexual harassment;
 - 8.5B Fully and truthfully making a written report under oath upon request; and
 - 8.5C Orally answering questions when required to do so by an investigator during the course of an investigation of sexual harassment.
- 8.6 Employees are also obligated to refrain from making accusations of sexual harassment in bad faith.
- 8.7 Disciplinary action may be taken against any employee who fails to report instances of sexual harassment, or who fails, or refuses to cooperate in the investigation of a complaint of sexual harassment, or who files a complaint of sexual harassment in bad faith.

TIME CARDS

Accurately recording time worked is the responsibility of every hourly employee. Federal and state laws require the County to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Hourly employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons.

Salaried department heads and supervisors are not required to maintain a time card. However, if using sick leave or vacation, the salaried employee must complete a Salary Employee's Absence Report and turn it in to the Payroll Technician in the County Clerk's Office.

Tampering, altering, or falsifying time cards or recording time on another employee's time card may result in disciplinary action, up to and including discharge.

It is the employee's responsibility to complete and sign his/her own time card to certify the accuracy of all time recorded. The supervisor will review and then sign the time card before submitting it for payroll processing. In addition, if corrections or modifications are made to the time card, both the employee and the supervisor must verify the accuracy of the changes by initialing the time card.

USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property for County business, employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Employees shall notify the supervisor if any equipment, machines, tools, or vehicles appears to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor will answer any questions about an employee's responsibility for maintenance and care of equipment and vehicles on the job.

The improper, careless negligent, destructive or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, will result in disciplinary action, up to and including discharge. No smoking is allowed in County owned vehicles.

In order to minimize the use of personal vehicles while conducting County business, Kewaunee County provides a pool of vehicles for employee use. It is the policy of Kewaunee County that the pool of county owned vehicles shall be used for travel associated with official Kewaunee County business.

It is the obligation of each employee requesting to use a vehicle to make reservations in advance with the County Clerk's office. Failure to request a County owned vehicle may result in non-payment of a voucher for personal mileage if a vehicle was available and not used. Vehicle keys, as well as a trip ticket, are to be picked up in the County Clerk's office the day of travel. However, if travel is required prior to normal office hours, it is the responsibility of the employee to make arrangements with the County Clerk's office to pick up the keys the day before actual use. Employees will be allowed to take such vehicle home for early departure the next day. It is also the responsibility of the employee to make sure the vehicle is returned promptly for use by other staff.

In certain circumstances, a County owned vehicle may be provided for certain employees in order to carry out their assigned duties. These vehicles should be housed on County-owned property during non-working hours and used by employees only to carry out their job duties as needed. The County requires that no personal items other than incidentals be stored in the vehicle. The vehicle is to be locked each night with work articles stored either in the lock box or trunk during times when the vehicle is not in use.

In instances where a County-owned vehicle is provided to an employee on a 24-hour basis, it is the policy of the County that the only personal use allowed would be commuting between an employee's home and his/her work.

VEHICLE INSURANCE

Personnel who use their personal vehicle for County travel on a regular and frequent basis as defined by their job description shall carry minimum limits of liability of \$100,000/\$300,00 or a combined single limit of \$300,000 for automobile liability insurance.

Personnel in this category must provide the County with evidence of insurance (certificate of insurance or photocopy of the policy declarations page) showing the minimum limits required. Mileage will not be reimbursed to any employee required to have such coverage who does not comply with this policy.

This policy is to be administered by the County Administrator, through the Department Heads.

FRINGE BENEFITS

BEREAVEMENT (FUNERAL) LEAVE

Bargaining unit employees see applicable labor agreement regarding the use of funeral leave.

Department heads, supervisors, and non-bargaining unit employees see applicable salary schedules regarding the use of funeral leave.

OVERTIME PAY

Elected officials, elected by the general public, are entitled to the salary of their office and are responsible to the electorate. To that end no specific hours or conditions of employment are imposed upon them except that it is generally expected that they be available to serve their constituency and carry out the duties of their office in general conformance with the established hours. They shall not be entitled to any compensatory/overtime and no claim for the same will be considered.

Exempt positions are those which meet the qualifications of the Fair Labor Standards Act and are excluded from earning overtime payment for extra time worked.

Non-exempt positions are those which according to the Fair Labor Standards Act require payment of overtime at the rate of time and one-half (1 ½) for all hours worked in excess of forty (40) hours per week.

