

April 19, 2021

NOTICE OF MEETING

Please be advised that the Richland County Administrator Transition Committee will convene at 11:00 a.m., Monday, April 19, 2021, on videoconferencing as found through webex.com as found below:

<https://richlandcounty.my.webex.com/richlandcounty.my/j.php?MTID=m67baa6b19249b43df76a826a7e397b41>

Join by meeting number

Meeting number (access code): 182 241 3710

Meeting password: richland

Tap to join from a mobile device (attendees only)

[+1-408-418-9388](tel:+1-408-418-9388), [1822413710##](tel:+1-408-418-9388) United States Toll

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Agenda:

1. Call to Order
2. Proof of Notification
3. Agenda Approval
4. Minutes from the March 19, 2021 Meeting
5. Review/approve changes to Employee Handbook addenda
6. Review/approve changes to Committee Structure document
7. Discussion with Administrator Langreck on Administrative Support Staff
8. Proposed Future Agenda Items
9. Adjourn

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Administrative Transition Committee.

Sincerely,

Clinton Langreck
Richland County Administrator

CC: Committee Members, Richland Observer, WRCO, Valley Sentinel, Bulletin Board and Our Files

ADMINISTRATOR TRANSITION COMMITTEE

April 9th, 2021

The Administrator Transition Meeting Committee met on Friday, April 9th, 2021 at 1:00pm on video teleconferencing platform webex.com

Committee members present included: Melissa Luck, Marty Brewer, Bob Frank, Ingrid Glasbrenner

Absent: David Turk

Others in attendance: Supervisor Shaun Murphey-Lopez, with several department heads, employees and members of the community

Committee Chair Luck called the meeting to order.

The Administrator verified the meeting was properly noticed. Copies of the agenda were emailed to all Administrator Transition Committee members; a copy was posted on the Courthouse Bulletin Board and County web site; a copy was emailed to The Richland Observer, WRCO and Valley Sentinel;

Agenda Approval: Motion by Frank, seconded by Brewer to approve the agenda. All Ayes. Motion Carried.

Minute from March 19th, 2021: Motion by Brewer second by Frank for approval of the Minutes, as presented. All Ayes. Motion carried.

5. Review/approve changes to Employee Handbook and addenda — Discussion regarding amendments to section 8 of the Handbook regarding concerns. Discussion regarding the Administrator's authority over County Personnel. Discussion of departments reviewing the drafted amendments for feedback on the document prior to action with the Finance and Personnel Committee. Discussion on having departments review proposed changes. Motion by Frank, seconded by Glasbrenner to release the draft revisions to the handbook to departments for review. All Ayes. Motion Carried.

6. Review/approve changes to Committee Structure document — postponed, no action

7. Discussion with Administrator Langreck on Administrative Support Staff. — Report delivered to the committee from Administrator with identified concerns and proposed solutions. No action taken.

9. Future Agenda Items: Position description for administrative support position. Review addendums.

11. Motion Glasbrenner, seconded by Frank: to **adjourn**

Clinton Langreck, County Administrator

Richland County Administrative Transition Committee

Agenda Item Cover

Agenda Item Name: Employee Handbook Amendment

Department	Administration	Presented By:	Melissa Luck/Clinton Langreck
Date of Meeting:	April 9, 2021	Action Needed:	Vote on a Motion
Disclosure:	Open	Authority:	Committee Structure page 6E
Date submitted:	April 9, 2021	Referred by:	

Recommendation and/or action language:

Motion to recommend proposed amendments to the Employee Handbook of Richland County, (adopted by the County Board on January 17, 2012 and last amended on April 16, 2019) and addenda HHS, Highway, Sheriff and Pine Valley with referral to Finance and Personnel Committee.

Background:

At the July 21, 2020 meeting of the Richland County Board, job descriptions of the Administrator and 13 department heads were amended to reflect the statutory authority of the Administrator to supervise department heads who are not elected by Richland County voters.

The purpose of the Employee Handbook of Richland County is to provide “. . . a broad overview of Richland County’s (the “County”) employment policies, practices, procedures, and benefits . . .” Among other topics, this manual provides employees information on performance evaluation, discipline, separation, sexual harassment, accident reporting, and the County’s drug and alcohol policy.

Several changes are recommended to the Employee Handbook to reflect the supervisory changes approved by the Richland County Board. These changes shift responsibilities from the Administrative Coordinator and supervisory committees to the Administrator.

Attachments and References:

Attachment 5A: Employee Handbook 5B: Addendum HHS 5C: Highway 5D: Sheriff 5E: Pine Valley

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

**HANDBOOK OF PERSONNEL POLICIES
AND WORK RULES
OF
RICHLAND COUNTY**

Developed by
Finance and Personnel Committee
In Collaboration with County Department Heads,
Elected and Appointed Officials
and Employee Representatives

January 17, 2012 (Adopted)
August 18, 2015 (Amended)
March 15, 2016 (Amended)
October 25, 2016 (Amended)
January 17, 2017 (Amended)
February 21, 2017 (Amended)
June 20, 2017 (Amended)

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HANDBOOK OF PERSONNEL POLICIES AND WORK RULES

Definitions:

“County employee” is defined to include the following full-time and part-time positions. The Department Head is the first position listed for each Department. Departments are set forth in capital letters. Department Heads are set forth in **BOLD**. *Denotes Employees Exempt from Fair Labor Standards Act.

AMBULANCE/EMERGENCY GOVERNMENT OFFICE

Emergency Medical Services/Emergency Management Director*

Advanced Emergency Medical Technician

Emergency Management Specialist

CHILD SUPPORT AGENCY

Child Support Administrator/Assistant Corporation Counsel*

Lead Child Support Worker

Child Support Worker

CLERK OF CIRCUIT COURT’S OFFICE

Clerk of Circuit Court

Deputy Clerk of Circuit Court

Clerical Assistant II

COURTHOUSE MAINTENANCE

Maintenance Supervisor

Custodian

CORPORATION COUNSEL’S OFFICE

Corporation Counsel*

COUNTY CLERK’S OFFICE

County Clerk

Accounting Supervisor/Deputy County Clerk

Payroll and Benefits Specialist

Accounts Payable Specialist

DISTRICT ATTORNEY’S OFFICE

District Attorney*

Assistant District Attorney*

Legal Assistant

Victim/Witness Coordinator (24 hours/week)

and Legal Secretary (11 hrs/week)

ECONOMIC DEVELOPMENT DIRECTOR’S OFFICE

Economic Development Director*

FAIRGROUNDS / RECYCLING

Fair and Recycling Coordinator

Groundskeeper

FAMILY COURT COMMISSIONER
Family Court Commissioner*

HEALTH AND HUMAN SERVICES

Director*

Manager of Operations*
Administrative Supervisor*
Confidential Administrative Secretary*
Aging and Disability Resource Center Manager*
Child and Youth Services Manager*
Children's Long-Term Support & Birth to Three Supervisor*
Behavioral Health Services Manager*
Business Systems Supervisor*
Comprehensive Community Services Supervisor*
Comprehensive Community Services Quality Coordinator*
Economic Support Manager*
Economic Support Lead Worker*
Public Health Manager/Local Health Officer*
Disability Benefit Specialist*
Adult Protective Services Worker*
Information and Assistance Specialist*
Child and Youth Case Manager*
Children's Long Term Support and Birth to Three Case Manager*
Early Intervention Special Educator*
Mental Health Therapist (Licensed)*
Mental Health Therapist (Non-Licensed)*
Substance Abuse Counselor*
Treatment Court Coordinator*
Psychiatric Nurse*
Public Health Nurse*
Health and Wellness Coordinator*
Youth Aide Worker*
Secretary
Clerical Assistant II
Fiscal Specialist
Nutrition Program Coordinator
Elderly Benefit Specialist
Economic Support Specialist
Occupational Therapist (part-time)
Speech and Language Pathologist (Part-time)
Nutrition Site Worker (part-time)
Nutrition Driver (Temp/Casual)
Driver/Escort Driver (Temp/Casual)
English/Spanish Interpreter (Temp-Casual)

HIGHWAY DEPARTMENT

Highway Commissioner*

Patrol Superintendent*
Bookkeeper
Clerk
Foreman
Foreman Assistant

Heavy Equipment Operator
Parts
Patrolman
Sign Person
Truck Driver
Welder and Mechanic

JUDICIAL OFFICE

Register in Probate/Probate Registrar/Juvenile Clerk/Judicial Assistant*

LAND CONSERVATION OFFICE

County Conservationist*

Secretary
Conservation Technician

MANAGEMENT INFORMATION SYSTEMS

Management Information Systems Director*

Management Information Systems Administrator
Management Information Systems Assistant

PINE VALLEY HEALTHCARE AND REHABILITATION CENTER

Administrator*

Administrative Assistant*
Nursing Administrator Assistant*
Director of Nursing*
Registered Nurse Manager*
Registered Nurse Supervisor
Social Services Supervisor*
Human Resources Director*
Registered Nurse
Licensed Practical Nurse
Medication Aide
Certified Nursing Assistant
Personal Care Worker
Resident Assistant
Maintenance Supervisor*
Maintenance Worker
Housekeeper Lead*
Housekeeper
Laundry Worker
Food Service Supervisor*
Lead Cook
Food Service Worker I
Food Service Worker II
Cook I
Social Worker*
Activities Director/Volunteer Service Coordinator
Activity Aide
Clerical Assistant*
Fiscal Clerk*
CBRF Unit Clerk
Unit Clerk

Manager of Health Information Services*

REGISTER OF DEEDS' OFFICE

Register of Deeds

Deputy Register of Deeds

SHERIFF'S DEPARTMENT

Sheriff

Chief Deputy*

Road Patrol Lieutenant*

Office Manager/Confidential Assistant

Secretarial/Clerical Assistant II (part-time)

Dispatcher/Jailer

SYMONS NATATORIUM

Director*

Assistant Director

Maintenance

Instructors

Life Guard

Receptionist

TREASURER'S OFFICE

County Treasurer

Deputy County Treasurer

Real Property Lister

Assistant Real Property Lister (part-time)

U.W. EXTENSION OFFICE

Clerical Assistant II

Administrative Secretary

UW-RICHLAND FOOD SERVICE

Food Services Supervisor*

Food Service Worker

Cafeteria Worker (part-time)

Food Service Worker – Temporary Casual

VETERAN SERVICE OFFICE

Veteran Service Officer

Veterans Benefit Specialist

ZONING DEPARTMENT

Zoning Administrator*

Office System Technician

Geographical Information Systems (GIS) Technician/

Assistant Zoning Administrator/Sanitarian

INTRODUCTION TO YOUR EMPLOYEE HANDBOOK AND WORK RULES

This Handbook of Personnel Policies and Work Rules (the “Handbook”) provides a broad overview of Richland County’s (the “County”) employment policies, practices, procedures, and benefits. The Handbook is provided to you as a guideline and does not cover all of the County’s policies, practices, procedures, or benefits, nor does it provide a written answer to every possible employment situation.

Notwithstanding any provision herein, and subject to applicable law, the County reserves the right to make employment-related decisions on a case-by-case basis. The County reserves the right, as allowed by law, to unilaterally interpret, change, modify, suspend, amend, delete, or cancel any provision of this Handbook or procedures or benefits discussed herein at any time, without advance notice, in its sole discretion.

The County expects every employee to familiarize him/herself with this Handbook and to keep the Handbook accessible for easy reference. This Handbook supersedes all previous verbal and written policies. If you have any questions regarding any of the items in this Handbook, please contact the [County Administrator](#).

An electronic copy of this Handbook can be accessed on the County’s website.

EXTENT OF HANDBOOK

Extent of Handbook: Powers and duties of the [County Administrator and Finance and Personnel Committee](#) (Health and Human Services, Pine Valley Healthcare and Rehabilitation Center, Highway Department, Sheriff’s Department – See Addendum).

[The County Administrator shall have the authority to administer and manage County personnel.](#) Department Heads shall have the authority to issue an addendum dealing with department specific issues provided such addenda are approved by the Finance and Personnel Committee. Department Heads shall have the authority to administer and manage personnel at the Department level provided such administration and management is in compliance with this handbook and applicable addendum. In the event of a conflict between this handbook and an approved department addendum, the addendum shall control. [The Finance and Personnel Committee shall have final jurisdiction over all personnel matters relating to County employees which are dealt with in this Handbook.](#)

All other personnel policies relating to County employees which have been issued by Finance and Personnel Committee or Departments of County government are void effective on the date this handbook and addenda issued hereunder are approved. All previous Resolutions or Ordinances adopted by the County Board and relating to personnel policies for County employees are hereby repealed to the extent that they are in conflict with this Handbook. It is the intent of the County Board that this Handbook of Personnel Policies and Work Rules shall be considered a Civil Service or Merit Policy except that the County Board has elected not to establish a Civil Service Commission.

All matters covered by this Handbook, including but not limited to, salary levels, hiring, promotion, reclassification, discharge, demotion, discipline, suspension and any and all such matters relating to County employees under this Handbook of Personnel Policies and Work Rules shall be under the jurisdiction of the [County Administrator, who reports to the Finance and Personnel Committee](#). It is recognized that, by Wisconsin Statutes, certain committees, boards and elected officials have the right to hire and fire some members of their staff, but, in such instances, those committees, boards and elected officials are encouraged to consult with the [County Administrator](#) prior to making such decisions.

The Finance and Personnel Committee shall have final authority over all matters set forth in this

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Handbook, except that the Finance and Personnel Committee shall make recommendations to the County Board as to all matters relating to salary levels, position reclassifications and the creation or elimination of positions, the final decision on which shall be made by the County Board. As to all matters relating to salary levels and position reclassifications, the Finance and Personnel Committee shall first receive the recommendation to the County Board.

This Handbook shall not apply to the extent that conflicts with State or Federal laws, rules or regulations, including the County's Affirmative Action/Civil Rights Compliance Plan which was approved by the County Board on May 18, 1993, which shall supersede this Handbook in the appropriate instance.

This Handbook is not intended to create a contract of employment, express or implied, or evidence of a contract of employment, between the County and any one, or all, of its employees. Only the County Board has the authority to enter into such contracts. Any such agreements must be in writing and signed by an authorized representative of the County Board and the employee.

Except as required by the laws of the State of Wisconsin, every employee of the County serves as an at-will employee. As such, the County cannot guarantee you or any employee continued employment for any definite period of time. You have the right to terminate your employment at any time, for any reason or no reason, and the County retains the same right to terminate your employment at any time, as allowed by applicable law.

MANAGEMENT RIGHTS

The management of Richland County and the direction of the working forces shall be vested exclusively in the Employer. Such management and direction shall encompass all rights inherent in the authority of the Employer, including, but not limited to the right to hire, recall, transfer, promote, demote, discharge or otherwise discipline and to layoff employees. Further, the Employer shall have exclusive prerogatives with respect to assignments of work, including temporary assignment, scheduling of hours including overtime, to create new, or to change or modify operational methods of control, and to pass upon the efficiency and capabilities of the employees.

EQUAL OPPORTUNITY

Equal opportunity is the County's policy. It is the County's policy to select the best qualified person for each position. The County does not discriminate against applicants for employment or against employees because of age, race, creed, color, disability, marital status, sex, national origin, ancestry, arrest record, conviction record, military service, or any other characteristic protected by federal, state or local law. This policy applies to all employment practices and personnel actions.

It is the duty of every employee to help create a job environment that promotes equal opportunity. Any incident or situation that you believe violates this policy should be brought to the immediate attention of your supervisor or other individual in management.

Failure to follow this policy will result in discipline, up to and including termination.

TERMS AND CONDITIONS OF EMPLOYMENT

Terms and Conditions of Employment (Health and Human Services, Pine Valley Healthcare and Rehabilitation Center, Sheriff's Department, Highway Dept. – See Addendum).

1. **Office Hours:**
 - a. Courthouse: The normal office hours for regular, full-time County Employees are

8:30 a.m. to 4:30 p.m., Monday through Friday, every day except holidays set forth in this Handbook.

- b. Highway Department: The normal office hours for regular, full-time County employees are 7:00 a.m. to 3:30 p.m., Monday through Friday, every day except holidays set forth in this Handbook.
- c. Sheriff's Department: The normal office hours for regular, full-time County employees are 8:00 a.m. to 4:00 p.m., Monday through Friday, every day except holidays set forth in this Handbook.
- d. Health and Human Services: The normal office hours for regular, full-time County employees are 8:00 a.m. to 5:00 p.m., Monday through Friday, every day except holidays set forth in this Handbook. Various programs will operate later into the evening as needed.
- e. Pine Valley Healthcare and Rehabilitation Center: The normal office hours for regular, full-time County employees are 8:00 a.m. to 4:15 p.m., Monday through Friday.
- f. Extension Offices: The normal office hours for regular, full-time County employees are 8:30 a.m. to 4:30 p.m., Monday through Friday, every day except holidays set forth in this Handbook.
- g. UW-Richland Food Service: The normal hours for the cafeteria are 7:15 a.m. to p.m., Monday - Thursday; 7:15 a.m. to 2:00 p.m. Friday, except holidays set forth in this Handbook.
- h. Management Information Systems: The normal office hours for regular, full-time County employees are 8:00 a.m. to 5:00 p.m., Monday through Friday, every day except holidays set forth in this Handbook.
- i. Symons Natatorium: The normal hours for regular, full-time County employees are 8:30 a.m. to 5:00 p.m., Monday through Friday, every day except holidays set forth in this Handbook.

