



KEWAUNEE COUNTY

PERSONNEL POLICY

January 1, 2013

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Chapter 1

Employment Policies

A. INTRODUCTORY STATEMENT

This handbook is intended to provide you with information about working conditions, employee benefits, and the policies affecting your employment with Kewaunee County. 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.

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 Any statements set forth which are in conflict with, are superseded by, and subject to all federal and state laws, county ordinances and resolutions, and if applicable, collective bargaining agreements and individual employment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.

B. 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, religion, disability, marital status, sex, pregnancy, national origin, ancestry, sexual orientation, genetic information, 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, use or nonuse of lawful products off the employer's premises during nonworking hours, or any other characteristics protected by state or federal law. 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.

C. SEXUAL HARASSMENT AND OTHER HARASSMENT POLICY

1. **Statement of policy.** It is the policy of Kewaunee County to maintain a working environment that is free from all forms of discrimination, including sexual harassment and harassment generally. 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. It is also against the policy of Kewaunee County, and in certain circumstances it is illegal under state law, for an employee to harass another employee.
2. **Definition of sexual harassment**
 - a. 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:
 1. Submission to that conduct is made either explicitly or implicitly a term or condition of employment;
 2. 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
 3. 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.
 4. Examples of sexual harassment include, but are not limited to the following, when such acts or behavior come within one of the above definitions:
 - a. 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;
 - b. Touching or grabbing a sexual part of an employee's body;

- c. 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;
 - d. Continuing to ask an employee to socialize on or off duty when that person has indicated that she or he is not interested;
 - e. Displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;
 - f. Continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;
 - g. 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;
 - h. 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;
 - i. 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.);
 - j. Derogatory or provoking remarks about or relating to an employee's sex or sexual orientation;
 - k. Harassing acts or behavior directed against a person on the basis of an employee's sex or sexual orientation; or
 - l. Off-duty conduct that falls within the above definition and affects the work environment.
- b. 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.
- c. 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. **Definition of Harassment.** Harassment consists of intimidating, abusive or hostile behavior toward an employee which serves no legitimate purpose. Verbal abuse, bullying and continuous hostility that is directed at another employee is likewise a violation of this Policy.

4. **Covered employees.** This 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 county, and employees harassing nonemployees while the employee is on duty or in county uniform.
5. **Procedures for reporting harassment**
 - a. Any employee who feels subjected to sexual harassment or other forms of 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.
 - b. 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 or other forms of harassment.
 - c. The employee should be prepared to provide the following information to the individual to whom a complaint of sexual harassment is made:
 1. The employee's name, department and position title;
 2. The name of the person committing the sexual harassment, including person's title, if known;
 3. The specific nature of the 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. Any witnesses to the harassment; and
 5. Whether the employee has previously reported such harassment and, if so, when and to whom.
 - d. The filing of a bona fide complaint or otherwise reporting harassment will not adversely affect the individual's employment status or future terms and conditions of employment.
6. **Investigation**

- a. In the event the employer receives a complaint of harassment, or otherwise has reason to believe that harassment is occurring, it will take all necessary steps to ensure that the matter is promptly investigated and addressed.
- b. 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.
- c. 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, other forms of harassment or suspected acts shall be considered to be in violation of this policy.
- d. 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.
- e. When an allegation of 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.
- f. 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.
- g. Upon the receipt of a complaint of sexual harassment or other forms of harassment, the investigator shall immediately:

1. Obtain a written statement[s] from the person complaining of sexual harassment that includes a comprehensive report of the nature of the harassment complained of, and the times, dates and places where the harassment occurred. The investigator shall orally question the person complaining of harassment about any information in the written statement that is not clear or needs amplification.
2. 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 harassment toward the person against whom the complaint of harassment was made.

The investigator shall orally question witnesses about any information in their written statements that is not clear or needs amplification.

3. Obtain a written statement[s] from the person against whom the complaint of harassment has been made. The investigator shall orally question the person against whom the complaint of harassment has been made about any information in the written statement that is not clear or needs amplification.
 4. Prepare a report of the investigation, that includes the written statement of the person complaining of 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.
- h. 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

- i. Upon receipt of a report of the investigation of a complaint of harassment against an employee, the Investigative Committee shall immediately review the report. The Investigative Committee may question the person complaining of harassment, the person against

whom the complaint of 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 harassment occurred based on the report.