DEFERRED COMPENSATION

The County provides the means under Section 457 of the Internal Revenue Code to defer earned income. Employees pay state/federal taxes on deferred income, usually on/after retirement. Income is deferred through payroll deduction. This program will not impact the calculation of Social Security benefits. At the present time, representatives from the Nationwide Retirement Solutions meet on an individual basis every six months at the various work locations. Employees should consult with the County Clerk's office for more information concerning Deferred Compensation.

DENTAL INSURANCE

Kewaunee County offers a dental plan for County employees. The County will pay that portion of the single plan and that portion of the family plan as authorized by County Board (currently the County pays 50% of the family premium and 100% of the single premium). Dental insurance shall become effective the first day of the month following the first full 30 days of employment.

Part-time employees must work a minimum of 600 hours per year to qualify for dental insurance. Costs of the dental insurance are then prorated based on the number of hours worked.

FAMILY AND MEDICAL LEAVE

Family & Medical Leave refers to unpaid family, caretaking and medical leave for eligible employees. Eligible employees may be able to take unpaid family, caretaking or medical leave under Federal and/or State law.

Wisconsin law allows employees who have worked at least 1,000 hours in the past 12 months to take the following leave in a calendar year:

1. Up to 6 weeks of family leave for the birth or adoption of a child. This leave must begin and end within 16 weeks of the birth or adoption of a child.
2. Up to 2 weeks of family leave to care for a child, spouse, parent or spouse's parent suffering from a serious health condition.
3. Up to 2 weeks of medical leave for an employee to care for his/her own serious health condition, which render him/her unable to perform the essential functions of the job.

Federal law allows employees who have worked at least 1,250 hours and 12 months to take up to 12 weeks of leave during a twelve month period commencing with the first day of FMLA usage for one or more of the following reasons:

1. Family leave for the birth of an employee's child or because of the placement of a child with the employee for adoption or foster care.
2. Family leave to care for a child, spouse or parent suffering from a serious health condition. Federal law does not provide for leave for a spouse's parent.
3. Medical leave for an employee to care for their own serious health condition which renders them unable to perform the essential functions of the job.
4. Due to any qualifying exigency arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation.

A "qualifying exigency" is defined as the following:

1. Short-notice deployment.
2. Military events and related activities.
3. Childcare and school activities.
4. Financial and legal arrangements.
5. Counseling.
6. Rest and recuperation.
7. Post-deployment activities.
8. Additional activities not encompassed by any of the above, but agreed to by the employer and employee.

A “covered military member” means the employee’s spouse, son, daughter, or parent on active duty or called to active duty status.

If the employee qualifies for leave under both the Wisconsin and Federal leave, the leaves will run concurrently and will be deducted from an employee’s leave entitlement under state and federal laws. Each work day or work week in which an employee works fewer than the regularly scheduled hours for that employee by using partial or intermittent leave, the specific amount taken will be deducted for purposes of computing leave taken and leave remaining. Intermittent leave may not be taken in increments of less than ½ hour.

Procedure: Employees who need to take family leave for birth/adoption/foster care placement must request leave from their supervisor at least 30 days in advance of the need. Employees who take medical leave should make reasonable efforts to schedule planned medical treatments so as not to unduly disrupt business operations. Employees must provide at least 30 days notice for planned medical treatments for themselves or family members, and as much notice as practicable in emergency situations. Request for leave forms are available from the County Administrator’s Office or on the Intranet.

Employees on medical leave may be required to provide a “fitness for duty” certification before they return to work to indicate that they can perform the essential functions of the job. This should be obtained from the health care provider.

Prior to leave commencing, an employee’s health care provider may be required to complete and sign the necessary forms and medical certifications. These forms are available from the County Administrator’s Office. If required, the completed certification must be returned no later than 15 days of receipt.

An employee may substitute accrued paid sick leave or other accrued leave for any portions of the unpaid 12-week leave period. However, after the first two weeks (caretaking leave and medical leave) or the first six weeks (family/parental leave) the County requires that any paid vacation or sick leave be substituted for the remaining leave period.

Upon return from family or medical leave, an employee will be returned to the position he/she held immediately prior to the leave if the position is vacant. If the position is not vacant, the employee will be placed in an equivalent employment position.

Military Caregiver Leave. Federal law allows eligible employees who are family members of covered service members to take up to 26 workweeks of leave in a single 12-month period to care for a covered service member with a serious illness or injury incurred in the line of duty on active duty.

“Family members of a covered service member” include the spouse, son, daughter, or parent, or next of kin of a covered service member.

A “son or daughter of a covered service member” means the covered service member’s biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered service member stood in loco parentis, and who is of any age.