The above listing is for the purpose of notification of when offices will be open. This listing is not indicative of the number of hours worked per day or does it indicate the amount of time allocated for lunch. County Offices shall make every attempt to remain open during the noon hour during all week days except for holidays set forth in the Handbook of Personnel Policies and Work Rules.

- 2. **Outside employment**: Employees of the County may accept outside employment as long as such employment does not interfere with the employee's responsibility to the county or does not represent a violation of the Rules of conduct as set forth in this Handbook.

Public sector employers may not allow their employees to volunteer without compensation, additional time to do the same work for which they are employed.

- 3. **Pay period**: Employees are paid every other Friday. If a holiday falls on Friday, the checks will be issued late on Thursday. Employees must sign up for direct deposit of their paychecks.
- 4. **Time Paid**: All paid time shall be considered time worked for the purpose of computing overtime.
- 5. **Accident and Injuries**: All injuries or accidents involving employees or visitors will be reported immediately to the Department Head and the employee or person assisting. All employee accidents shall be reported to the Richland County Administrator.

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6. **Health Examinations:** Any health examination required as a condition of employment will be paid by the County.
7. **Breaks:** Two 15 minute breaks are granted as your workload allows. These are not to be used for leaving work early, to make up tardiness or to accumulate time off.
8. **Leave of Absence:** Leaves of absence without pay for up to six months may be granted by the Department Head subject to the approval of the County Administrator. Requests for leaves of absence shall be in writing and directed to the employee's Department Head. The County Administrator, after receiving the recommendation of the Department Head, may extend a County employee's leave of absence for up to an additional six months, no County employees may be granted a leave of absence in excess of one year in duration. All leaves of absence shall be reported to the Administrator's Office within one week of its occurrence. All requests will be considered on their merits.

County employees receiving leaves of absence for medical reasons must exhaust their sick leave before starting the leave of absence. The County will pay its normal health insurance premium contribution for those employees who are on Worker's compensation for a period of up to one year and for those employees who are on a medical leave of absence for a period of up to six months. County employees do not generate vacation and sick leave during unpaid of absence.

Except in cases of family or medical leave governed by this handbook, employees, whether full-time or part-time, may continue their health insurance coverage during any approved non-medical leave of absence, with the employee paying 100% of the premium at least two weeks in advance of the due date.

9. **Flexible Work Schedule:** A flexible work schedule may be arranged by mutual agreement between employee and department head. In the event it is a department head requesting a flexible schedule, the County Administrator must approve and inform the supervising committee. The schedule may be revised or terminated at any time.
10. **Seniority or Length of Hire:** Seniority or length of hire is defined as an employee's total length of continuous service with the county.
11. **Performance Evaluations:** The County Administrator shall conduct annual performance evaluations of the director/department head/commissioner (exception: Elected County officials). The directors/department heads/commissioner shall conduct annual performance evaluations of their staff using the standard forms available in the County Administrator's office.
12. **Personnel Files:** The County will grant an employee access to his/her personnel files as required by applicable law. Certain personnel records may be excluded from this review, as permitted by law. Should you want copies of your personnel record, the County reserves the right to charge you the costs of copying your record.
13. **Time Cards (Time Keeping):** Accurately recording time worked is the responsibility of every 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. Overtime work, except in exceptional circumstances, must always be approved before it is performed and paid at

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the appropriate legal rate.

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.

Hourly employees should report to work no more than seven (7) minutes prior to their scheduled starting time and stay no more than seven (7) minutes after their scheduled stop time without express, prior authorization from their supervisor.

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.

COMPENSATION AND FRINGE BENEFITS

Salaries: See Richland County Salary Grades

The provisions of this section apply to all County employees except as otherwise noted and except that the following paragraphs relating to vacations and holidays do not apply to the position of the Chief Deputy Sheriff, Road Patrol Lieutenant and Confidential Administrative Secretary in the Sheriff's Department. The Chief Deputy Sheriff, Road Patrol Lieutenant and Confidential Administrative Secretary shall receive vacation and holiday benefits as well as longevity pay and uniform allowance in accordance with the applicable bargaining agreement covering the Sheriff's Department.

The provisions of this section relating to part-time employees apply only to those part-time County employees who were hired before October 22, 1992. Part-time County employees shall receive fringe benefits under this section only if the normal working hours for the employee's position are at least half-time for the department in which the position is situated. Part-time employees working more than half-time on a temporary basis are not entitled to fringe benefits under this section.

1. **Health Insurance:** The County will determine its health insurance carrier, plan composition, and employee contribution for these premiums on a periodic basis, but in no case will contributions required of employees exceed the limits established under law. The health insurance carrier, plan composition and employee contribution is subject to change from time to time at the sole discretion of the County, with or without notice. In the event of a conflict between the description of benefits in the Handbook, and the actual plan documents, the plan documents shall prevail.

The County agrees to pay the premium for single or family health insurance in the amount of eighty-eight (88%) of the gross premium.

Premiums for part-time employees will be pro-rated for each calendar quarter based on the average number of hours that the employee was paid during the previous calendar quarter. The County agrees to pay the following portion of the premium:

34+ hours	88%
25 hours – 33.99 hours	78%
17.5 hours – 24.99 hours	68%, and

A copy of the health insurance policy will be given to the County employee by the insurance agent. Except in cases of family or medical leave governed by this handbook,

employees, whether full-time or part-time, may continue their health insurance coverage during any approved non-medical leave of absence, with the employee paying 100% of the premium. In the case of such a leave of absence, the employee's premium payment is to be calculated by dividing the total annual premium in effect at the start of the employee's leave of absence by the number of hours which the employee works per year then multiply that figure by the number of hours in the employee's leave of absence. COBRA coverage will be provided as determined by Federal law. (See [Administrator's Office](#)).

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Any full-time employee with a reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.

Dental Insurance: The County will determine its dental insurance carrier, plan composition and employee contribution for these premiums on a periodic basis, but in no case will contributions required of employees exceed the limits established under law. The dental insurance carrier, plan composition and employee contribution is subject to change from time to time at the sole discretion of the County, with or without notice. In the event of a conflict between the description of benefits in the Handbook, and the actual plan documents, the plan documents shall prevail. Currently, the County provides dental insurance. The County's monthly contribution to the premium for the dental insurance plan for part-time (35 hours per pay period and above) and full-time employees shall be \$52.39 for the family dental plan and \$18.31 for the single dental plan. Except in cases of family or medical leave governed by this handbook, employees, whether full-time or part-time, may continue their dental insurance coverage during any approved non-medical leave of absence, with the employee paying 100% of the premium.

2. **Loss of Time Insurance:** A loss of time policy is available to County employees at the employee's expense.
3. **Retirement Plan:** Richland County participates in Wisconsin Department of Employee Trust Funds. Participation in the retirement plan is dictated by Employee Trust Funds which is currently determined as 1,200 hours in a twelve month period.

The County pays 50% of the required WRS contributions and the remaining 50% is paid by the employee.

4. **Life Insurance:** All County employees participating in the State Retirement Fund are eligible, after the completion of the probationary period, to obtain group life insurance. This life insurance is paid for in part by the County and in part by the participating County employee, based upon a formula determined by the State of Wisconsin, Department of Employee Trust Funds, based upon the Wisconsin Statutes. Survivors and dependents life insurance is also available at employee option and entirely at employee expense.
5. **Section 125 Flex:** Employees may use pretax earnings to pay for medical expenses (including health insurance premiums and qualified dependent care expenses).

6. **Paid Holidays:** The following paid holidays are observed:

Holidays	Non Union	Professionals	Pine Valley	Highway	Emergency Medical Services	Courthouse	Sheriff's
New Year Day	X	X	X	X	X	X	X
Good Friday	X	X		X	X	X	
Easter			X		X		
Memorial Day	X	X	X	X	X	X	X
Independence Day	X	X	X	X	X	X	X
Labor Day	X	X	X	X	X	X	X
Thanksgiving	X	X	X	X	X	X	X
Day After Thanksgiving	X	X		X		X	
Last Day Before Christmas	X	X		X	X	X	X
Christmas Day	X	X	X	X	X	X	X
Veterans' Day			X		X		X
Floating Holiday	X	X		X		X	
2 Personal Days			X				
Birthday							X
Total	10	10	10	10	10	10	9

- a. Regular, part-time employees who work 35 hours per pay period or more are paid one-half day of holiday for each day of holiday.
- b. Any full-time employee with reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.
- c. In the event a holiday falls on a Saturday, it shall be observed on the previous Friday. In the event a holiday falls on a Sunday, it shall be observed on the following Monday. In the event Christmas falls on a Monday, the Christmas Eve holiday shall be observed on the previous Friday. In the event Christmas falls on

- a Saturday, the Christmas holiday shall be observed on the following Monday.
- d. It is understood that no veteran will be denied Veteran's Day as his or her floating holiday as long as the floating holiday has not been used.
 - e. Employees will be paid at their straight time hourly rate as holiday pay for these holidays. An employee called to work on a holiday shall be paid one and one half (1½) times the straight time hourly rate, plus receiving his/her holiday pay.
 - f. To qualify for holiday pay, employees must work all regularly scheduled work time for one scheduled work day immediately preceding the holiday and one scheduled work day immediately following the holiday, unless on an excused absence or vacation.
 - g. Floating Holiday: Upon successful completion of probationary period, one floating holiday is accrued on the first pay period of every year and must be used within that calendar year. It must be taken as one full day off only and may not be broken into hourly increments. It is not paid out upon termination of employment.
 - h. If the holiday comes during the employee's vacation, he/she shall be granted an additional day off with pay at the beginning or end of his/her vacation period, or by mutual agreement at some other time.
7. **Bereavement Leave:** In the event that a death in the immediate family of an employee requires his/her absence from work, the employee may be absent up to three (3) days without loss of pay for the regular work days for which he/she should have worked but for his/her absence. Immediate family shall be defined as: spouse, parent, child, step child, sibling, mother/father in-law, brother/sister in-law, son/daughter in-law, grandparent of employee or spouse, grandchild of employee or spouse, step parent, registered domestic partner. A registered domestic partner is defined as one who is registered either with the State of Wisconsin or Employee Trust Funds.

The amount of time taken off should be reasonably necessary under all circumstances, such as time required in order for the employee to arrange for the funeral of the deceased and to attend the funeral of the deceased.

In the case of the death of an employee's or spouse's aunt, uncle, niece and nephew, the employee will be given paid funeral leave of one (1) day of the funeral only, provided the day of the funeral is the employee's scheduled workday and he/she attends the funeral. Funeral pay will not be given for employees on layoff, vacation or any kind of leaves of absence. Notice and reason for intended absence due to death in the immediate family is to be given promptly to the employee's department head.

8. **Compensatory Time:** Compensatory time is accumulated by non exempt County employees on an emergency basis on other than regular working hours. Elected officials, Department Heads, Extension Agents, the Chief Deputy Sheriff and the Road Patrol Lieutenant are not eligible to receive compensatory time.

Compensatory time is accumulated only with the Department Head's prior approval in each instance. Compensatory time is accumulated at the rate of one and one-half hours of compensatory time for each hour worked over 40 hours per week. In instances where compensatory time has been authorized, the employee has the choice of whether to accumulate the extra work time as compensatory time or to be paid for it. Compensatory time may be accumulated up to a maximum of 24 hours per calendar year and it shall then in all instances be taken by the last pay period of the calendar year in

which it was generated or it will be paid for by the last pay period of the year. Compensatory time off shall be by mutual agreement between the employee and his/her Department Head. Any eligible time over an accumulated 24 hours per year of compensatory time must be paid out. Notice of all accumulated compensatory time shall be reported to the County Administrator's Office.

9. **Overtime:** An employee may work extra hours and thereby accumulate either compensatory time or overtime only with the Department Head's prior approval. Employees who have the department Head's prior approval and who are directed to work beyond normal working hours, as specified in this handbook, and who make a proper election to be paid overtime, shall be paid straight time up to 40 hours per week and time-and-one-half payment for any work over 40 hours per week. All overtime must be reported to the County Administrator's Office. Elected officials, Department Heads, Extension Agents, the Chief Deputy Sheriff, Road Patrol Lieutenant and all employees holding positions which are marked with an asterisk in this Handbook are not eligible to receive overtime.

Any employee called in to work at a time other than his/her regular schedule of hours, except where such hours are consecutively prior to or subsequent to the employee's regular schedule of hours, shall receive a minimum of two (2) hours of compensation.

The County has determined that employees listed on pages 4 through 8 of this Handbook with a designation of an asterisk (*) are exempt from the provision Of Fair Labor Standards Act.

10. **Sick Leave:** Sick leave is defined as an employee's absence from duty because of illness, bodily injury, diagnostic treatment, dental procedures, optician's services, exposure to contagious disease, attendance upon members of the immediate family whose illness requires the care of such employee. In the event there is evidence that an employee is claiming sick leave for the purpose other than defined, the employer may require that such employee verify the validity of his/her claim.

Sick leave is to be used by County employees when the employee or a member of his or her family is disabled by sickness or, in case of the employee, is sufficiently disabled by sickness to be unable to attend their county employment. Sick leave may also be used by the employee to attend medical appointments for themselves or for their immediate family (spouse or children). For care of a parent or parent-in-law, FMLA forms will need to be completed. All sick leaves must be reported biweekly to the County Administrator's Office. Elected officials are not eligible to receive sick leave.

Sick leave accrues at the rate of one day per month on the staff person's anniversary date for full-time employees. Regular, part-time employees working at least 17 and 1/2 hours per week or 70 hours per month shall accrue sick leave at a rate of one-half of the sick leave generated by full-time employees. Up to 126 days of sick leave may be accrued.

Any full-time employee with reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.

Sick leave shall accumulate for not more than one-hundred twenty six (126) days.

A doctor's statement and/or completion of Family Medical Leave forms are required where more than three (3) consecutive days of sick leave are taken except in case of

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maternity leave. Richland County reserves the right to require a doctor's certificate in any case where sick leave has been or is proposed to be taken.

In the event an employee suffers an injury or illness in the course of performing his/her duties, the employee may use accumulated sick leave to make up the difference between what the employee receives from Worker's Compensation payments and his/her regular pay. The employee using sick leave under this section will be charged only for the portion of a full day's sick leave needed to supplement Worker's Compensation to equal the employee's full day's pay. An employee can not collect more compensation than he/she would have been paid had he/she been working.

The following 3 paragraphs apply only to employees who were hired by Richland County prior to January 1, 2018. (This benefit is not available to employees hired after December 31, 2017.)

All accrued sick leave is lost when employment ceases, including when the individual is appointed to, or elected by the voters, to a full-time elected County position; exceptions are death, retirement or early retirement.

Any unused sick leave accumulated by the employee to a maximum of sixty (60) days at the time of death or retirement shall be paid to the employee in a lump sum upon death or retirement, provided that upon retirement the employee is eligible for retirement benefits under the Wisconsin Retirement Fund. In lieu of payment each such employee shall be offered the option of converting 90% of his/her eligible accumulated sick leave (up to 126 days) to payment toward health insurance premium. The employee election provided in this paragraph shall be in writing and shall be submitted to the County Administrator. The employee may not change his/her election once it has been submitted.

Except as otherwise authorized in special circumstances, a Department Head shall leave a position vacant for such period of time as is necessary to recoup the cost of providing the benefit described in the preceding paragraph.

The following paragraph applies to employees who were hired by Richland County after December 31, 2017:

All accrued sick leave is lost when employment ceases, including when the individual is appointed to, or elected by the voters, to a full-time elected County position. Accrued but unused sick leave is not paid to employees when employment ceases.

- 11. **Voluntary Sick Leave Donation:** This policy is intended to provide financial assistance and support to regular full-time and regular part-time employees of the County who have exhausted all paid time off benefits and are unable to return to work due to a catastrophic illness or injury suffered by them.

A catastrophic illness is defined as "a prolonged non-occupational illness or injury which is life threatening as determined by the County Administrator, and supported by medical substantiation from the employee's treating physician, and would result in the employee having to go on unpaid leave of absence or terminate their employment."

Richland County employees may voluntarily donate up to three (3) sick days to a fellow worker who meets the above definition. All donations are irrevocable and will not be returned to the donating employee even if the recipient does not use the time. Only full days may be donated.