- j. 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 harassment has been made constitutes 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 harassment. The determination of whether harassment occurred will be made on a case-by-case basis.

7. **Sanctions**

- a. If the Investigative Committee determines that the complaint of harassment is founded, the County Administrator shall take immediate and appropriate disciplinary action against the employee guilty of harassment, consistent with her/his authority under the County Personnel Policy and Wisconsin State Statutes.
- b. 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.
- c. 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.
- d. Any disciplinary action shall be consistent with applicable collective bargaining agreements and the County Personnel Policy.
- e. A written record of disciplinary action taken shall be kept, including verbal reprimands.
- f. The victim of harassment shall be informed of the nature of any disciplinary action taken.

3. Orally answering questions when required to do so by an investigator during the course of an investigation of harassment.
- f. Employees are also obligated to refrain from making accusations of harassment in bad faith.
- g. Disciplinary action may be taken against any employee who fails to report instances of harassment, or who fails, or refuses to cooperate in the investigation of a complaint of harassment, or who files a complaint of harassment in bad faith.

D. DRUG AND ALCOHOL FREE WORKPLACE

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 subject to disciplinary action up to and including termination.

Any employee found to have consumed intoxicants on county property outside of working hours shall be subject to disciplinary action up to and including termination.

Where reasonable suspicion exists to believe that 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.

Any employee who is prescribed any medication by a licensed physician shall inquire of that physician as to whether or not the medication will be likely to affect the employee's performance of assigned duties. If, in the physician's opinion, to a reasonable degree of medical certainty, the employee's ability to perform the required duties will be impaired as a result of the medication, the employee shall notify the department head of that fact. The employee shall have the option of being placed on sick leave until such time as the physician releases the employee to return to work or to sign such releases as may be necessary for the department to consult with the physician. The release may be limited to the extent that the physician may discuss only how the medication or controlled substance will affect the employee's performance of assigned duties. After such consultation, if it is determined that

the employee is unable to perform the assigned duties the employee shall be placed on sick leave until such time as the employee is able to resume full duties.

E. 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.

F. 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 citizens. 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.

All television, radio, newspaper or other media inquiries shall be referred immediately to the employee's Department Head or immediate supervisor. Department Heads will coordinate a response to the media inquiry.

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

G. 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:

1. Labor relations strategies;
2. Privileged legal advice, documents, knowledge or strategies;
3. Confidential law enforcement investigative information;
4. Confidential Human Service, Health and AODA or mental health information; or
5. Private health information regarding clients or co-workers.

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

H. 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:

1. 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;
2. 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;
3. Accepts employment or compensation or engages in any business or professional activity that might cause the disclosure of confidential County information;
4. Accepts other employment or compensation that could reasonably be expected to impair the individual's independence of judgment in the performance of official duties.

I. 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:

1. 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
2. Conducts operations or activities which are regulated by such public employee's employer or the governmental body of a public official; or
3. 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.

J. 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.

K. 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.

L. ACCESS TO PERSONNEL RECORDS

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.

M. 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.

N. 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.

O. DEPARTMENT HEAD MEETINGS

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

P. 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.

Q. 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.

The County may grant permission to use a County owned vehicle to commute to and from an employee's residence to his/her assigned office or job site provided the following criteria are met:

1. The employee's job description specifies being available on a 24/7 basis; and
2. The county owned vehicle is essential to the performance of his or her duties by being equipped to facilitate performance of these duties; and
3. It is not efficient or practical to have a personal vehicle with similar capabilities; and
4. The employee may be called to report to a location other than the customary job location.

The County Administrator is authorized to grant short-term vehicle use. Short-term vehicle use means two workweeks or less and not more than four workweeks in any given calendar year. The Personnel, Advisory and Legislative Committee will consider authorizations of more than two weeks. Employees commuting to and from work in a County owned vehicle shall pay to the County when required and in a manner permissible under the then current IRS regulations.