A “parent of a covered service member” means a covered service member’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member. This term does not include parents “in law.”

The “next of kin of a covered service member” is the nearest blood relative, other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member’s next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member’s only next of kin. For example, if a covered service member has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered service member’s next of kin. Alternatively, where a covered service member has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered service member’s next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered service member.

A “covered service member” is defined as a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

The “single 12-month period” begins on the first day the eligible employee takes FMLA leave to care for a covered service member and ends 12 months after that date, regardless of the method used by the employer to determine the employee’s 12 workweeks of leave entitlement for other FMLA-qualifying reasons. If an eligible employee does not take all of his or her 26 workweeks of leave entitlement to care for a covered service member during this “single 12-month period,” the remaining part of his or her 26 workweeks of leave entitlement to care for the covered service member is forfeited.

A “serious injury or illness” means an injury or illness incurred by a covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating.

An eligible employee is entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the “single 12-month period”, provided that the employee is entitled to no more than 12 weeks of leave for one or more of the following: because of the birth of a son or daughter of the employee and in order to care for such son or daughter; because of the placement of a son or daughter with the employee for adoption or foster care; in order to care for the spouse, son, daughter, or parent with a serious health condition; because of the employee’s own serious health condition; or because of a qualifying exigency. Thus, for example, an eligible employee may, during the “single 12-month period,” take 16 weeks of FMLA leave to care for a covered service member and 10 weeks of FMLA leave to care for a newborn child. However, the employee may not take more than 12 weeks of FMLA leave to care for the newborn child during the “single 12-month period,” even if the employee takes fewer than 14 weeks of FMLA leave to care for a covered service member.

This policy provides an introduction to the rights provision of the family and medical leave laws. Specific questions an employee may have about this law, substitution, insurance and benefits, etc. should be directed to the County Administrator’s Office.

HEALTH INSURANCE

Kewaunee County offers a medical plan for County employees. The County will pay that portion of the single plan and that portion of the family plan as authorized by the County Board (currently the County pays 90% of the family premium and 100% of the single premium). Medical insurance shall become effective the first day of the month following the first full 30 days of employment. Part-time employees must work a minimum of 600 hours per year to qualify for health insurance. Costs of the health insurance are then prorated based on the number of hours worked.

Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the employer’s health plan when a “qualifying event” would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an employee, reduction in an employee’s hours, leave of absence, employee’s divorce or legal separation, a dependent child no longer meets eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the employer’s group rates.

The County Administrator’s office provides each eligible employee with a written notice describing rights granted under COBRA. The notice contains important information about the employee’s rights and obligations if they want to terminate coverage or continue coverage until they have coverage elsewhere, or the time period of extension has elapsed.

HOLIDAYS

The following legal holidays on which Kewaunee County elected and appointed officials may close their offices shall be as follow:

January 1
Good Friday
Memorial Day
July 4th
Labor Day
Thanksgiving Day
Day after Thanksgiving
December 24
Christmas Day
December 26

If a holiday falls on a Saturday, it shall be observed the preceding work day and if a holiday falls on a Sunday, it shall be observed on the following work day.

No holiday pay is to be paid to an employee who is absent from work on the work days immediately prior to or following such holiday unless such absence is due to sick leave, vacation leave, authorized or directed leave.

If a holiday falls during a vacation period, the employee shall be paid the holiday and shall receive an additional day of vacation.

JURY DUTY AND COURT APPEARANCES

An employee who is subpoenaed in connection with County business, called upon to serve jury duty, or called as a witness, will be paid his/her regular salary up to eight (8) hours per day. The employee will not be entitled to jury duty pay or witness fees in addition to his/her regular pay and must immediately tender any such payment to the County.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits. Either the employer or the employee may request an excuse from jury duty if, in the employer's judgment, the employee's absence would create serious operational difficulties.

No employee will receive salary for attending court in cases involving a criminal act by the employee or a civil case initiated by the employee.

LUNCH PERIOD AND BREAKS

One unpaid lunch period is normally scheduled midway in an eight (8) hour shift. Lunch periods, unless specified differently in a bargaining agreement, will not be longer than one half hour. The assigned time may be staggered among department personnel to allow the County offices to remain open throughout the normal business day. Supervisors or Department Heads assign designated lunch period times according to the needs of the department.

Rest breaks are normally taken in two (2) ten minute daily intervals, one in the first half of the work day, the other in the last half of the work day, unless specified differently in a bargaining agreement. Break time cannot be accumulated or used to extend lunch periods, to justify tardiness, or to shorten the work day. Employees are not allowed to take smoke breaks in addition to rest breaks.