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Time donated will be credited to the account of the recipient for use. Donated days will be paid at the rate of pay of the recipient. Unused donated days will not be paid out in any circumstance upon separation from employment. Recipients are eligible to receive up to 60 days of donated sick time under this policy.

The County Administrator will maintain all records relating to this policy. The County reserves the right to modify or terminate this policy at any time with or without notice.

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12. **Vacation:** For full-time employees, vacations shall be accrued based upon years of service and may be used as time is accrued after the employee has successfully completed the first six months of employment. Vacation shall be accrued at the following rate: for newly hired employees, one work week after 6 months of employment and one additional work week after 1 year of employment; 3 work weeks after six years of employment, four work weeks after twelve years of employment, five work weeks after twenty-three years of employment. Vacation must be used within 18 months following the employee's anniversary date. Vacation time not taken in accordance with this paragraph is forfeited. While vacations may be taken at any time, County employees are required to notify their Department Head of their expected vacation dates as soon as they are known to the employee. All Department Heads shall have the authority to disapprove a County employee's proposed dates of vacation only if the proposed dates will disrupt the operation of that Department. If duplicate requested dates arise, the employee whose request was made first will be favored. Vacation days may be used singly or all at once. Regular, part-time employees who work at least half-time accrue vacation at one-half the rate for full-time employees. All vacation time must be reported biweekly to the County Administrator's Office.

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All vacation time shall be taken in no less than one half (1/2) hour increments, unless otherwise agreed.

Any full-time employee with reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.

Employees who terminate their employment or who are laid off will be paid for vacation previously earned and not received for the current year up to the date of termination on a pro-rated basis. **(see page 24 Resignation/Retirement)**

Upon retirement, early retirement or separation from employment, an employee or beneficiary shall receive payment for unused vacation benefits and this payment will be paid in one lump sum. Unused compensatory time and vacation or sick leave benefits cannot be used to extend out the date of retirement, early retirement or separation.

Elected officials are not eligible to receive vacation.

13. **Family and Medical Leave:** Employees must submit FMLA paperwork as soon as the medical need is known. The County follows Federal and State Family and Medical Leave provisions. The County Administrator's office maintains the official documents for this leave and must be contacted for the information and official form as contained in the County's Family and Medical Leave Act Policy.

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14. **Symons Employee Membership:** Employees of the Symon's Natatorium Complex are entitled to standard membership privileges at the Natatorium at no cost during the term of their employment there.
15. **Military Leave:** A leave of absence without pay shall be granted to employees in accordance with the Uniformed Service Employment and Re-employment Act with respect to reinstatement and seniority of employees entering or returning from Service in the armed forces of the United States.

RULES OF CONDUCT

Department heads are responsible to see that the provisions of this handbook are adhered to by themselves and by all of their subordinate county employees. Non-elected department heads who fail to see that their subordinates comply with this handbook or who fail themselves to comply with this handbook are subject to disciplinary action.

Grounds for Termination: Grounds for termination of employment or suspension with or without pay include but are not limited to the following:

- a. Incompetent job performance
- b. Frequent tardiness from employment
- c. Job-related dishonesty
- d. Repeated absence from employment
- e. Breach of confidentiality
- f. Inappropriate use of sick time in violation of this Handbook and any other County policies
- g. Drinking or drug abuse on the job or being under the influence of alcohol or drugs while on the job
- h. Insubordination
- i. Conviction of job-related criminal offense or offenses
- j. Violation of the provisions of this Handbook, an addendum, or any other county policies
- k. Violation of County's Code of Ethics Resolution, which states as follows:
No Department Head or County employee shall:
 - Use or attempt to use his or her position to secure any preferential or unlawful rights or advantages for himself or herself or others.
 - Have a financial or other personal interest which is in conflict with the proper discharge of his or her duties.
 - Disclose or use confidential information concerning Richland County to promote a private financial interest.
 - Accept any substantial gift, in any form, from a person who has business dealings with Richland County. (See Ethics Policy).
 - Use the County's tax exempt status for making personal purchases or for making purchases for non-County clubs or organizations.
- l. Elimination of job due to reorganization or lack of work.
- m. Elimination of job that has sunset per County Board Resolution.

Harassment: Unlawful harassment is prohibited. The County is committed to providing a professional work environment. This means that the County will not tolerate harassment directed at an employee, customer, or vendor, whether sexual harassment or harassment because of his/her age, race, creed, color, disability, marital status, national origin, ancestry, arrest record,

conviction record, military service, or any other characteristic protected by federal, state or local law.

What kind of harassment is prohibited? The county's policy is to provide an atmosphere free from discriminatory intimidation, ridicule, and insult based on age, race, creed, color, disability, marital status, sex, national origin, ancestry, arrest record, conviction record, military service, or any other characteristic protected by federal, state or local law. For example, unwelcome jokes concerning an individual's age, race, or ethnicity are unacceptable.

What is sexual harassment? Unwelcome conduct of a sexual nature constitutes sexual harassment if any of the following apply:

- a. Submission to such conduct is explicitly or implicitly made a term or condition of employment; or
- b. Submission to or rejection to such conduct affects employment decisions; or
- c. Such conduct has the purpose or effect of creating a sexually hostile work environment.

The following are examples of unwelcome conduct that could violate this policy.

- a. Sexual advances or requests for sexual favors.
- b. Verbal conduct of a sexual nature, e.g., comments about an individual's body, physical attributes, sexual activities, etc.
- c. Displays of sexual nature, e.g., calendars, photographs, magazines, etc.
- d. Offensive sexual jokes.

What is unlawful harassment on the basis of other protected characteristics? Unlawful harassment may be based on an individual's race, religion, national origin, age, disability, or any other characteristic protected by federal, state, or local law.

The following are examples of potentially harassing conduct:

- a. Comments regarding an individual's physical appearance or attributes.
- b. Mimicking an individual's accent or speech pattern.
- c. Use of racial or ethnic epithets.
- d. The telling of derogatory or offensive jokes.
- e. Harassing letters, emails, phone calls, or gifts.
- f. Comments about an individual's age or disability.

What should you do if you believe you are being harassed in violation of this policy? You must promptly report the conduct to the County Administrator. Your complaint will be investigated promptly. The information you provide will be shared on a "need-to-know" basis. Failure to report any potential harassment, however, may result in disciplinary action, up to and including termination.

What should you do if you are aware of another employee, client, customer, or vendor, who, you believe, is being harassed in violation of this policy? You must promptly report your concerns as described in the immediately preceding paragraph. All employees, whether victims of harassment or not, are expected to bring violations of this policy to the attention of the County by informing one of the individuals described above. Failure to report any potential harassment, however, may result in disciplinary action, up to and including termination.

What should you do if a customer or vendor treats you or another employee of the county in a way that might violate this policy? You must promptly report the concerns as if a County employee or agent did the harassment. Failure to report any potential harassment, however, may result in disciplinary action, up to and including termination.

What will be done to those who violate this policy? Appropriate disciplinary action will be taken against any employee found to have violated this policy. Such discipline can range from termination of employment, suspension, demotion, or pay cut, to a warning. In the case of harassment by a customer or vendor, the County will act promptly to remedy the harassment and prevent further occurrences.

No retaliation. There will be no retaliation against anyone who, in good faith, makes a report of a potential violation of this policy or who assists in the investigation of such a complaint. Any County employee who retaliates against another employee for making a complaint under this policy will be subject to termination.

Violence in the Workplace: Violence in the workplace is prohibited. The County is committed to providing a safe and healthy work environment free from intimidation, threats, or acts of violence. The County will not tolerate threats or acts of violence directed by an employee towards others.

Violence is defined to include, but is not limited to, physical assault, aggressive behavior (either physical or verbal), intentional destruction of the County's property, intimidation through verbalized or implied threats, fighting on or off the County's premises during work time (regardless of who instigates the altercation), or destruction of another's property on the County's property or while on County business. Any reported threats or acts of violence will be investigated as a serious violation of this policy and will be grounds for disciplinary action, up to and including immediate termination.

Do not assume that any threat or act of violence is not serious. Any employee who believes he/she has been threatened with violence, has been a victim of an act of violence, either related to or on the job, or is aware of another individual who has been subjected to or threatened with violence must report this information to his/her supervisor, to another supervisor, or to the County Administrator as soon as possible. The County will investigate such reports and take action appropriate to the situation. When necessary, the County will cooperate with local law enforcement agencies.

The County will not retaliate against any employee who in good faith reports potential violations of this policy. Therefore, failure to report a threat or act of violence may lead to disciplinary action, up to and including termination.

HIRING AND EMPLOYMENT CONSIDERATIONS

Procedure for hiring, promotions, terminations, suspensions, demotions, disciplinary actions and dismissal. (Except as otherwise provided in the Wisconsin Statutes or in the addendums of Health and Human Services, Pine Valley Healthcare and Rehabilitation Center, Sheriff's Department, the Highway Department, and in Sheriff's Department Ordinance 89-7 as amended).

1. **Hiring for Long-Term Vacancies (90 days or longer):** Whenever it appears to a Department Head that an approved job position within the department will be vacant for a period of 90 days or longer the following procedure shall be followed:

- a. The Department Head shall immediately notify the County Administrator. In case of a vacancy in a Department Head position, the County Administrator shall perform the hiring steps which the Department Head would otherwise do.
- b. The County Administrator or Department Head shall then place an advertisement in the Richland Observer to run for at least two weeks. The County Administrator or Department Head must also send the advertisement to the MIS Department who shall advertise the position on the County website. The advertisement shall, at a minimum briefly describe the job position, necessary qualifications, where and how to apply for the position and include the sentence that the County is an equal opportunity employer. All applicants must be directed to fill out the application form attached as Addendum B to the County's Administrative Manual unless the department has its own approved application form.
- c. The Department Head or designee and the County Administrator may interview those applicants who appear from their written applications to be qualified for the job;
- d. Skills testing is required for all positions. The Department Head shall determine what skill tests are necessary and appropriate for each position and when in the hiring process to administer the tests. All tests shall be designed to determine whether the applicant has the basic skills and aptitude necessary to satisfactorily perform the job duties of the position. Department Heads may seek approval from the County Administrator to not administer skills testing for specific positions if skills testing is not necessary to determine if the applicant has the basic skills for the position.
- e. Background checks must be performed on all final candidates prior to making an offer of employment in accordance with department policy and state and federal law. Except as otherwise required by law, the scope of the background check shall be determined by the Department Head. The Department Head shall obtain a legal review if the background check reveals information that may be used adversely against the candidate.
- f. The County Administrator, after receiving the recommendation of the Department Head, shall make the final decision as to who shall be hired;
- g. The County Administrator shall not pay wages to any County employee whose hiring has not been accomplished in accordance with this paragraph or appropriate addendum.

2. **Hiring for Temporary Vacancies (Less than 90 days):** Whenever it appears to the Department Head that a job position within the department will be vacant for a period of less than 90 days, the Department Head with the approval of the County Administrator, may hire a limited term employee on an emergency basis not to exceed thirty (30) working days which shall expire when the regular employee returns to the position or the position is filled by a regular employee. The Department Head shall also give written notice to the County Administrator when filling a vacant position with a limited term employee. All persons filling temporary vacancies under this paragraph shall be paid at the probationary rate for Grade 7 in the County's Job Classification and Salary Plan.

3. **Probation Period:** All County employees who are new to a full-time or part-time County position shall serve a probation period the length of which shall not be less than 6 months in duration. County employees who are offered a new position within

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the same department where they work shall serve a probationary period the length of which shall not be less than 3 months in duration. All Temporary/Casual County employees are required to work a minimum of 910 hours as their probationary period. The purpose of the probation period is merely to require that the job performance of all employees who are new to a County position is reviewed within a fixed period from the employee's start of work in any position. The purpose of this initial review is to determine:

- If the employee is to continue in the position in regular status, or
- If the employee's employment in the position is to be terminated. No inference is to arise from the use of the terms "probation" or "probation period" that any employee has, upon the successful conclusion of that employee's probation period, any job security than is otherwise expressly set forth in these Personnel Policies.

Any employee's probation period can be extended up to a maximum of an additional six months. The granting of extensions shall be by the County Administrator after receiving the recommendation of the Department Head. Employees whose probation periods are extended are not eligible to receive their post-probation salary increases until the end of their probation period, as extended.

Department heads shall submit to the County Administrator a written evaluation of the performance of each employee on probation in the department and also a recommendation as to whether or not that employee merits the continuation of regular status as a County employee. Written notice shall be given to the affected employee before the end of the employee's probation period. If the affected employee has not satisfactorily completed his or her probation period so that his or her county employment is to be terminated or if the affected employee's probation period is to be extended. Department heads shall immediately notify the County Administrator's Office as to the employment status of their probation employees.

The Personnel and Finance Committee shall be notified in Closed Session of any employee who has been terminated or had his or her probation period extended. This notification shall be provided at a regularly scheduled Finance and Personnel Committee meeting immediately following the termination or placement on extended probation.

Probationary employees may be terminated at any time at the discretion of the Department Head. Discharges during the probationary period shall not be subject to the grievance procedure.

4. **Reclassification:** Reclassification of an existing position shall be undertaken only by County Board. The basis of all reclassifications shall be changed, increased duties of the position being reclassified. Unless the reclassification Resolution states otherwise, all incumbents of reclassified positions shall start in the reclassified position at the after probation rate for the reclassified position.
5. **Discipline, Suspension or Dismissal of an Employee:** If it is necessary to discipline, suspend or dismiss an employee, a notice in advance will be given as follows:

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- a. First step. The Department Head shall discuss and document in a timely manner all problems relating to the employee's job performance with the employee. In all cases in which continuation of the unsatisfactory performance could lead to discipline, suspension and/or termination, the Department Head shall give the affected County employee written notice of the nature of the problem.
 - b. If the employee fails in the opinion of the Department Head to correct adequately the problem giving rise to the above notice within the allowed time period, the Department Head shall present the issue to the County Administrator. The department head and the County Administrator will discuss what, if any, job action is to be taken relative to an employee. The department head has the authority to take disciplinary action up to three (3) days suspension without pay provided the department head has notified the County Administrator of the decision.
 - c. The above steps in the process of disciplining an employee serve only as a guide and can be bypassed in appropriate situations as determined by the Department Head and/County Administrator.
 - d. The department head shall not have the authority to terminate a non-probationary employee. All terminations must be presented to the County Administrator for review and final approval. **{Prior to the termination, the County Administrator shall insure that the affected employee is given written notice that termination of the employee has been proposed and the reasons therefore. The employee shall also receive written notice, in accordance with the provisions of the Wisconsin Open Meetings Law, of the time, date, and place of the Finance and Personnel Committee's meeting when such termination is to take place. Nothing in this section shall prevent the Finance and Personnel Committee from suspending the employee without pay pending the meeting referenced therein.}**
 - e. The Richland County Discipline/Termination Grievance Policy and Procedures are to be followed should an employee decide to file a grievance. See Appendix A.
 - f. The process outlined above shall not apply to terminations due to reorganization, lack of work or the sunset of a position.
 - g. In the case of a department head, the County Administrator will follow the above procedure.
6. **Non-Disciplinary Termination/Layoff:** Non-disciplinary termination/layoff due to reorganization or lack of work:
- a. Elimination of Position: Whenever it becomes necessary, in the interest of economy or because the necessity for the position involved no longer exists or because of reorganization or lack of work, the County Board may abolish any position covered by this policy. Any employee holding such an abolished position shall be laid off.
 - b. Layoff: When the County determines that a layoff shall occur, in whole or in part, in a department, length of hire will be a secondary consideration, behind department needs, position title, skill needs and performance reviews. If two or more employees are equally qualified, the least senior employee shall be the first laid off. Employees rehired within a year of their lay off will maintain their original date of employment and any unused accrued sick leave benefits.
 - c. Recall: Recall will be at the discretion of the department head unless the County Board initiated the layoff.

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7. **Resignation/Retirement:** Employees shall submit upon resignation or retirement a letter giving 2 weeks' notice of their last day of work. Employees who fail to give such notice shall forfeit any payout of accrued sick leave and/or vacation. The County Administrator for the department in which the employee works shall take action to accept the written notice of resignation or retirement. Unused compensatory time and vacation or sick leave time benefits cannot be used to extend out the date of retirement, early retirement or separation.

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8. **Concerns:** A "Concern" is a claim by an employee that the County has not complied with this Handbook of Personnel Policies and Work Rules or related addendum, or other county policies.

Employees, who have such a concern, shall present the concern to the department head. Concerns shall be presented in writing and shall be acted upon by the department head within five (5) working days whenever possible.

Employees who are dissatisfied with the department head's written response to their concern may then, within two (2) weeks of receiving the department head's response, appeal to the County Administrator by filing a written statement of the concern. Employees who are dissatisfied with the County Administrator's written response to their concern may then, within two (2) weeks of receiving the County Administrator's response may appeal to the Finance and Personnel Committee, who shall act upon the concern, with notice to the employee, at its next meeting.