Except for persons authorized by the Kewaunee County Department of Human Services, only Kewaunee County employees, contract employees or elected officials may operate or drive County equipment and vehicles. Spouses, family members, acquaintances or clients served by Kewaunee County are strictly prohibited from operating or driving County owned equipment of vehicles.

The Director of the Kewaunee County Department of Human Services or a Human Services Manager assigned to supervise the transportation program may authorize individuals to drive County vehicles. The authority of the Human Services Director or Manager to authorize individuals to drive County vehicles is strictly limited to securing drivers in furtherance of the transportation program. The Human Services Director or Manager shall only authorize individuals that meet the following requirements:

1. Has a valid Wisconsin driver's license.
2. Will not jeopardize County's insurability by any insurance carrier.
3. Submits to a caregiver background check.
4. Submits to a driving record check.

5. Has the ability to work with, and be sensitive to, the needs of the elderly and disabled.
6. Signs an agreement requiring the individual to abide by all County policies and any rule or requirement established by the Kewaunee County Department of Human Services.

R. ELECTRONIC DEVICE USAGE

When an employee is operating a county owned car, truck, a motorized piece of equipment, or any other motorized county owned vehicle, or when an employee is operating a personal vehicle conducting county business, the following conduct is expected:

1. Employees are not permitted to use a cell phone, either hand-held or hands-free, while operating a vehicle. This includes, but is not limited to, answering or making calls or engaging in phone conversations. Incoming calls shall go unanswered while an employee is operating a vehicle. Employees should consider directing all calls to voicemail prior to operating a vehicle.
2. Employees are not permitted to read or respond to emails, text messages, view or read information, check for missed calls or received messages, view the internet or otherwise direct attention to a personal electronic device while operating a vehicle.
3. Employees shall not make adjustments to a global positioning device while operating a vehicle.
4. An employee shall park the vehicle in a safe location prior to making a call, receiving a call or directing attention to a personal electronic device.

S. 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/\$300,000 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.

T. AUTOMOBILE INSURANCE DEDUCTIBLE REIMBURSEMENT

An employee may seek reimbursement of their automobile insurance deductible by making a written request to the Finance and Public Property Committee. A standard form

is attached to these policies or forms can be obtained from the Kewaunee County Administrator's Office.

The Finance and Public Property Committee may reimburse the employee if the Finance and Public Property is satisfied the employee was using their personal vehicle as follows:

1. While conducting approved County Business, which is to say the employee had express authorization from their immediate supervisor to be conducting the County Business the employee was engaged in when the accident or occurrence occurred;
2. While following Kewaunee County's Personnel Policy including, but not limited to, the provisions entitled "Use of Equipment and Vehicles";
3. The accident or occurrence that gave rise for the insurance claim was not caused by the Employee's own intentional conduct or gross negligence;
4. No automobile insurance deductible will be reimbursed if the accident or occurrence that gave rise to the insurance claim occurred during the employee's commute to or from work. NO automobile insurance deductible will be reimbursed if the accident or occurrence that gave rise to the insurance claim occurred while the employee was conducting personal business;
5. The amount of the Insurance Deductible reimbursement is limited to \$500 (five-hundred dollars);
6. Any other factor the Finance and Public Property considers important to the request at hand.

This provision for reimbursement does not create any entitlement to reimbursement. Employees receive mileage reimbursement that, in part, reimburses the employee for expenses related to the use of the employee's personal vehicle including insurance costs. The Finance and Public Property Committee has broad discretion and may consider multiple factors in approving or denying a reimbursement request including, but not limited to, the County's best interests. Any employee who has been approved for reimbursement shall also sign an agreement wherein the employee agrees to reimburse the County should the employee receive or be entitled to receive reimbursement from a third party for the Automobile Insurance Deductible.

U. ANNUAL REPORTS

All Department Heads and Elected Officials shall prepare an Annual Report to the County Board. Department Heads and Elected Officials shall contact the County Clerk to request to be on the agenda. The County Board Chair will review the requests and may limit the number of reports accepted on the agenda. Department Heads and Elected Officials shall provide a copy of their annual report to the County Clerk in advance of their annual report to the County Board. All Department Heads and Elected Officials shall personally appear to give the report to the Board.