MILITARY RESERVE

An annual leave of absence for the two (2) weeks of mandatory training shall be granted to those employees who are members of the Armed Forces Reserve Components that actually participate during said period in accordance with the Universal Military Training and Service Act of 1951 as amended. Payment for said leave of absence shall be made for the difference between the compensation paid by the Armed Services to said employee and the regular amount of wages that the said employee would have earned (the product of the normal work week times the occupational rate classification) provided said employee was not on said leave of absence. The payment of said difference in earnings shall be upon presentation of a true copy of the reservist's earning record of payment by the Armed Forces for said period of leave of absence.

VACATION

For those employees not covered by a collective bargaining agreement, vacation leave with pay shall be granted to permanent full-time employees and, on a prorated basis, to part-time employees working a minimum of 600 hours per year who have accumulated one (1) year or more seniority, beginning on the anniversary date of their employment in Kewaunee County service according to the schedule shown below.

1 week		(40 hours)
after completing 1 year of service		
2 weeks	(80 hours)	after completing 2 years of service
3 weeks	(120 hours)	after completing 7 years of service
4 weeks	(160 hours)	after completing 16 years of service
5 weeks	(200 hours)	after completing 25 years of service

Employees can carry over 40 hours of vacation.

An employee who retires from employment with Kewaunee County, shall be eligible for vacation pay for the “vacation year” in which the employee retires. An employee who terminated employment with Kewaunee County for any other reason shall not be eligible for such vacation pay.

Each employee must get prior approval from their department head before taking vacation leave by either completing a request for time off form or using the form located on the Intranet. The employee will indicate on his/her timesheet the number of days or hours and dates of all vacations taken. Vacation leave may be granted in minimum of one hour increments.

WISCONSIN RETIREMENT

Employees expected to work 600 hours in one year, or 600 hours in any 12 month period, are eligible to participate in the Wisconsin Retirement System. This State administered program covers employees from the first day in a qualifying position.

The retirement plan consists of two parts: an employee portion and an employer portion. Kewaunee County pays the employer portion, as well as reimbursing 100% of the employee portion. Contribution rates are determined by the Trust Funds Board and are subject to change.

A separation benefit from the Wisconsin Retirement Fund can be taken upon termination of employment. The termination must occur anytime prior to age 55 for general category employees, or if over 55 and employment began after 1989 with less than five calendar years of service. A separation benefit is a withdrawal of the employee’s portion of the fund only, subject to penalties.

On retirement, employees can apply for a lifetime monthly annuity based on the total amount accumulated in the fund or on years of service and highest earnings used in a formula calculation. Employees severing their employment status with the County should contact the County Clerk’s Office to obtain the applicable forms and information regarding their retirement account. Retiring employees are encouraged to contact Wisconsin Retirement Fund at least six (6) months in advance of their anticipated retirement date.

WORKERS’ COMPENSATION

The County provides a comprehensive workers’ compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Any employee who sustains a work-related injury or illness must inform his/her supervisor immediately, and the County Administrator’s office within 24 hours of the injury/illness.

No matter how minor an on the job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the County nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off duty recreational, social, or athletic activity sponsored by the employer.

If the employee is absent from work for three (3) days or less he/she will use their sick leave. If the employee is absent more than three (3) days, but less than ten (10) days, he/she will use sick leave for the first three (3) days and workers' compensation will pay a percentage of wages for the remaining seven (7) days. If the employee is absent for more than ten (10) days, workers' compensation will pay a percentage of wages for the entire time.

EMPLOYEE ACKNOWLEDGEMENT FORM

I have received a copy of the Kewaunee County Personnel Handbook. I acknowledge that it is my responsibility to ask my supervisor/department head or the County Administrator questions about anything I do not understand.

I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, to the County Board and Department Heads, and I understand that revised information may supersede, modify, or eliminate existing policies. The Personnel Committee has the ability to adopt any revisions/corrections to the policies in this handbook, however, major policy changes will be approved by County Board.

I have entered into my employment relationship with Kewaunee County voluntarily and acknowledge that there is not a specified length of employment. Accordingly, either the County or I can terminate the relationship at will, at any time, subject to law and any provisions of existing union agreements.

I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name (Typed or Printed)

Date

After you have read and signed this page, please detach the page from the booklet and return to your immediate supervisor. The original will be sent to the County Administrator's office and a copy retained in your department. Thank you.