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Comment [3]: Added this last sentence because I know it came up as a concern when we were discussing the change to administrator. You can take it out if you don't want it in there.

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Concerns, as defined herein, by employees that relate to actions of their department heads shall be presented, in writing by the employee directly to the County Administrator, who shall forward the concern to the Finance and Personnel Committee, who shall act upon the concern at its next meeting.

The decision of the Finance and Personnel Committee shall be final.

Concerns involving discipline or termination shall follow the Richland County Discipline/Termination Grievance Policy and Procedures (see Appendix A).

Concerns involving situations concerning work place safety shall follow the Workplace Safety Grievance Policy and Procedure (see Appendix B).

9. **Policy on Nepotism:**

a. If a department head becomes aware that a person in a supervisory position in his or her department is a relative, significant other or domestic partner of a subordinate of that supervisor, the department head shall immediately report that fact to the County Administrator;

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b. Any full-time or part-time County employee or supervisor must inform the person's department head within 30 days of the person becoming a relative, significant other or domestic partner of a supervisor or subordinate in the same department of County government;

c. "Relative" means spouse, parent, grandparent, grandchild, child, brother, sister, niece, nephew, aunt and uncle;

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- d. "Significant other" means a person with whom the employee co-habits;
- e. A registered domestic partner is defined as one who is registered either with the State of Wisconsin or Employee Trust Funds.
- f. Applicants for County positions shall not be hired if the employment would place the applicant in the situation described in paragraph a herein.
- g. No County employee shall be assigned, transferred or promoted if the resulting employment would place the employee in the situation described in paragraph a herein.
- h. The County Administrator is hereby authorized and directed to arrive at a reasonable solution to the relationship described in paragraph a herein, while making every effort to have each affected County employee continue in his or her County employment.
- i. This subsection shall not apply to temporary, casual or call-in County employees.

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REIMBURSEMENTS

1. **Lodging:** Policy as to reimbursement for overnight lodging:
 - Actual expenses for the standard room rate will be reimbursed, not to exceed the governmental rate. Department heads have the authority to approve lodging expenses for employee attendance at training and seminars if the standard room rate is the same as or does not exceed the government rate.
 - Approval by the Department Head is required where lodging expenses for employee attendance at training and seminars will exceed the government rate.
 - All registration fees are to be paid in advance so as to take advantage of any available discounts.
 - All lodging reservations are to be made in advance and the proper paperwork be in place so as to eliminate sales and room tax charges on lodging.
 - Sheriff's Department prisoner transports are exempt from the requirement to comply with the governmental rate for lodging.
 - Employee attendance at training and seminars where lodging expenses are involved which are more than the governmental rate and where the County Administrator will not approve the costs exceeding the governmental rate may be attended by the employee if the employee agrees to pay the lodging costs which exceed the governmental rate.
 - Receipts must be submitted in all cases.
 - When more than one employee is in attendance, sharing rooms when appropriate is encouraged.
 - When an officer or employee is accompanied by his or her spouse, the additional expense over that otherwise reimbursed shall be paid by the individual employee.
2. **Meals:** Policy as to reimbursement for meals:
 - Actual expenses for meals shall be reimbursed in amounts not to exceed \$20.00/day.
 - Alcoholic beverage is not a reimbursable expense.

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- The above limitations shall not include applicable sales tax which shall be reimbursed, and gratuities which shall be reimbursed up to a maximum of 15% of the amount of the bill.
 - Detailed, itemized receipts shall be required in all cases.
3. **Mileage:** Mileage for county related business will be reimbursed at the same rate in effect when the miles were driven as the rate set by the State as mileage reimbursement to its employees. This reimbursement change from the IRS rate to the State rate is effective with miles driven April 1, 2015 and thereafter.
 4. **Other Expenses:** Reimbursement may be paid for other business related expenses in an amount reasonable under the circumstances, and if approved by the County Administrator.
 5. **Registration Fees:** When registration fees for attendance at a duly authorized convention, seminar or meeting include the costs of meals and lodging, no other reimbursement shall be allowed.
 6. **Expense Vouchers:** Expense vouchers must be submitted to the County Clerk's Office within 90 days from the time that the expense is incurred, except that the Audit Committee may grant an extension when that committee deems it appropriate.

Approved expenses shall be paid at the first payday after approval, by direct deposit to the employee's account in the same manner as salaries are paid. Approved expenses for reimbursement through payroll shall include only lodging, meals, mileage, parking and registration fees.

MISCELLANEOUS PERSONNEL PROVISIONS

(Health and Human Services, Pine Valley Healthcare and Rehabilitation Center, Sheriff's Department, Highway Department – See Addendum).

1. **Change of address or status:** It is each employee's responsibility to report changes in marital status, dependents, legal name, residences and mailing addresses, phone numbers, direct deposit information, beneficiary information, emergency contacts, and any information that may affect his/her tax withholdings or benefits. This information is necessary as it may affect your compensation, dependent's eligibility for medical insurance, and other important matters. To update any of this information, please notify the County Administrator.
2. **Official County Bulletin Board:** The official County bulletin board is located in the ground floor entrance lobby. This bulletin board is for posting information of importance to employees and the public.
3. **Employee Bulletin Board:** Permission is granted to post legitimate non-political notices on a bulletin board designated by department head for use by Employees.
4. **Equipment:** Employees are to report to their Department Head any equipment in need of repair or replacement. Employees will be required to pay for the repair or replacement of any items maliciously damaged. County supplies and equipment are not to be used for personal purposes, except that this sentence does not apply to the District Attorney or to

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those employees who are otherwise authorized to use County vehicles for their personal use. If supplies are low, employees should notify their Department Head.

5. **Telephone Policies:** Use of County telephones and county cellular phones for personal long distance calls is not permitted. Employees should limit the amount of personal phone calls they make during working time.
6. **Notification of absence:** County employees must in all instances notify their Department Head when they are unable to report to work. All absences from regular hours of employment must be for a reason set forth in this Handbook and all such absences must be reported to the County Administrator's Office at the end of each month.
7. **Weather Conditions:** Employees shall be paid for what would have been their normal working hours on days in which their offices are closed by the County Administrator in consultation with the County Board Chairman. On any other day in which the employee is unable to reach their office due to weather conditions, the employee has the option of treating such absence as either sick leave or vacation.
8. **Jury Duty:** Employees shall be excused with full pay for jury duty. Employees not selected as jurors for a case shall report promptly back to their County employment.
9. **Ambulance or Fire Department Volunteers:** It is the policy of Richland County that every effort be made to permit on-duty, County officers and employees who are ambulance or fire department volunteers to respond to ambulance/fire emergencies.
 - a. Employees shall not schedule regular ambulance duty during scheduled work hours unless a prior arrangement has been made with the department head. An earlier cut-off time or later start time may need to be considered to assure return from ambulance runs and prompt start time or completion of shift.
 - b. In the event of a serious community need for fire or ambulance, the on-site supervisor will determine which employees may leave their work situations to respond. Every effort will be made to allow the volunteer employee to respond to the call, if not immediately, as soon as a relief person can be obtained. If the employee's position is integral to the County's operations, as in the following situations, this may prevent the employee from responding:
 - The employee's absence from his or her duty station may result in potential or serious adverse effect to life or safety of individuals.
 - The employee's absence may place the County at risk of non-compliance with State or Federal regulations.
 - If, in the supervisor's judgment, the absence of that/those volunteer employee or employees would cause irreparable damage to the County's operations.
 - c. The volunteer will not be paid by the County for hours not worked.
 - d. If absence/tardiness is due to the employee's response to emergency fire or ambulance calls, this will be taken into consideration when applying facility attendance policies.
 - e. Every effort should be made by incident command to early release County employees according to their job responsibility and the requirements of the County or of the emergency.

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10. **Break Room:** A break room when feasible is provided for employees.
11. **Credit Union:** Employees may authorize money to be deducted from their paycheck to go to the Credit Union upon the filing of appropriate forms with the County Administrator's Office.
12. **Deferred Compensation:** Employees may authorize money to be deducted from their paycheck to go to the Deferred Compensation Program upon the filing of appropriate forms with the County Administrator's Office.
13. **Use of Computers, Software & Internet:** County employees are to follow the policies on the use of County-owned computers and software and the use of the internet by county Employees which are set forth in the Richland County Computer and Internet Use Policy in Appendix C in this Handbook. Departments are to consult and cooperate with the Management Information Systems Department on all computer, networking, printer and peripheral purchases.
14. **Picture Identification Badge:** The County shall provide each full-time and part-time County employee with a picture identification tag which shall be worn at work and/or displayed at the discretion of the employee's department head. These identification tags shall be turned in to the County Administrator at the termination of the employee's County employment.
15. **Training Opportunities:** Employees will be provided training opportunities to enhance job performance and to advance career opportunities subject to budgetary constraints.
16. **Gifts or Gratuities:** No employee shall accept compensation, gift, or gratuity of nominal value from any person, persons, or organizations which may be involved in the decisions made or influenced him/her, or which would otherwise create a conflict between his/her duty and the public interest and his/her private interest. Refer to Richland County Ethics Policy.
17. **County Workspaces and Personal Property:** Employees shall have no expectation of privacy with respect to any item or document stored in or on County-owned property. The County may, at any time, conduct a search of its property, regardless of whether the searched areas are locked or unlocked. The County does not assume any responsibility for loss, theft or damages to an employee's personal property. The County is not liable for vandalism, theft or damage to employee cars parked on County property. Upon separation from employment, employees shall promptly return any County property that is in their possession.

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RICHLAND COUNTY EMPLOYEE HANDBOOK

RECEIPT AND ACKNOWLEDGMENT

This Employee Handbook (the "Handbook") is an important document intended to help you become acquainted with Richland County (the "County"). This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention. Additional information about many of these policies and programs is available from the County Administrator's Office. Please take advantage of these resources to ensure that you are fully aware of your rights and responsibilities as an employee of the County.

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By signing below, I agree to the accuracy of all the following statements:

I acknowledge having received a copy of Richland County's Employee Handbook, dated, February 6, 2020 acknowledge and understand that it is my responsibility to read, familiarize myself with, and understand all of the provisions of the Handbook. To the extent I had any questions regarding the Handbook; I have asked the appropriate person and have received a sufficient answer. I further acknowledge that I will seek clarification from the County Administrator's Office if I have any questions in the future.

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I understand and acknowledge that the County reserves the right, as allowed by law, to unilaterally interpret, change, modify, suspend, amend, delete, or cancel any provision of this Handbook or procedures or benefits discussed herein at any time, without advance notice, in its sole discretion.

I further understand and acknowledge that nothing in this Handbook creates or is intended to create a promise or representation of continued employment and that employment at the County is "at will" to the extent allowed by applicable law. This means that the County cannot guarantee me or any employee continued employment for any definite period of time. I understand that I have the right to terminate my employment at any time, for any reason or no reason, and the County retains the same right to terminate my employment at any time, as allowed by applicable law, unless I have a written agreement signed by myself and an authorized representative of the Richland County Board stating otherwise.

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I acknowledge and understand that this Handbook supersedes all prior practices, customs, and procedures, including any other representations, verbal or written, by any employee or representative of the County.

Employee's Printed Name

Position

Employee's Signature

Date

A signed original copy of this form must be given to the County Administrator. It will be filed in your personnel file.

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Richland County Health and Human Services

Addendum to the Richland County Employee Handbook of Personnel Policies and Work Rules

The Policies contained herein may be amended, changed, deleted, withdrawn or suspended at any time in the County's discretion.

January 2012 (Adopted)
January 2013 (Amended)
January 2014 (Amended)
March 2015 (Amended)
January 2016 (Amended)
June 2016 (Amended)

This addendum has been prepared as a supplement to the Richland County Employee Handbook of Personnel Policies and Work Rules as it relates to employees of the Health and Human Services Department. In the case of a direct conflict between the Handbook and this addendum, this addendum shall control.

Definitions – refer to Employee Handbook

Introduction to Your Employee Handbook and Work Rules – refer to Employee Handbook

Extent of Handbook

1. The County Administrator shall have jurisdiction over all personnel matters relating to County employees, except those which are delegated to the Health and Human Services Board as listed in this Addendum.

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Management Rights – refer to Employee Handbook

Equal Opportunity – refer to Employee Handbook

Terms and Condition of Employment

1. Office Hours – refer to Employee Handbook
 - e. The Director’s right to change work hours is limited to the hours of 7:00 a.m. to 9:00 p.m., provided that any change in work hours is preceded by at least one (1) week written notice to all affected employees. The normal workday shall be seven (7), seven and one-half (7 ½), or eight (8) hours. The normal work week shall be thirty-five (35), thirty-seven and one half (37½), or forty (40) hours, Monday through Friday. Employee lunch hours (½ hour to 1 hour) may be staggered to provide office coverage during the noon hour. Various programs will operate later into the evening as needed. Staff will organize work week to accommodate this time of operation, not to exceed their normal approved work week hours. Part-time or Temporary Casual County staff shall work schedules approved by their immediate supervisor, not to exceed their normal approved work week hours.

The Director is authorized to temporarily reduce the number of work hours of a consenting full-time employee, if it is in the best interest of the Department, to no less than thirty-five (35) hours per week, without Health and Human Services Board and County Administrator approval.

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2. Outside Employment – refer to Employee Handbook
3. Pay Period – refer to Employee Handbook
4. Time Paid – refer to Employee Handbook
5. Accidents and Injuries – refer to Employee Handbook
6. Health Examinations – refer to Employee Handbook
7. Breaks – refer to Employee Handbook
8. Leave of Absence – refer to Employee Handbook
 - a. Leaves of absence without pay for up to thirty (30) working days duration may be granted by the Director with notification to the County Administrator. Refer to the County Administrator’s Office regarding benefit accrual.
9. Flexible Work Schedule – refer to Employee Handbook
10. Seniority or Length of Hire – refer to Employee Handbook
11. Performance Evaluations – refer to Employee Handbook

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- a. Annual performance evaluations are conducted on each employee and should be completed prior to the employee's date of hire. The Director shall conduct the evaluation of all unit managers. Each supervisor is responsible for conducting the evaluation of his or her immediate staff. The All Agency Performance Evaluations Policy (AA3.2.3) shall be followed and the appropriate form completed. If the employee's overall evaluation score is Needs Improvement (NI) or Unsatisfactory (U), management is to refer to the Discipline, Suspension or Dismissal of an Employee section of the Health & Human Services Addendum for further action if needed.
- 12. Personnel Files – refer to Employee Handbook
- 13. Time Cards (Timekeeping) – refer to Employee Handbook

Compensation and Fringe Benefits

Salaries – refer to Richland County Salary Grades

- 1. Health Insurance and Dental Insurance – refer to Employee Handbook
- 2. Loss of Time Insurance – refer to Employee Handbook
- 3. Retirement Plan – refer to Employee Handbook
- 4. Life Insurance – refer to Employee Handbook
- 5. Section 125 Flex – refer to Employee Handbook
- 6. Paid Holidays – refer to Employee Handbook
- 7. Bereavement Leave – refer to Employee Handbook
- 8. Compensatory Time – refer to Employee Handbook
 - a. Non-Exempt Employees: Payment in lieu of compensatory time shall be agreed upon in advance by the employee and the Director.
 - b. Exempt Employees: Management and Professional staff earns compensatory time when total paid hours are greater than forty (40) hours in one week. Prior approval by the Director is required to work hours, which will result in earned compensatory time. Compensatory time is earned at the rate of hour for hour. Compensatory time may be accumulated up to a maximum of twenty-four (24) hours and it shall then in all instances be taken prior to the end of the calendar year in which it was generated or it will be paid for. Use of compensatory time off shall be by mutual agreement between the employee and the Director. Compensatory time earned and used will be reported to the County Administrator's Office for each payroll period. Payment in lieu of compensatory time shall be agreed upon in advance by the employee and the Director.
 - c. On-Call Compensatory Time: Health and Human Services staff serving as emergency on-call personnel (carrying the pager) shall earn compensatory time as follows:
 - i. On-call pay of \$1.25 per hour will be earned for on-call duty;
 - ii. On-call holiday pay of \$1.50 per hour for will be earned for on-call holiday duty;
 - iii. Any assignment among unit employees shall be rotated as reasonably possible, and management will allow reasonable trades of availability;
 - iv. Payment for pager duty will be made with each payroll.
 - v. In addition, an on-call employee who is called upon to work shall receive a minimum of one (1) hour on-call compensatory time, at the rate of time and one-half not to exceed forty (40) hours of accumulated on-call compensatory time. On-call compensatory time earned can accrue and does not have to be taken prior to the end of the calendar year in which it was generated. Additional calls received within the hour shall not be considered as a new call for purposes of this provision.