V. 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 Kewaunee County will provide BBP in-service to all employees. The County Administrator 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. Employees may rescind their waiver at any time.

W. ORIENTATION PERIOD

All employees shall be evaluated by the department head at least every three months during their first year of their employment. The department head shall report periodically to the County Administrator on the employee's job performance.

If the department head determines that an employee should not be retained in county employment during their first year of employment, he/she shall notify the County Administrator of that decision at least one month before the end of the first year of employment.

AUTOMOBILE INSURANCE DEDUCTIBLE REIMBURSEMENT REQUEST FORM

Name of Employee: _____

Amount of Deductible Requested (Limit \$500): _____

*** Please attach a written statement that outlines the facts and circumstances of the accident, including the date, time and location of the accident, and the nature of work you were performing when the accident occurred.

By signing and submitting this request, I hereby agree that I will promptly reimburse Kewaunee County any sum of money Kewaunee County contributes toward the cost of my automobile insurance deductible that I recover from a third party.

Employee's Signature: _____

Date: _____

KEWAUNEE COUNTY'S AUTOMOBILE INSURANCE DEDUCTIBLE REIMBURSEMENT POLICY

An employee may seek reimbursement of their automobile insurance deductible by making a written request to the Finance and Public Property Committee.

The Finance and Public Property Committee may reimburse the employee if the Finance and Public Property is satisfied the employee was using their personal vehicle as follows:

- * While conducting approved County Business, which is to say the employee had express authorization from their immediate supervisor to be conducting the County Business the employee was engaged in when the accident or occurrence occurred;
- * While following Kewaunee County's Personnel Policy including, but not limited to, the provisions entitled "Use of Equipment and Vehicles";
- * The accident or occurrence that gave rise for the insurance claim was not caused by the Employee's own intentional conduct or gross negligence;
- * No automobile insurance deductible will be reimbursed if the accident or occurrence that gave rise to the insurance claim occurred during the employee's commute to or from work. NO automobile insurance deductible will be reimbursed if the accident or occurrence that gave rise to the insurance claim occurred while the employee was conducting personal business;
- * The amount of the Insurance Deductible reimbursement is limited to \$500 (five-hundred dollars);
- * Any other factor the Finance and Public Property considers important to the request at hand.

This provision for reimbursement does not create any entitlement to reimbursement. Employees receive mileage reimbursement that, in part, reimburses the employee for expenses related to the use of the employee's personal vehicle including insurance costs. The Finance and Public Property Committee has broad discretion and may consider multiple factors in approving or denying a reimbursement request including, but not limited to, the County's best interests. Any employee who has been approved for reimbursement shall also sign an agreement wherein the employee agrees to reimburse the County should the employee receive or be entitled to receive reimbursement from a third party for the Automobile Insurance Deductible.

Chapter 2 Hiring Procedure

A. 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. 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 publicizing vacancies for any job vacancies not filled from within a department.

All applicants for employment must complete an application form and resume.

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 will be given notice of whether they were selected for the position.

B. NEPOTISM

The employment of immediate family members in a supervisor-subordinate relationship 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 the employment, promotion or transfer will result in a supervisor-subordinate relationship between immediate family members. 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 a violation of this policy is established after employment, through marriage or other means, 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.

C. AUTHORIZED POSITIONS

As used in this policy the word "position" means a group of duties and responsibilities which requires the services of an employee on a full or part-time basis.

A full-time position is one in which the employee is employed for a work year of 2080 hours per year, except certain authorized positions in the Sheriff's Department that are considered full-time at 1946 hours per year.

A part-time position is one in which the employee works less than the number of hours which constitutes full-time in the employing department. Full-time equivalent means the percentage of full-time of a position, determined by the number of hours of a part time position divided by the number of regular full-time work hours of the employee's department. (Example: A part-time position for 1040 hours per year is .5 of an FTE position $1040/2080 = .5$)

The Kewaunee County Board of Supervisors hereby directs department heads to fully and thoroughly examine the continuing need for positions which are vacated in order to determine whether county services may be provided with reduced or reallocated staff.