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- vi. On-call compensatory time earned and used will be reported to the County Administrator's Office for each payroll period.
 - vii. Use of on-call compensatory time off shall be by mutual agreement between the employee and his/her immediate supervisor.
 - viii. Payment in lieu of compensatory time shall be agreed upon in advance by the employee and the Director.
9. Overtime – refer to Employee Handbook
 10. Sick Leave – refer to Employee Handbook
 11. Voluntary Sick Leave Donation – refer to Employee Handbook
 12. Vacation – refer to Employee Handbook
 13. Family and Medical Leave – refer to Employee Handbook
 - a. All employees requesting Family and Medical Leave shall also submit a copy of all required forms/documents to the Director for action and filing in the employee's medical record which is kept separate from their personnel file.
 14. Symons Employee Membership – refer to Employee Handbook
 15. Military Leave – refer to Employee Handbook

Rules of Conduct

1. Department Heads' Responsibility – refer to Employee Handbook
2. Grounds for Termination or Suspension – refer to Employee Handbook
3. Harassment – refer to Employee Handbook
4. Violence in the Workplace – refer to Employee Handbook

Hiring and Employment Considerations

1. Hiring for Long-Term Vacancies (90 days or longer):
 - a. The Director shall notify the Health and Human Services Board of vacant County positions;
 - b. The Director or designee shall place an advertisement for a minimum of two consecutive weeks in the Richland Observer and in other publications as needed. The advertisement shall briefly describe the job, the salary range set forth, and solicit written applications within a specific timeframe;
 - c. The Director and the appropriate supervisor and/or designee shall screen all applications. Those selected for final interviews, shall be interviewed by the Health and Human Services Director, the appropriate supervisor and/or designee, and two (2) members of the Health and Human Services Board Interview Sub-Committee. Employees working less than 25 hours per week are excluded from the Health and Human Services Board Interview Sub-Committee process; however, the promotion of that employee to a part-time or full-time position shall follow the regular hiring process. The Director shall recommend to the Health and Human Services Board the appointment of all County employees. Prior to offering a position, references checks and skills testing may be required. Satisfactory criminal and caregiver background checks are a requirement of employment.
 - d. Employees hired for a Social Worker or AODA Counselor position who have not yet received certification shall be paid at the Social Worker (Temporary Certification) starting rate, and agree to obtain temporary certification by the end of his/her probationary period. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer.
 - e. The employee shall then obtain his/her Social Worker or AODA Counselor Certification from the State of Wisconsin within two years from the date of hire. Employees agree to take the necessary course work at his/her own expense, and will

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pay for any fees related to obtaining said certification. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. If the timetable is not adhered to, he/she will terminate employment with Richland County by resignation on a voluntary basis unless an extension has been approved by the Director. Once proof of social work certification is received, the employee will be paid at the Social Worker (Certified) step that provides them with an increase in salary. Once proof of AODA certification is received, the employee will be paid at the AODA (Certified) step that provides them with an increase in salary. Thereafter, employees shall move through the salary schedule based upon the time required between steps.

- f. Employees hired as a Social Worker who holds a Masters Degree in Social Work from an accredited school shall be paid at the Social Worker (Certified) starting rate. The employee shall then obtain his/her Social Worker Certification from the State of Wisconsin within one year from the date of hire. Employees agree to take the necessary course work at his/her own expense, and will pay for any fees related to obtaining said certification. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. If the timetable is not adhered to, he/she will terminate employment with Richland County by resignation on a voluntary basis unless an extension has been approved by the Director.
 - g. Employees hired for a Mental Health Therapist position who have not yet received licensure shall be paid at the Mental Health Therapist (Non-Licensed) beginning rate, and agree to achieve the required number of hours of supervised clinical experience based upon degree type to obtain his/her licensure from the State of Wisconsin within two years from the date of hire. Employees agree to take the necessary course work at his/her own expense, and will pay for any fees related to obtaining said certification. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. If the timetable is not adhered to, he/she will terminate employment with Richland County by resignation on a voluntary basis unless an extension has been approved by the Director. Once proof of licensure is received and probationary period passed, the employee will be paid at the Mental Health Therapist (Licensed) job rate.
2. Hiring for Temporary Vacancies (Less than 90 days) – refer to Employee Handbook
 - a. All employees who are temporarily assigned to work in a vacant higher paid position shall receive the higher rate of pay working in said position as determined by the Director.
 3. Probation Period:
 - a. All employees who are new to a County position shall serve no less than a six-month probation period in that new position. County employees who are offered a new position within the same department where they work shall serve a probationary period the length of which shall not be less than three months in duration. All part-time or Temporary Casual County staff are required to work a minimum of 910 hours as their probationary period. The purpose of the probation period is merely to require that the job performance of all employees who are new to a County position be reviewed within a fixed period from the employee's start of work in any position. A performance evaluation is completed and the purpose of this initial review is to determine:
 - i. If the employee is to continue in the position in regular status, or
 - ii. If the employee's employment in the position is to be terminated. No interference is to arise from the use of the terms "probation" or "probation

period” that any employee has, upon the successful conclusion of that employee’s probation period, any job security than is otherwise expressly set forth in these Personnel Policies.

- b. Any employee’s probation period can be extended up to a maximum of one full year. The granting of extensions shall be by the Health and Human Services Board, after receiving the recommendation of the Director. Employees whose probation periods are extended are not eligible to receive their post probation salary increases until the end of their probation period, as extended.
- c. The Director shall make a recommendation to the Health and Human Services Board as to whether or not that employee merits the continuation of regular status as a County employee. A copy of a written evaluation and recommendation shall be given to the County employee at the time it is recommended to the County Administrator only if the affected employee has not satisfactorily completed his or her probation period, so that their County employment is to be terminated or if the affected employee’s probation period is to be extended. Such written notice shall be given to the affected employee before the end of the employee’s probation period. The Director shall also immediately notify the County Administrator’s Office as to the employment status of their probationary employees. All decisions concerning whether employees at the end of their probation period shall be:
 - i. Terminated from County employment or
 - ii. Continue their employment in regular employment status with the County or
 - iii. Have their probation period extended,will be made in all instances by the County Administrator. Probationary employees may be terminated at any time at the discretion of the Director. Discharges during the probationary period shall not be subject to the grievance procedure.
- 4. Reclassification – refer to Employee Handbook
- 5. Discipline, Suspension or Dismissal of an Employee:
 - a. Management reserves the right to discipline employees as appropriate. The Director and/or the employee’s supervisor shall discuss all problems relating to the employee’s job performance with the employee. Verbal and written warnings, as well as work plans, shall be documented and placed in the employee’s personnel file. Employees receiving such notices are entitled to be heard on the question by the County Administrator.
 - b. If the employee fails in the opinion of the Director to adequately correct the problem giving rise to the above notice within the allowed time period, the Director shall present the issue to the County Administrator for advice and consultation if it is not a situation requiring immediate dismissal. The Director and County Administrator will discuss what, if any, job action is to be taken relative to an employee. The Director has the authority to take disciplinary action up to three (3) day suspension without pay provided the Director has notified the County Administrator of the decision.
 - c. The above steps in the process of disciplining an employee serve only as a guide and can be bypassed in appropriate situations as determined by the Director and/or the County Administrator.
 - d. The Director shall not have the authority to terminate an employee. All terminations must be presented to the County Administrator for review and final approval. Prior to the termination, the County Administrator shall ensure that the affected employee is given written notice that termination of the employee has been proposed and the reasons therefore. The employee shall also receive written notice, in accordance with the provisions of the Wisconsin Open Meetings Law, of the time, date, and place of the Health and Human Services Board’s meeting when such termination is to take

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- place. Nothing in this section shall prevent the Health and Human Services Board from suspending the employee without pay pending the meeting referenced therein.
- e. The Richland County Discipline/Termination Grievance Policy and Procedures are to be followed should an employee decide to file a grievance. Refer to Appendix B of the Handbook of Personnel Policies.
 - f. This section shall not apply to terminations due to reorganization, lack of work or the sunset of a position.
6. Non-Disciplinary Termination/Layoff
 - a. Elimination of Position – refer to Employee Handbook
 - b. Layoff – refer to Employee Handbook
 - c. Recall: Recall with be at the discretion of the Director unless the County Board initiated the layoff.
 7. Resignation/Retirement - refer to Employee Handbook
 8. Concerns – refer to Employee Handbook
 9. Policy on Nepotism - refer to Employee Handbook

Reimbursements

1. Lodging – refer to Employee Handbook
2. Meals – refer to Employee Handbook
3. Mileage – refer to Employee Handbook
4. Other Expenses – refer to Employee Handbook
 - a. The Richland County Health & Human Services Purchase Request Form shall be utilized for other business related purchases, and if the employee purchases the item, reimbursement shall be submitted for approval by the Health & Human Services Board. Once reimbursement is approved, a check shall be generated separate from payroll and issued one time per month.
5. Registration Fees – refer to Employee Handbook
6. Expense Vouchers – refer to Employee Handbook

Miscellaneous Personnel Provisions

1. Change of Address or Status – refer to Employee Handbook
 - a. It is each employee’s responsibility to report changes in legal name, residences and mailing addresses, phone numbers, emergency contacts, and any other relevant information to the Office Supervisor immediately.
2. Official County Bulletin Board – refer to Employee Handbook
3. Employee Bulletin Board – refer to Employee Handbook
4. Equipment – refer to Employee Handbook
5. Telephone Policies – refer to Employee Handbook
 - a. The Director or designee shall determine which employees are to be issued a department cellular phone and how that department cellular phone is to be used.
6. Notification of Absence – refer to Employee Handbook
7. Weather Conditions – refer to Employee Handbook
8. Jury Duty – refer to Employee Handbook
9. Ambulance or Fire Department Volunteers – refer to Employee Handbook
10. Break Room – refer to Employee Handbook
11. Credit Union - refer to Employee Handbook
12. Deferred Compensation – refer to Employee Handbook
13. Use of Computers, Software & Internet – refer to Employee Handbook
14. Picture Identification Badge – All Health and Human Services staff shall be issued a picture identification badge by the MIS Department. A security form must be completed prior to issuance of the badge which grants access to certain areas of the Community

Services Building. The badge shall be returned to the MIS Department upon separation of employment.

- 15. Training Opportunities – refer to Employee Handbook
- 16. Gifts or Gratuities – refer to Employee Handbook
- 17. County Workspaces and Personal Property – refer to Employee Handbook

Refer to the Richland County Handbook of Personnel Policies for all items not specifically addressed in this addendum. Health and Human Services employees shall refer to internal All Agency policies and procedures related to the above items when applicable. These policies do not supersede or replace the policies in the Richland County Handbook of Personnel Policies.

This is to certify that I have received my personal copy of Richland County Health & Human Services Addendum to the Richland County Handbook of Personnel Policies and Work Rules, and have read and understand the policies, practices, rules and regulations contained therein.

I understand the above is a condition of my employment.

Date

Position Title

Print Name

Sign Name

RICHLAND COUNTY HIGHWAY

Addendum to the Richland County Employee Handbook of Personnel Policies and Work Rules.

January 17, 2012 (Adopted)
January 15, 2013 (Amended)
January 21, 2014 (Amended)
May 19, 2015 (Amended)
January 7, 2017 (Amended)
July 18, 2018 (Amended)
September 10, 2018 (Amended)
December 11, 2018 (Amended)
December 10, 2019 (Amended)

The Policies contained herein may be amended, changed, deleted, withdrawn or suspended at any time in the County's discretion.

This addendum has been prepared as a supplement to the Richland County Handbook of Personnel Policies as it relates to employees of the Richland County Highway department. In the case of a direct conflict between the Handbook and this addendum, this addendum shall control.

A. DEFINITIONS – Refer to Handbook of Personnel Policies.

B. EXTENT OF HANDBOOK - Refer to Handbook of Personnel Policies.

C. MANAGEMENT RIGHTS – Refer to Handbook of Personnel Policies.

D. EQUAL OPPORTUNITY POLICY – Refer to Handbook of Personnel Policies.

E. TERMS AND CONDITION OF EMPLOYMENT –

1. Hours of Work. Refer to Handbook of Personnel Policies.

- a. A normal workday for regular full-time employees of the Employer shall be from 7:00 a.m. to 3:30 p.m., exclusive of a one-half hour lunch period, Monday through Friday. The Richland County Highway Department Clerk shall work the hours of 8:00 a.m. to 3:30 p.m., exclusive of a one-half (1/2) hour lunch period, Monday through Friday.
- b. Effective on the first Monday in ~~May~~ April of each year until the ~~first Friday before Labor Day~~ last full work week in October, the normal work week shall be four (4) days, Monday through Thursday, and the normal workday shall be ten (10) hours, from 6:30 a.m. to 4:30 p.m. Overtime shall be paid for all hours worked outside the normal hours. Holidays, funeral leave, and jury duty time falling during the period shall be paid at ten (10) hours per day. Sick leave and vacation shall be accrued and utilized on an hourly basis during the period.
- c. The Commissioner is authorized to temporarily reduce the number of regularly scheduled work hours of a full-time employee if it is in the best interest of the department.
- d. The Commissioner is authorized to change the 10 hour workday schedule.

2. Outside Employment. Refer to Handbook of Personnel Policies.

3. Pay Period. Refer to Handbook of Personnel Policies.

4. Time Paid. Refer to Handbook of Personnel Policies.

5. Accident and Injuries. Refer to Handbook of Personnel Policies.

6. Health Examinations. Refer to Handbook of Personnel Policies.

7. Breaks. Refer to Handbook of Personnel Policies.

8. Leave of absence. Refer to Handbook of Personnel Policies.

9. **Flexible Work Schedule.** Refer to Handbook of Personnel Policies.
10. **Seniority or Length of Hire.** Refer to Handbook of Personnel Policies.
11. **Performance Evaluations.** The Highway Commissioner shall conduct performance evaluations of the staff members on a biennial basis.
12. **Personnel Files.** Refer to Handbook of Personnel Policies.
13. **Time Cards (Time Keeping).** Refer to Handbook of Personnel Policies.
14. **Timesheets**
 - a. The employee is personally responsible for recording his/her time on a daily basis on a daily timesheet.
 - b. The employee is responsible for recording the correct distribution of time by Project Numbers, Activity Codes, or other identifiers for a particular assignment.
 - c. Any corrections to timesheets must be legible and initialed by employee.

F. COMPENSATION AND FRINGE BENEFITS –

1. **Salaries.** Refer to Handbook of Personnel Policies.
2. **Health Insurance.** Refer to Handbook of Personnel Policies.
3. **Dental Insurance.** Refer to Handbook of Personnel Policies.
4. **Retirement Plan.** Refer to Handbook of Personnel Policies.
5. **Life Insurance.** Refer to Handbook of Personnel Policies.
6. **Section 125 Flex.** Refer to Handbook of Personnel Policies.
7. **Holidays.** Refer to Handbook of Personnel Policies.
8. **Bereavement.** Refer to Handbook of Personnel Policies.
9. **Compensatory time.** Refer to Handbook of Personnel Policies.
 - a. Winter months from approximately November 15 through April 1, the Patrol Superintendent, Highway Commissioner, and Parts Clerk will alternate weekends for emergency Snow Removal Operations.
 - b. Compensatory time is accumulated only with Department Head's prior approval in each instance. Compensatory time is accumulated at the rate of one and one-half hours of compensatory time for each overtime hour worked. In instances where compensatory time has been authorized, the employee has the choice of whether to accumulate the extra work time as compensatory time or whether to treat it as overtime.
 - c. Compensatory time may be accumulated up to a maximum of 24 hours per calendar year and it shall then in all instances be taken before December 1 of the calendar year in which it was generated or it will be paid for. Compensatory time off shall be by mutual agreement between the employee and his/her Department Head. Any eligible time over an accumulated 24 hours per year of compensatory

time must be paid out. Notice of all accumulated compensatory time shall be reported to the County Administrator's Office.

- d. Accumulating or earning compensatory time can only be done in either one-half or whole hour increments. If an employee wishes to convert overtime to compensatory time, the employee must do so by indicating on the daily time sheet. Asking to change from overtime to compensatory time or compensatory time to overtime at a later date will not be allowed.
- e. Compensatory time may be used in increments of 1/4-hour. No employee shall plan the use of compensatory time if it adversely affects the work day crew. Compensatory time shall not be used in conjunction or as an extension to any paid breaks.
- f. Compensatory time is to be charged to the Project Number the employee was working on at the time the compensatory time was earned.

10. Overtime. Refer to Handbook of Personnel Policies.

- a. All work performed on Saturdays, Sundays, holidays, and vacation shall be paid at the rate of one and one-half times the straight time hourly rate.
- b. Employees shall be compensated at the rate of one and one-half the normal rate of pay for all hours worked outside of the normal scheduled hours of 7:00 a.m. – 12:00 p.m., 12:30 p.m. – 3:30 p.m. during eight (8) hours work days or the normal scheduled hours of 6:30 a.m. - 4:30 p.m. during ten (10) hour work days.
- c. An employee reporting to work in case of an emergency shall be guaranteed two (2) hours work. Compensation shall be at the overtime rate.
- d. Overtime is to be charged to the Project Number the employee was working on at the time the overtime was earned.

11. Sick Leave. Refer to Handbook of Personnel Policies.

- a. Sick leave may be used in increments of at least one (1) hour.

12. Voluntary Sick Leave Donation. Refer to Handbook of Personnel Policies.

13. Vacation. Refer to Handbook of Personnel Policies.

- a. Vacation may be used in increments of no less than one (1) hour.

15. Family and Medical Leave. Refer to Handbook of Personnel Policies.

16. Symons Employee Membership. Refer to Handbook of Personnel Policies.

17. Military Leave. Refer to Handbook of Personnel Policies.

G. RULES OF CONDUCT – Refer to Handbook of Personnel Policies.

1. Department Head Responsibility. Refer to Handbook of Personnel Policies.

2. Grounds for Termination or Suspension. Refer to Handbook of Personnel Policies.

H. HARRASSMENT – Refer to Handbook of Personnel Policies.

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I. VIOLENCE IN THE WORKPLACE - Refer to Handbook of Personnel Policies.

J. PROCEDURES FOR HIRING, PROMOTIONS, DEMOTIONS, TERMINATIONS, SUSPENSIONS, DISCIPLINARY ACTIONS, AND DISMISSAL –

1. Hiring. Refer to Handbook of Personnel Policies.

a. Skills testing. Required, varies by position.

2. Temporary Vacancies. Refer to Handbook of Personnel Policies.

3. Probationary Period. Refer to Handbook of Personnel Policies.

a. New employees shall be on a probationary status for a period of six (6) months. New employees shall receive sick leave and vacation benefits from his/her first day of hire and will receive insurance benefits as soon as permitted by the insurance carrier.

b. New hires shall start at Step 1 of the County's new wage plan and, after successfully completing probation, go to Step 2 in the plan. Any further step increases shall be determined by the County Board.

4. Reclassification. Refer to Handbook of Personnel Policies.

5. Dismissal or Suspension. Refer to Handbook of Personnel Policies.

6. Non-Disciplinary Termination/Layoff. Refer to Handbook of Personnel Policies.

7. Concerns. Refer to Handbook of Personnel Policies.

8. Policy on Nepotism. Refer to Handbook of Personnel Policies.

9. Job Promotions and/or Transfers.

a. A qualified employee desiring such transfer or promotion may, when offered, submit a letter of intent and shall be subject to interview and skills evaluation or testing. The successful applicant will be chosen by the Commissioner based on ability, skill set, and overall qualifications to best fit the position.

b. An employee selected for promotion or transfer to a new job classification within this department shall be subject to the County Policy regarding probation.

c. The following positions shall be exempt from interdepartmental transfers or promotion: Patrol Superintendent, Bookkeeper, Parts Manager/Shop Clerk, Mechanic, Assistant Foreman/Mechanic, Lead Shop Foreman/Mechanic, Office Clerk, Lead Paving Foreman and Lead Grade Foreman. Existing Highway Department employees may apply in accordance with the Richland County Policy regarding hiring.

10. Emergency Assignments. The Employer recognizes that there are occasions when due to severe or hazardous weather conditions, safety will best be served by assigning two employees to specific job needs. Determination of these conditions shall be at the discretion of the Highway Commissioner. Two persons shall always be assigned to the four-wheel drive snowplow. A mechanic will be on duty during snowplowing operations when feasible.

11. Full Time Hiring. The Highway Department will follow the hiring procedures detailed in the Handbook of Personnel Policies and Work Rules of Richland County for any and all regular, full time employees.

- a. The Department Head (Commissioner) shall, if the need exists, fill a vacant position with a new employee up to three days prior to the last day of employment for the purpose of task training.
- b. Specialized positions may require a longer training period and specific requests would need to be taken to the County Administrator for approval on a case-by-case basis.

12. Seasonal Hiring.

- a. The County Administrator in consultation with the Highway Committee shall have full discretion on the need for hiring seasonal employees based on the recommendation of the Highway Commissioner. The County Administrator and Commissioner may, if necessary, place an advertisement in the Richland Observer for at least two weeks in which the job is briefly described, the salary range is set forth and written application are solicited. A skills test may be required. The Commissioner shall conduct interviews and make the final decision as to who shall be hired. The seasonal position shall be set up to 560 hours maximum. Seasonal employees may be terminated at any time at the discretion of the employer. Discharges shall not be subject to the grievance procedure.
- b. New hires shall start at Step 1 of the County's new wage plan and, after successfully completing probation, go to Step 2 in the plan. Any further Step increases shall be determined by the County Board.

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K. REIMBURSEMENT –

- 1. **Lodging.** Refer to Handbook of Personnel Policies.
- 2. **Meals.** Refer to Handbook of Personnel Policies.
- 3. **Mileage.** Refer to Handbook of Personnel Policies.
- 4. **Other Expenses.** Refer to Handbook of Personnel Policies.
- 5. **Registration Fees/Meals/Lodging.** Refer to Handbook of Personnel Policies.
- 6. **Expense Vouchers.** Refer to Handbook of Personnel Policies.

L. MISCELLANEOUS PERSONNEL PROVISIONS –

- 1. **Change of Address or Status.** Refer to Handbook of Personnel Policies.
- 2. **Official County Bulletin Board.** Refer to Handbook of Personnel Policies.
- 3. **Employee Bulletin Board.** Refer to Handbook of Personnel Policies.
- 4. **Equipment.** Refer to Handbook of Personnel Policies.
- 5. **Telephone policies.** Refer to Handbook of Personnel Policies.

- 6. Notification of Absence.** Refer to Handbook of Personnel Policies.
- 7. Weather Conditions.** Refer to Handbook of Personnel Policies.
- 8. Jury Duty.** Refer to Handbook of Personnel Policies.
- 9. Ambulance or Fire Volunteers.** Refer to Handbook of Personnel Policies.
- 10. Break Room.** Refer to Handbook of Personnel Policies.
- 11. Credit Union Deduction/Deferred Compensation.** Refer to Handbook of Personnel Policies.
- 12. Computers, Software, Internet.** Refer to Handbook of Personnel Policies.
- 13. Picture Identification badge.** Refer to Handbook of Personnel Policies.
- 14. Training Opportunities.** Refer to Handbook of Personnel Policies.
- 15. Gifts and Gratuities.** Refer to Handbook of Personnel Policies.
- 16. County Workspaces/Personal Property.** Refer to Handbook of Personnel Policies.
- 17. Eyeglasses.** The Richland County Highway Department shall replace eyeglasses broken or damaged on the job, provided that such replacement shall be limited to replacement of the eyeglasses only, and shall not cover the cost of exams or other tests related to the replacement of the eyeglasses.
- 18. Safety Rules and Regulations/Toxic substances.** The Richland County Highway Department will abide by federal and state safety rules and regulations relating to the use of toxic substances by employees of the Richland County Highway Department.

Richland County Sheriff's Department

Addendum to the Richland County Employee Handbook of Personnel Policies and Work Rules

The Policies contained herein may be amended, changed, deleted, withdrawn
or suspended at any time in the County's discretion.

Effective: January 2012
Amended June 19, 2018

This addendum has been prepared as a supplement to the Richland County Handbook of Personnel Policies as it relates to unrepresented employees of the Richland County Sheriff's Department. In the case of a direct conflict between the Handbook and this addendum, this addendum shall control.

Introduction - Refer to Handbook of Personnel Policies

Extent of Handbook

1. The Finance and Personnel Committee shall have jurisdiction over all personnel matters relating to unrepresented County employees of the Richland County Sheriff's Department except those which are delegated to the Law Enforcement and Judiciary Committee of the County Board, County Ordinance or listed in this Addendum.

Management Rights – refer to Handbook of Personnel Policies

Equal Opportunity Policy – refer to Handbook of Personnel Policies

Terms and Condition of Employment

1. Office Hours – refer to Handbook of Personnel Policies for normal sheriff's department administration office hours. In addition, sheriff's patrol and jail/dispatch is a 24/7 operation.
2. Outside Employment – refer to Handbook of Personnel Policies. In addition, Outside employment of sheriff's department personnel shall be with the approval of the Sheriff and existing sheriff's department work rules and policies and procedures.
3. Pay Period – refer to Handbook of Personnel Policies
4. Time Paid – refer to Handbook of Personnel Policies
5. Accidents and Injuries – refer to Handbook of Personnel Policies
6. Health Examinations – refer to Handbook of Personnel Policies
7. Breaks – The language in the Handbook of Personnel Policies does not apply to sheriff's department personnel.
8. Leave of Absence – refer to Handbook of Personnel Policies, in addition Upon written application, an employee may be granted a personal leave without pay for up to thirty (30) days at the Sheriff's discretion based on the nature of the request. Extensions may be granted at the option of the County Administrator following the Handbook of Personnel Policies.
9. Flexible Work Schedule – refer to Handbook of Personnel Policies
10. Length of Hire – refer to Handbook of Personnel Policies
11. Performance Evaluations
 - a. Annual performance appraisals are completed on each employee. The Sheriff shall supervise and approve all appraisals. Each supervisor is responsible for conducting evaluations of his or her immediate staff. The performance appraisal is a tool to clarify work standards, review level of performance, evaluate job knowledge, attendance, punctuality, quality, quantity, adaptability, judgment and interpersonal relationships. The purpose is to acknowledge strengths and detect weaknesses to improve upon or correct. The goal is enhance and improve the employee's overall performance as a result of the annual review.

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12. Personnel File – refer to Handbook of Personnel Policies
13. Time Cards (Timekeeping) – refer to Handbook of Personnel Policies for timekeeping concepts. The sheriff's department does not use time cards.

Compensation and Fringe Benefits

1. Health Insurance – refer to Handbook of Personnel Policies
2. Dental Insurance – refer to Handbook of Personnel Policies
3. Retirement Plan – refer to Handbook of Personnel Policies
4. Life Insurance – refer to Handbook of Personnel Policies
5. Section 125 Flex – refer to Handbook of Personnel Policies
6. Holidays – refer to Handbook of Personnel Policies for listing of sheriff's department holidays. In addition,

a. The computation of the hourly rate of pay for holiday pay shall be as follows: Any employee required to work on a holiday, the employee will receive seventeen (17) hours of straight time pay in addition to his/her regular salary, for a total of twenty-five and one-half (25½) hours straight time pay for the day. If a holiday falls on an employee's scheduled day off, the employee will receive eight and one-half (8½) hours of straight time pay in addition to the employee's regular salary for a total of seventeen (17) hours straight time pay for the day. To receive holiday pay, the employee must work the hours scheduled for the week during which the holiday falls, unless on paid sick leave or other leave with pay or excused for proper reasons beyond the employee's control. Holidays will be observed on the actual day of the holiday, except that those employees regularly scheduled to work Monday through Friday shall observe holidays pursuant to state policy.

7. Bereavement Leave – refer to Handbook of Personnel Policies
8. Compensatory Time – refer to Handbook of Personnel Policies, In addition

a. The 24 hour threshold listed in the Handbook of Personnel Policies shall be 25.5 hours for sheriff's department employees working a 6 on 3 off schedule. The 40 hours per week language does not apply to sheriff's department employees working a 6-3 schedule. Comp time is earned outside the normal 8.5 hour shift and outside the normal 6 day on and 3 day off schedule.

b. Sick leave comp earned prior to January 1, 2012 will be honored. No sick leave comp accrual after January 1, 2012.

9. Overtime – refer to Handbook of Personnel Policies. In addition,

a. **Jailer/Dispatchers:** Overtime may be assigned to employees who are on the current or the following shift. Overtime shall be split between the employee on the current shift and the following shift unless the overtime is an extension of the shift due to workload. If employees are unable to work overtime it will be offered to other employees according to length of service, with employees having the longest length of service being offered first.

b. Overtime is any hours beyond the regular 6-3, 8.5 hour schedule. Overtime is paid at the rate of one and one half the employee's straight time hour rate. The sheriff must authorize all overtime, except in his/her absence, overtime may be authorized by a command staff supervisor.

c. **Office Manager and Clerk/Typist:** Overtime starts after 40 hours of work.

10. Sick Leave – refer to Handbook of Personnel Policies. In addition,

a. In order for an employee to be eligible for sick leave, the employee shall report his/her sick leave prior to the start of his/her shift, unless circumstances prevent him/her from doing so.

b. When an employee is scheduled to work on a holiday and the employee is absent due to illness under this article, the employee shall receive, in addition to eight and one-half (8½) hours of holiday pay, one day's sick leave at the employee's regular straight time hourly rate. The total pay to an employee under this section shall be eight and one-half (8½) hours of straight time pay in addition to his/her regular salary for a total of seventeen (17) hours straight time pay for the day. A day of sick leave will be deducted from the employee's accumulated sick leave.

12. Vacation – refer to Handbook of Personnel Policies. In addition,

a. Each regular full-time employee shall receive one (1) week's vacation with pay after one (1) year of employment; two (2) weeks' vacation with pay each year after two (2) years of employment; three (3) weeks' vacation with pay each year after six (6) years of employment; four (4) weeks' vacation with pay each year after twelve (12) years of employment; five (5) weeks' vacation with pay each year after twenty-three (23) years of employment. An employee's vacation eligibility shall be based on the employee's anniversary date of employment. The number of employees on vacation within a given classification at any given period shall be determined by the sheriff. On November 1 of each calendar year there shall be posted a vacation schedule for the following calendar year. All employees shall sign the posting by November 30, selecting their vacation on the basis of those who are hired first have first pick. If employees do not sign the vacation posting schedule by November 30 of any year, remaining vacations shall be scheduled on a first come, first serve basis. Changes in the vacation schedule may be made with fourteen (14) calendar days advance notice to the sheriff and with mutual agreement of the sheriff, provided no other employee's vacation schedule is affected. Vacation pay shall be based upon a normal work week, and shall be taken in unit periods of not less than one (1) week, except upon approval of the sheriff. All efforts will be made to schedule vacations for the employees covered by this addendum so that such employees receive a normal work week off for each week of vacation. Employees who work less than 80% of scheduled hours during the year preceding vacation, shall receive prorated vacations based upon time worked. Vacation must be used within 18 months following the employee's anniversary date. Vacation time not taken in accordance with this paragraph is forfeited. It is understood that a week's vacation shall be six (6) work days pay for each week of vacation.

b. Employees who terminate their employment or who are laid off due to lack of work will be paid for vacation previously earned and not received for the current year up to and including the date of termination on a prorated basis.

c. When a holiday falls during an employee's vacation week, the employee will receive eight and one-half (8½) hours of straight time pay in addition to his/her regular for a total of seventeen (17) straight time hours. A day of vacation in this case will not be deducted from the employee's accumulated vacation. The additional eight and one-half (8½) hours of pay shall be computed using the following:

13. Family and Medical Leave – refer to Handbook of Personnel Policies
14. Symons Complex Employee Privileges – refer to Handbook of Personnel Policies
15. Military Leave – refer to Handbook of Personnel Policies

Rules of Conduct

1. Department Heads' Responsibility – refer to Handbook of Personnel Policies
2. Grounds for Termination or Suspension – refer to Handbook of Personnel Policies
3. Sexual Harassment Policy – refer to Handbook of Personnel Policies
4. Violence in the Workplace – refer to Handbook of Personnel Policies

*In addition sheriff department employees need to refer to Richland County Sheriff's Department Work Rules and policies and procedures regarding Sexual Harassment and Racial Profiling.

Hiring and Employment Considerations

1. Hiring:

- a. The Sheriff's Department will follow the hiring procedures detailed in County Ordinance 89-7. Two eligibility lists will be kept to fill full time vacancies, one for the jailer/dispatch position and one for the road patrol/task force deputy positions.

2. Temporary Vacancies- refer to Handbook of Personnel Policies

3. Probation Period:

- a. All newly hired employees shall serve a twelve (12) month probationary period. During said probationary period employees shall be subject to dismissal without cause or prior notice or recourse to the county's complaint procedures. If still employed after such probationary period, their hiring shall date from the first day of hire. An employee who successfully completes his/her probationary period shall receive sick leave, holiday and vacation benefits from his/her first day of hire, and will receive insurance benefits as soon as permitted by the insurance carrier. A probationary employee receives holidays and sick time during the probationary period.

Employees who are promoted within their classification must also be required to serve a three (3) month probationary period in the position to which they are promoted. If the employee does not complete the probationary period satisfactorily, he/she shall return to his/her former position with all rights unimpaired. However, they shall not be subject to discharge without the right of the county's complaint process.