D. CREATION OF POSITIONS

The Personnel Committee shall have the exclusive authority to set the number of positions authorized for each county department or agency and the level of compensation and benefits for such positions. Except as hereafter provided, no department or agency may create any position or employ any person, and the payroll department or treasurer may not issue paychecks for any person if the employment of the person or creation of the position is not authorized in advance by the Personnel Committee. New positions should not be created unless no reasonable alternative exists to provide necessary services.

The department head initiating the request for a position shall submit the request in writing to the standing committee, board or commission which oversees operation of the department. The standing committee shall approve, modify or reject the request.

If the standing committee votes to approve creation of a position, the request for the position shall be referred to the Personnel Committee who will review the request. If the Personnel Committee approves the position, funding for the position may be included as part of the budget request of the department for the next fiscal year and the new position may not be filled until the beginning of the next fiscal year.

If a newly created position is to be filled prior to the beginning of the next fiscal year and is not otherwise budgeted for, the request must also be referred to the Finance Committee for its review and appropriation of funds.

A position may be increased from part-time to full-time by action of the Personnel Committee, at the request of the standing committee.

However, in the event that sufficient funds for the full-time position are not included in the department's budget for that fiscal year or available from another source, the matter also must be referred to the Finance Committee to identify a funding source.

E. 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.

F. FILLING VACANCIES

A vacancy is created when a budgeted position is not currently filled by an incumbent. Vacancies shall be filled as follows:

1. Department Heads may fill budgeted, non-supervisory, and non-managerial vacancies from within their department.
2. Budgeted, non-supervisory and non-managerial vacancies not filled from within a department may be filled with the authorization of the Kewaunee County Administrator.
3. All vacancies not authorized to be filled by the Department Head or Kewaunee County Administrator must receive authorization from the county board committee which oversees the operation of the department.
4. The approval by the oversight committee must be ratified by the Personnel, Advisory and Legislative Committee at its next scheduled meeting. The Personnel, Advisory and Legislative Committee shall directly approve filling vacancies in departments that do not have oversight committees.
5. Vacancies that have not received authorization to be refilled within 45 days shall be administratively frozen. The Personnel, Advisory and Legislative Committee shall consider the position at its next scheduled meeting for an affirmative vote to fill the vacancy or to eliminate the position. Positions may only be eliminated by an affirmative vote.

G. HIRING PROCEDURE

Except for vacancies filled from within a department by the Department Head, the following procedure shall apply when it is determined that a new position should be created or a vacant position filled:

1. Kewaunee County will not discriminate in its hiring practices and procedures. Kewaunee County is an equal opportunity employer.
2. The department head in conjunction with the oversight committee and the County Administrator shall prepare a job description listing the duties and responsibilities of the position and the minimum standard of qualification necessary to successfully fill the position.
3. Positions contained within a collective bargaining unit shall be posted in compliance with the provisions of the appropriate collective bargaining agreement where required.
4. The County Administrator shall advertise the position in a manner most likely to produce a suitable number of qualified applicants for the position.

5. Applicants may be required to submit to testing to assist in determining the most qualified among the group. Prior to administration of any testing, the County Administrator shall set a minimum standard of performance to be achieved upon such testing in order to be considered for hiring to the county position.
6. The department head shall initially review the applications received and select from among the applications those which meet the minimum standard as previously set. The department head shall present the selected applications to the County Administrator for review.
7. The County Administrator and the department head will schedule the interview session for all candidates that have been selected to participate. The interview will be conducted by an interview team made up of the department head, the County Administrator, and such other persons as appropriate for the position being considered. The chair of the oversight committee may participate as a member of the interview team at the chairman's discretion.
8. Following the completion of the interview procedure, the interview team, shall rank the candidates. The references of prospective new hires will be checked via telephone or mail. The position shall then be offered first to the top ranked candidate. If that candidate does not accept employment with Kewaunee County, then it shall be offered to the next most highly ranked candidate.
9. The ranked list is valid for one year and may be used to fill the same or similar positions.
10. Hiring of a Department Head or filling a vacancy in a Department Head position will be conducted by the County Administrator pursuant to Wis. Stats. 59.18(2)(b) with confirmation by the Personnel, Advisory, and Legislative Committee. The Personnel, Advisory and Legislative members may be present for interviews with Department Head applicants at their discretion.
11. Any employment offer to any employee, except for a temporary employee, not made in compliance with this procedure shall be voidable and not binding upon the county.