- b. refer to Handbook of Personnel Policies
- c. refer to Handbook of Personnel Policies
- d. refer to Handbook of Personnel Policies

4. Reclassification – refer to Handbook of Personnel Policies
5. Dismissal or Suspension- refer to Handbook of Personnel Policies
6. Non-Disciplinary Termination/Layoff – refer to Handbook of Personnel Policies
7. Concern Procedures – refer to Handbook of Personnel Policies

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Comment [1]: I think we need to change this ordinance in order to remove the LEJC from the hiring process

Reimbursements

1. Lodging – refer to Handbook of Personnel Policies
2. Meals – refer to Handbook of Personnel Policies
3. Mileage – refer to Handbook of Personnel Policies
4. Other Expenses – refer to Handbook of Personnel Policies
5. Registration Fees – refer to Handbook of Personnel Policies
6. Expense Vouchers – refer to Handbook of Personnel Policies

Miscellaneous Personnel Provisions

1. Change of Address or Status
 - a. It is the responsibility of the employee to inform the sheriff's department office manager of any change of address, marital status, number of dependants, telephone number, etc. The office manager will report any changes to the County Administrator per Handbook of Personnel Policies.
2. Official County Bulletin Board – refer to Handbook of Personnel Policies
3. Employee Bulletin Board
 - a. Sheriff's Department Employees shall be allowed an employee's bulletin board in the jail/dispatch area to post non-political information of importance to employees that conforms to sheriff's department policies and procedures.
4. Equipment – refer to Handbook of Personnel Policies. In addition, refer to sheriff's department policies and procedures regarding equipment.
5. Telephone Policies – refer to sheriff's department policies and procedures regarding telephone, cell phone and fax communication protocol.
6. Notification of Absence
 - a. Sheriff Department employees shall call the dispatch center, the sheriff or a command staff supervisor to advise when they intend to be absent on sick leave. Command Staff supervisors shall notify the Sheriff when they are on sick leave. All other absences shall be reported to the Sheriff or command staff supervisor.
7. Weather Conditions – refer to Handbook of Personnel Policies
 - a. The Richland County Jail/Dispatch Center is never "closed." Contact the Sheriff or command staff supervisor for weather condition emergencies. The sheriff's department administrative office shall follow the language in the Handbook of Personnel Policies regarding "Weather Conditions."
8. Jury Duty – refer to Handbook of Personnel Policies
9. Ambulance or Fire Department Volunteers

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a. "On duty" sheriff's department employees shall not be dismissed from duty to serve on any ambulance or fire duty call.

10. Break Room

a. Sheriff Department employees exempt from this provision.

11. Credit Union/Deferred Compensation – refer to Handbook of Personnel Policies

12. Use of Computers, Software & Internet – refer to Handbook of Personnel Policies and sheriff's department policies and procedures.

13. Picture Identification Badge

a. Sheriff's department employees exempt. Sheriff's department employees shall follow department policies and procedures regarding, ID's, badges and the wearing of uniforms.

14. Training Opportunities – refer to Handbook of Personnel Policies

15. Gifts or Gratuities – refer to Handbook of Personnel Policies and sheriff's department policies and procedures.

16. County Workspaces and Personal Property – refer to Handbook of Personnel Policies and sheriff's department policies and procedures.

17. Ammunition:

a. The Sheriff, Chief Deputy and Lieutenants are required to meet state certification and shall receive one hundred (100) rounds of practice ammunition each month. One box (50 rounds) of service ammunition shall be given to each deputy on January 1 of each year. The replaced service ammunition shall be used to provide for one (1) month's allocation of practice ammunition.

18. Regular/Normal Schedules:

a. Dispatcher/Jailers:

Day Shift: Start between 6am and 9am.

Second Shift: Start between 2pm and 4:30pm

Third Shift: Start between 10:30pm and midnight.

Swing persons: Work the shift of the person off. Minimum of 8 hours between shifts for swing persons.

Administrative Office Staff- Start between 7a-9a and end between 3p-5pm.

Chief Deputy/Lieutenants: As determined by the Sheriff.

b. Shift assignment shall be subject to change upon one (1) week's notice, except in the case of an emergency. Shift assignments may be changed on less than one (1) week's notice if mutually agreed to by the sheriff and affected employees.

19. Notice of Discipline:

a. Notice of all discipline shall be in writing and a copy shall be provided the employee at the time the action is taken. Written notice of oral discipline shall be given to the employee as soon as possible after the action is taken.

20. Promotion Procedure:

a. The Sheriff will post the promotional vacancy for 10 days with minimum qualifications listed on the promotion posting. All candidates who sign the posting who meet the minimum qualifications will be given a written exam. This written exam will be scored on a 0-40 point scale. Applicants will then be given an oral interview by an interview panel consisting of command staff supervisors and line staff supervisors within the classification. This oral interview will be scored on a 0-40 point scale. The Sheriff will then assign 0-20 points to each candidate based on the Sheriff's perception of the candidates past work record. The candidate scoring the most points will then be awarded the promotion position.

21. Computation of Hourly Rates of Pay

a. Hourly rates shall be calculated as follows:

1. For employees working a 5-2 schedule (8 hour day):

Annual rate ÷ 2080 = Hourly rate

2. For employees working a 6-3 schedule (8.5 hour day):

Annual rate ÷ 2068 = Hourly rate

3. The annual rate shall be the monthly rate times twelve.

22. Shift Differentials:

a. Employees working the second shift shall receive \$50.00 per month added to their base pay. Employees working the third shift shall receive \$60.00 per month added to their base pay. The swing person shall receive \$60.00 per month added to their base pay.

23. Call-In Pay:

a. Any employee called in to work at a time other than his/her regular schedule of hours, except where such hours are consecutively prior to or subsequent to the employee's regular schedule of hours, shall receive a minimum of two (2) hours pay at time and one-half of his regular rate of pay. Scheduled court appearances, unless canceled at least six (6) hours before the scheduled time, shall be paid for at a minimum of two (2) hours at time and one-half.

24. Longevity Pay:

- a. Upon completion of three (3) years of service with the Employer, the employee shall be granted a longevity bonus of four hundred dollars (\$400.00);
- b. Upon completion of five (5) years of service with the Employer, the employee shall be granted a longevity bonus of four hundred fifty dollars (\$450.00);
- c. Upon completion of seven (7) years of service with the Employer, the employee shall be granted a longevity bonus of five hundred dollars (\$500.00);
- d. Upon completion of ten (10) years of service with the Employer, the employee shall be granted a longevity bonus of five hundred fifty dollars (\$550.00);
- e. Upon completion of fifteen (15) years of service with the Employer, the employee shall be granted a longevity bonus of six hundred dollars (\$600.00).
- f. Longevity bonuses shall be annual and will be paid in the first payroll period of December of each year. Eligibility for the longevity bonus shall be based on the employee's anniversary date of hire. If an employee is terminated during the year and would be eligible for a bonus, the employee will receive a prorated eligibility bonus upon termination.

25. Uniform Allowance:

- a. The Sheriff shall maintain a voucher system for the purpose of uniform and equipment purchase and maintenance for each member of the department. The County shall allocate \$500 per employee per year (\$650 for Sheriff, Chief Deputy, Lieutenants) Funds in the account can only be used for the purchase of approved items. Funds not used in one calendar year may be carried forward into the next calendar year, but the amount in any employee's account may not exceed \$1,500 per employee (\$1,800 for Sheriff, Chief Deputy and Lieutenant) this system shall be a reimbursement system except in cases where the Employer has established an account with a supplier.

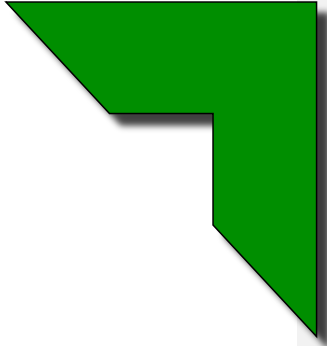
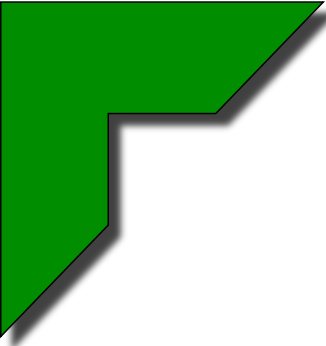
26. Effective Date of Wage Rate Changes:

- a. When an employee's rate of pay is changed and such a change falls in the first half of the pay period, the employee's new rate will commence the start of the pay period; if the rate change falls in the second half of the pay period, the employee's new rate will commence the start of the following pay period.

27. Step Increases:

- a. New employees, upon completion of their initial probationary period, shall advance one step in their classification pay range.
- b. When an employee is promoted to a position in a higher classification, his/her pay shall be increased to the minimum rate for the higher class. If his/her present rate is equal to or exceeds this minimum, his/her pay shall be increased to the next higher step in the new class regardless of the time since the last increase. Any change in a position classification must be approved by the Employer

Refer to the Richland County Handbook of Personnel Policies for all items not specifically addressed in this addendum. Health and Human Services employees shall refer to internal All Agency policies and procedures related to the above items when applicable. These policies do not supersede or replace the policies in the Richland County Handbook of Personnel Policies.



**PINE VALLEY COMMUNITY VILLAGE
HANDBOOK
ADDENDUMS AND ADDITIONS
TO
RICHLAND COUNTY
PERSONNEL POLICIES**

The Policies contained herein may be amended, changed, deleted, withdrawn or suspended at any time in the County's discretion.
(Updated: December 2019)

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**RICHLAND COUNTY
 PINE VALLEY COMMUNITY VILLAGE
 ADDENDUM TO PERSONNEL POLICIES**

SUBJECT TO APPROVAL BY PINE VALLE BOARD OF TRUSTEES

This addendum has been prepared as a supplement to the Richland County Handbook of Personnel Policies as it relates to employees of Pine Valley Community Village. In the case of a direct conflict between the Handbook and this addendum, this addendum shall control.

A. **Definitions** – refer to Handbook of Personnel Policies

B. **Extent of the Handbook**

1. The County Administrator shall have jurisdiction over all personnel matters relating to County Employees, which are dealt with in this Handbook except as it pertains to Pine Valley Community Village staff for those items listed in Addendum. Hiring, firing and disciplinary actions will be made at the department head level. Prior to discharge or suspension, consultation/notice to the labor attorney and County Administrator may be made. Reclassification or changes in salary levels will be recommended to the County Administrator, Finance and Personnel Committee and County Board.

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C. **Management Rights** – refer to Handbook of Personnel Policies

D. **Equal Opportunity Policy** – refer to Handbook of Personnel Policies

E. **Terms and Conditions of Employment**

1. Office Hours:

a. Normal work hours shall be 8:00 A.M. to 4:15 P.M. Monday through Friday for Department Heads and Administrative Personnel. The normal work hours for Licensed Nursing Personnel shall be 6:00 A.M. to 2:15 P.M., 2:00 P.M. to 10:15 P.M., 10:00 P.M. to 6:15 A.M. The Pine Valley Administrator/Department Head shall have the right to change work hours based on facility needs and with reasonable notice to affected employees. Some departments may flex hours to

better meet Resident/Family needs.

- b. **Work Day:** The normal work day shall consist of one (1) consecutive eight and one-quarter (8:15) hour shift including a twenty (20) minute rest period scheduled by supervisor, and a one-half (1/2) hour unpaid meal period. Employees working on a shift other than eight and one-quarter (8:15) hours shall receive meal and break periods pursuant of the current practice.
- c. **Work Week:** The normal workweek for full-time employees shall consist of at least nine (9) work days in a fourteen (14) calendar day period.
- d. **Schedules:** Schedules of work shall be posted one (1) month in advance. The shift schedule system will be maintained, except that upon a determination by the [Pine Valley](#) Administrator that a change in the schedules and hours of work is necessary. The [Pine Valley](#) Administrator shall have the prerogative to initiate modifications in schedules and hours of work upon 2 weeks notice to the employees.
- e. The [Pine Valley](#) Administrator is authorized to temporarily reduce the number of work hours of a consenting full-time employee, if it is in the best interest of the Department.

- 2. **Call Back Pay:**
Maintenance called to work outside and not consecutive with their assigned shift will be given a minimum of two (2) hours of straight time pay, or pay at the applicable rate for time worked, whichever is greater. Refer to Handbook of Personnel Policies.
- 3. **Pay Period:** All employees shall be paid every other Friday. If a payday falls on a holiday, the payday will be the day prior to the holiday. Employees will register with the Richland County payroll system (ESS) to retrieve their paycheck information.
- 4. **Time Paid – Employment Categories:** A workday is defined as the equivalent of one (1) 7/8 hour shift. All paid time shall be considered time worked for the purpose of computing overtime.

Full-time: Employees working at least 9 days or 69.75 hours in a 14 day pay period in a designated full time position.

Part-time: Employees working at least six (6) days or 46.50 hours in a 14 day pay period in a designated part-time position.

Call-in: Employees who have less than six (6) scheduled shifts or 46.50 hours in a 14 day pay period in a designated call-in position.

Wages: Pay will be on an hourly basis. Any hours absent from work and not covered by a benefit day, will not be paid and a report forwarded to the [Pine Valley](#) Administrator, indicating such.

A person who posts to a new classification will be paid her/his existing rate or the hire rate of the new job, whichever is higher, for ninety (90) calendar days, after which

she/he will be paid as if she/he had been assigned to the new classification on the day she/he was hired.

Shift Differential: Registered Nurses, Licensed Practical Nurses, Medication Aides, Nursing Assistants, Personal Care Workers and Resident Assistants, except those employees whose positions are listed in section F 8 under the heading "Compensatory Time", and call-in RN's, LPNS, Medication Aides, and C.N.A.'s who receive hourly "premium pay" whose shifts begin at or after 2:00 p.m. receive a premium of \$1.50 per hour added to their base rate, and those whose shifts begin at or after 10:00 p.m. receive a premium of \$3.00 per hour added to their base rate. Maintenance Workers whose shift begins at or after 2:00 p.m. receive a premium of 25 ¢ per hour and if Maintenance Worker shift begins at or after 10:00 pm receive a 30 ¢ per hour premium, added to the base rate.

Weekend Differential: Registered Nurses, Licensed Practical Nurses, Medication Aides, Nursing Assistants, Personal Care Workers and Resident Assistants, except those employees whose positions are listed in section F 8 under the heading "Compensatory Time", and call-in RN's, LPN's, Medication Aides and C.N.A.'s who receive hourly premium pay, whose shifts begin at or after 2:00 p.m. receive for whose shifts begin on or after 10:00 p.m. Friday nights and whose shift extends to or until 10:00 p.m. Sunday will receive \$1.50 per hour premium in addition to their regular rate of pay. Maintenance Workers, Dietary, and Activity Aides will receive a forty-cent (40¢) per hour premium in addition to regular rate of pay.

5. **Accident and Injuries:** All incidents and accidents involving employees or visitors will be reported immediately to a supervisor and an incident report completed and routed to the various depts. All employees are covered by Worker's Compensation Insurance.

Employees who are injured while on the job should report their injury to a nurse on duty immediately following the accident. Should the employee find it necessary to see a Health Care Provider, a "Request to Doctor" form must be hand carried by the employee to the provider at the time of the appointment. The employee should report to their supervisor if a Health Care Provider has been seen and return the "Physician Report on Injured Employee" form to the Business office. Late incident reports or failure to follow facility safety policies may result in disciplinary action.

6. **Health Examinations:** Each new employee shall be required to have a physician, licensed to practice medicine in the State of Wisconsin, certify that the individual is free of communicable disease and is physically able to perform the job with or without accommodation. Physical Therapy also screens employees for fitness for duty post job offer.

A two-step Mantoux skin test will be given at Pine Valley Mantoux was given if the results are negative. Every employee will receive a Tuberculosis Screening Questionnaire annually. Employees who have had a positive skin test will be required to complete an employee health Tuberculosis Screening Questionnaire annually. If the employee does not have any symptoms of the disease, they are not required to have a chest x-ray.

Failure to obtain the tuberculin test during the month that it is due will mean suspension from work until the employer receives verification that the employee has

had a test.

7. Breaks: Employees working a full 7 3/4 hour shift will be entitled to one paid 20 minute coffee break per day. Employees working less than a 6 hour shift a day but at least 4 hours will receive a 10 minute paid break. Employees who work 6 or more hours will be scheduled for a 30 minute unpaid break.

Lactation Accommodation: To comply with state and federal laws regarding lactation breaks, it is the policy of this nursing facility to accommodate nursing mothers who desire to express breast milk. This will apply to willing mothers for children up to one year of age. Flexibility in scheduling this employee's breaks to accommodate the usual feeding times of the child will be considered. Pumping usually takes 15-20 minutes and may be needed 2-3 times during an 8-hours shift. If the activity will exceed the paid break times allowed by the facility, unpaid time may be used to complete the process. (Staff would need to punch out and punch back in when completed).