H. 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.

I. 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.

J. 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 some other County approved TB test at County expense. The County will follow the CDC guidelines and recommendations for TB detection. The County will offer annual tuberculosis skin tests to all County employees, at County expense.

K. EMPLOYMENT STATUS CHANGE

1. Employees elected to County Office

Employees who are elected to any office of Kewaunee County, or appointed to an elected office, 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.

2. Current employees selected to fill vacant positions

On the date of appointment to a vacant position other than an elected office, available sick, vacation, and accrued legal holiday time, based on total length of employment, will convert equally to the new position.

L. KEY CONTROL

New employees will be issued a building and/or office key by the County Administrator's Office on the first day of employment. The County Administrator's Office 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. A staff member from the County Administrator's office will sign the form as a witness. The original form will be retained by the County Administrator's office for filing in the individual's personnel file and for accurately maintaining the key inventory log.

M. 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 County Administrator's Office.

Chapter 3

Hours of Work and Attendance Policies

A. 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.

B. 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. Due to the varying needs of departments and because certain essential County services are provided on a 24-hour basis, County employees may have different work schedules based on department and job function. Regular hours are subject to change without advance notice.

Department Heads may utilize flexible scheduling to permit an employee to deviate from the normal hours of work. Flexible scheduling shall be used sparingly and for limited terms. Use of flexible scheduling shall not interfere with the public's access to the services offered by the Department.

From time to time an office may need to close due to illness, training sessions, employee funeral 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

C. OVERTIME PAY

1. Employees who are covered by a collective bargaining agreement shall earn overtime as provided in the applicable agreement.
2. Non-exempt employees who are not subject to overtime provisions contained in a collective bargaining agreement will be paid overtime in accordance with the Federal Fair Labor Standards Act.

3. Exempt employees are expected to complete their duties in whatever amount of time is required to perform them. Actual time worked by exempt employees may vary, but the regular work week is a presumptive guide as to the amount of time that should be worked by exempt employees. Exempt employees are expected to complete their assigned duties in a timely fashion.

D. COMPENSATORY TIME

1. The Personnel, Advisory and Legislative Committee may approve of the use of Compensatory Time for specific departments or units of departments.
2. If authorized by the Personnel, Advisory and Legislative Committee, non-exempt employees may elect compensatory time off in lieu of overtime payment, subject to the mutual agreement of the employee and his/her supervisor.
3. Compensatory time off shall be earned at the rate of one and one half hours for every hour of overtime worked.
4. Compensatory time may be accumulated to a maximum balance of 24 hours. After an employee has accumulated 24 hours of compensatory time off, additional overtime shall be paid in cash at the rate of time and one half.
5. An employee may schedule and use accumulated compensatory time at any time with the approval of his/her supervisor.

E. FLEX TIME

From time-to-time, employees may be required to work beyond their regularly assigned hours of work. Employees shall be granted one hour for each hour worked beyond the regular hours of work. This policy is not a substitute for overtime payments Kewaunee County is required by law to make. This policy is directed to employees that are infrequently called upon to work beyond normal working hours. In these situations, it is a benefit to Kewaunee County and to the employee to offer the employee time-off on a hour for hour basis. Flex time shall be used as follows:

1. An employee may schedule and use accumulated flex time with the approval of his/her supervisor.
2. Flex time shall be used within one week of its occurrence.
3. Supervisors may direct an employee to use flex time on a specified date and time.
4. Supervisors may only impose use of flex time at the beginning of the regularly assigned hours of work or the end of the regularly assigned hours of work.

F. ATTENDANCE AND 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 termination.

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

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

G. EMERGENCY CLOSING PROCEDURE **CALL-IN NUMBER: (920) 388-7167**

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.

H. SNOW EMERGENCY PROCEDURE **CALL-IN NUMBER: (920) 388-7167**

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:

1. Notify selected department heads of this decision, who shall communicate this information to the county employees by telephone.
2. Post a message in a designated voicemail box.
3. All officials and employees shall be responsible to contact the voicemail box.

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.

The County Administrator may authorize certain employees to report to work to complete essential county business.