A. PROCEDURE:

- 1.) Employee will inform their supervisor if they wish to express breast milk during their work hours.
- 2.) A private place close to the employee's work unit will be mutually agreed upon for the activity to take place. Ways to ensure privacy during the activity will be mutually agreed upon by the employee and supervisor. (What the sign will say to limit other staff entry, provide a room with a lock on the door if possible, window covering, etc.)
- 3.) The selected room should have a table, chair, electricity and if possible, running water and close access to a refrigerator.
- 4.) Jokes or harassment based on this activity will not be tolerated.
- 5.) If the employee is not satisfied with the lactation arrangements, they should speak with their supervisor or the Human Resource Director.

8. Leave of Absence: The [Pine Valley](#) Administrator has authority to grant employees a leave of absence without pay for up to six months when justified. Leave of absence may be extended for an Additional six months if authorized by [Pine Valley](#) Administrator. Each request will be considered on its own merit with weight given to the employee's work record and the needs of the facility. Refer to County handbook Leave of Absence.

Temporary employees who may have been hired to fill the temporary vacancy caused by an employee leave and later are considered for full-time employment will have the time spent in the temporary capacity counted as satisfying the probationary period or any part thereof, providing the services rendered by the temporary employee warrants consideration for full-time employment.

Employees returning to work from a leave of absence that was medically related or from an absence related to a work related injury or illness, must obtain a physician's statement indicating the employee is substantially available for work. Employees do not generate vacation, sick leave or any other benefit during non-paid leaves of absence.

Employees who are off work for a job related injury must obtain a physician's statement indicating the employee is substantially unavailable for work. They shall be required to continue to bring these statements to their supervisor until they return to work.

Employees must exhaust all paid benefit time prior to starting unpaid leave.

9. Flexible Work Schedule: A flexible work schedule may be arranged by mutual agreement between employee and department head.
10. Length of Service – Pine Valley recognizes length of service based on date of hire. In considering schedules, layoffs, transfers, promotions and filling vacancies, the facility will make the decision based on what is best for the facility. Length of service will be one item considered but may not be the determining factor. Selection of applicants to fill job vacancies or new positions shall be determined by the employee's skill, ability and experience. Length of service shall, upon completion of the probationary period, begin with the original date of hire.
11. Performance Evaluations: All staff shall be evaluated 3 months after hire and prior to completing their probationary period staff must accrue 468 hours of actual work or be employed for three months to pass probation, whichever is greater. This will allow for review by the [Pine Valley](#) Administrator and Department Head for: successful completion of probation, need to extend probation, or need to terminate employment. Staff will then be evaluated 3 months from the probationary evaluation, and ongoing on an annual basis. Evaluations forms used will be based off of Pine Valley's template and are specific to the employee's job description. The [Pine Valley](#) Administrator will be evaluated by the [County Administrator](#). Pine Valley Department Heads will be evaluated by the [Pine Valley](#) Administrator. Department Heads will evaluate their staff. R.N. Managers will evaluate licensed staff. Licensed staff will evaluate nursing assistants. The Performance Appraisal is a tool to clarify work standards, view level of performance, and evaluate: job knowledge, attendance, punctuality, quality and quantity of work, adaptability, judgment and interpersonal relationships. The purpose of the evaluation is to acknowledge strengths and identify [weaknesses, which](#) need to be corrected. The worker's overall performance should be improved as a result of the evaluation.
12. Personnel File:
Inquiries regarding employees should be directed to the Human Resource Director or Department Head. The facility will not disclose confidential information about any employees unless written permission is granted and then information will only be disclosed on the "need to know" basis. Employees seeking to establish credit and using the facility as a reference should inform their prospective creditor that any request of information must be submitted in writing or request will be denied. Personnel records are confidential and will not be made available to any other employee or outsider. The [Pine Valley](#) Administrator, as legal custodian of the records, will insure that only those in need of official information in conjunction with employment will have limited access to information.
13. Time Clock and Badges: Employees ID Badge is used for access into the facility and is used to punch the time clock. The ID Badge is also used for access to various areas of the building based on the employee's job title .It is the employee's responsibility to keep this badge secure and employee must notify their supervisor or the payroll clerk immediately if their badge is misplaced or lost or if occurs during non-business hours call Richland County MIS Director at 608-649-5922. If for any reason the employee must have

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his/her time validated, the immediate Supervisor, Department Head or [Pine Valley Administrator](#) must approve the entry. Personnel will not clock in more than seven minutes prior to their scheduled period of work or over seven minutes after completion of work unless approved by the [Pine Valley Administrator](#), Department Head or their designated representative.

F. Compensation and Fringe Benefits for Full and Part-time Employees

Call-in employees do not receive fringe benefits, except as noted.

1. **Health Insurance:** See County handbook/policy.
The employer shall provide health insurance coverage for employees who are on Worker's Compensation for a period of one year, or medical leave of absence for a period of six (6) months. Request for leaves of absence must be in writing and directed to the [Pine Valley Administrator](#). The [Pine Valley Administrator](#) may extend an employee's leave of absence an additional 6 months. No employee will be granted a leave of absence in excess of one year. Employees must exhaust all benefit time prior to starting unpaid leave. The employee shall pay its normal premium contribution. The insurance may be continued by an employee on an authorized extended or non-qualifying leave of absence if permitted by the insurer, with the employee paying the total premium. The employee would contact the County [Administrator's](#) office to find out the premium due date, and then submit the premium to the County [Clerk's](#) office.
2. **Dental Insurance** – refer to Handbook of Personnel Policies
3. **Retirement Plan** – refer to Handbook of Personnel Policies
4. **Life Insurance** – refer to Handbook of Personnel Policies
5. **Section 125 Flex** – refer to Handbook of Personnel Policies
6. **Holidays:**
Paid holidays for regular employees, including probationary employees are as follows: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Full-time employees receive three personal holidays and part-time employees receive one day & half-day personal holiday. Staff must satisfactorily complete the probationary period to be eligible for personal days.
 - a. To qualify for holiday pay, employees must work all regularly scheduled work time for one scheduled work day immediately preceding the holiday and one scheduled workday immediately following the holiday, unless on an excused absence or vacation.
 - b. Regular full-time employees will be paid straight time for holidays not worked. If they work on the holiday, they receive time and one half (1 ½) in addition to their straight time.
 - c. Regular part-time employees will be paid half-time for holidays not worked. If they work on the holiday, they receive time and one half in addition to their straight time.
 - d. **Hours Worked on a Holiday:** If the majority of an employee's hours worked fall on a holiday, then the employee's entire shift shall be considered as paid time for computation of holiday pay. Holiday pay for night staff shall be the night shift before the holiday.
 - e. Call-in employees will receive time and one half in addition to their straight time for all hours worked on a holiday.
 - f. A personal holiday cannot be taken on the day that any other paid holiday is observed and to receive pay the employee must be off the day that they request as

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their personal holiday.

- g. The Employer will give a written response to a request within thirty (30) days of the submission of the request. If a personal day is approved and the employee is later called in to work on that day, the personal day will be treated as if it were a fixed holiday.
- h. Personal holidays need to be used in the calendar year or they are forfeited.
- i. Holidays Falling On Weekends, Employees off day: Employees who do not usually work weekends, will receive compensation time, equivalent to straight time, and may use the holiday up to 30 days after the holiday.
- j. Employees may observe special religious holidays by submitting their request through their immediate department head. Time off may be granted on a non-pay status, providing the time scheduled will permit such an absence. Requests should be made at least three (3) weeks prior to the anticipated holiday.
- k. Holidays Falling During Vacation or Sick Leave: If any of the above listed holidays falls during time taken as paid vacation or paid sick leave, such holiday shall not be charged against accumulated vacation or sick leave.
- l. Employees on lay-off do not receive holiday pay.

7. Bereavement: See County Handbook/Policy

8. Compensatory Time – Pine Valley offers compensatory time for employees in the positions listed below. Compensatory time may be accrued up to a maximum of 40 hours. Once this plateau has been reached, further compensation time will not accrue unless the balance falls below 40 hours, except with the approval of the [Pine Valley Administrator](#). Compensatory time is accumulated only with the Department Head's prior approval in each instance. Any eligible time over an accumulated 40 hours per year of compensatory time must be paid out. Compensatory time not taken by separation date will be paid.

Compensatory time is accumulated at the rate of one and one-half hours of compensatory time for time worked over 8 hours per day or 80 hours per pay period for the following positions.

- Director of Nursing
- Nursing Supervisor
- Nursing Administrator Assistant
- Nurse Managers
- Director of Activities
- Social Workers
- Food Service Supervisor
- Maintenance Supervisor
- Administrative Assistant
- Human Resource Director
- Medical Records Supervisor/Manager of Information Systems
- Clerical Assistants

Pine Valley Administrator is not eligible to receive compensatory time and is exempt from the provisions of Fair Labor Standards Act.

9. Overtime – Employees eligible for overtime pay will be paid at a rate of time and one half for all hours worked over 8 hours per day or 80 hours in a pay period Overtime must be approved in advance by the employee’s supervisor and an overtime slip completed.
10. Sick Leave - The purpose of sick leave is to protect the employee from financial hardship due to prolonged illness or accident. All regular full-time employees shall be entitled to sick leave with full pay based on the basis of one (1) working day for each complete month of service. Part-time employees shall receive one-half working day for each complete of month of service. Sick leave is to be used by County employees when the employee or a member of his or her family is disabled by sickness or, in case of the employee, is sufficiently disabled by sickness to be unable to attend to their county employment. Sick leave may also be used by the employee to attend medical appointments for themselves or for their immediate family (spouse or children) if eligible for family medical Leave. Sick leave cannot be used in less than one half (1/2) hour increments. Inappropriate use of sick leave may result in disciplinary action up to and including termination of employment. (See Absenteeism Policy) Accrued Sick Leave: See County Handbook/Policy.

Sick leave earned in other Richland County employment will carry over into this unit. Employees absent from work for a period of three days or more may be required to visit a physician and obtain at that time a certificate from a physician licensed to practice medicine in the State of Wisconsin that they are physically able to fully perform all of their assigned duties before they will be permitted to work again. The [Pine Valley](#) Administrator reserves the right to demand a physician’s certificate after one day of absence if the employee has a record of frequent absences due to illness.

Days in Bank

When and if an employee maintains at least 24 sick days for a 12-month calendar year, that employee may also be paid for half of the sick leave not used, but accrued during that 12-month calendar year. The maximum number of days paid at the end of a 12-month period will not exceed six. Sick leave payment for those employees eligible and desiring to be paid will be made during the month of January each year for the previous 12 months ending December 31.

Part time earn 1/2 day per complete month of service.

Authorization may be given to use up to three (3) days of earned sick leave for each immediate family illness. Use of over three (3) days of earned sick leave for immediate family illness must be approved by the [Pine Valley](#) Administrator.

"Immediate Family" shall constitute spouse, children, sister or brother of employee and mother or father of the employee and mother or father of the

spouse. Eligibility is determined by the number of days the employee has accumulated in the bank and the circumstance.

Pregnancy – maternity/paternity leave: Absence from work by a County employee for pregnancy – maternity/paternity leave is considered sick leave. To the extent that the employee exhausts their sick leave eligibility, leave of absence shall be granted in accordance with the Handbook of Personnel Policies.

Workers Compensation – In the event an employee suffers an injury or illness in the course of performing his/her duties, the employee may use accumulated sick leave to make up the difference between what the employee receives from Worker’s Compensation payments and his/her regular pay. The employee using sick leave under this section will be charged only for the portion of a full day’s sick leave needed to supplement Worker’s compensation to equal the employee’s full day’s pay.

Voluntary Sick Leave Donation: See County Handbook/Policy.

Unused Sick Time: See County Handbook/Policy.

11. Vacation – Shall be accrued based upon years of service and may be used after the employee has successfully completed the first six months of employment. Staff must satisfactorily complete the probationary period to be eligible for vacation days. Vacation benefits are accrued at the following rates. Maximum accumulation for each year of service is indicated in the full-time column.

Years	Full-time	Part-time	OR (whichever is greater)
6mo	5 days	2.5 days	1 day/403 hrs compensated
1 Yr	5 days	2.5 days	1 day/403 hrs compensated
2 Yrs	10 days	5.0 days	1 day/201.5 hrs compensated
6 Yrs	15 days	7.5 days	1 day/134 hrs compensated
12 Yrs	20 days	10.0 days	1 day/101 hrs compensated
23 Yrs	25 days	12.5 days	1 day/ 81 hrs compensated

Vacation requests for two days or more shall be submitted thirty (30) days in advance. Vacation requests shall be dated and presented in writing on appropriate forms or online through our payroll software (Kronos) and approved by department head or supervisor. Vacation shall be scheduled on a first come, first serve basis. If a conflict arises between two (2) or more employees concerning dates, the employee whose request was made first will be favored.

All vacation time shall be taken in no less than one two (2) hour increments and must be used within 18 months following the employee’s anniversary date. Vacation time not taken in accordance with this paragraph is forfeited. Employees or beneficiary, upon retirement, early retirement, death or termination of employment, will be paid for vacation previously earned and not received for the current year on a pro-rated basis.

SEE COUNTY HANDBOOK FOR RESIGNATION/ RETIREMENT NOTICE.

12. Family and Medical Leave – Pine Valley will administer Family Medical Leave in accordance with the County Policy.
13. Symons Complex Employee Privileges – refer to Handbook of Personnel Policies
14. Military Leave – Pine Valley will administer Military Leave in accordance with the County Policy.

G. Rules of Conduct

1. Department Heads' Responsibility – refer to Handbook of Personnel Policies

2. Grounds for Termination or Suspension –

Rules - prohibit the following by employees:

1. Theft of property belonging to Pine Valley Community Village, or a resident, visitor or another employee.
2. Alcohol or drug use on the job or being under the influence of alcohol or drugs while on the job.
3. Possession of a dangerous weapon on nursing facility premises.
4. Disclosing confidential Protected Health Information (PHI) to unauthorized persons or to any employee who does not have a “need to know” based on what is required to do their job. Breach of confidentiality.
5. Willful damage to facility property.
6. Insubordination.
7. Disorderly or immoral conduct in or around the facility.
8. Falsification of employment applications.
9. Conviction for the violation of a criminal law.
10. Falsification of nursing facility records.
11. Conduct endangering the welfare of a resident or another employee, or facility property.
12. Influencing or inducing a resident to make a gift or bequest to an employee, to the facility or solicit gratuities.
13. Violation of the Residents Bill of Rights.
14. Smoking on facility grounds, includes use of e-cigarettes.
15. Failure to obtain permission from the Supervisor to leave job or premises during working hours.
16. Punching or swiping another employee's time card or badge or requesting another employee to punch or swipe your time card.

17. Un-excused Absence.
18. Failure to follow safety practices or policies or personnel handbook.
19. Sleeping on duty or unavailable/engaged while on duty.
20. Unauthorized posting or removal of bulletin board items.
21. Unauthorized distribution of literature.
22. Unauthorized solicitation in or around the nursing facility premises.
23. Organization of activities for any group or groups on the nursing facility time and premises without permission of the [Pine Valley](#) Administrator.
24. Wearing of unauthorized buttons or badges, wearing printed t-shirts with offensive & inappropriate message.
25. Failure to report an accident or injury.
26. Excessive absenteeism/tardiness - six (6) or more occurrences of illness in the past 12 months for full-time employees and five (5) or more occurrences of illness for part-time employees, except for unusual circumstances, shall be considered excessive.
27. Refusing to report for a physical, laboratory test or x-rays when requested by the [Pine Valley](#) Administrator of the Nursing Facility.
28. Unsatisfactory work performance as based upon the employee performance evaluation.
29. Failure to follow supervisor's directions.
30. Repeated failure to be at the work station ready to work at the starting time.
31. Criticism of a fellow employee of the facility in front of a member of the public or another employee of the facility while on duty.
32. Stopping work before time specified or overstaying rest or lunch periods.
33. Failure to follow facility parking restrictions.
34. Use of facility telephone for personal calls without permission of supervisor. Failure to report personal long distance calls & failure to reimburse the facility for toll calls.
35. Violation of the County's Code of Ethics Resolution, which states as follows:
No Department Head or County employee shall:
 - a. Use or attempted use of his/her position to secure any preferential or

- b. unlawful rights or advantages for himself/herself or others.
- b. Having a financial or other personal interest which is in conflict with the proper discharge of his/her duties.
- c. Disclosing or using confidential information concerning Richland County to promote a private financial interest.
- d. Accepting any substantial gift, in any form, from a person who has business dealings with Richland County.
- e. Inappropriate use of sick leave can result in termination of employment. All accrued sick leave is lost when employment ceases except after retirement, death or early retirement. Upon death or retirement according to ETF guidelines, an employee or beneficiary shall receive payment unused sick leave up to a maximum of sixty (60) days.

36. Elimination of job due to reorganization or lack of work.

37. Elimination of job that has sunset per County Board Resolution.

38. Violation of the above rules may result in discipline up to and including discharge at the discretion of the [Pine Valley](#) Administrator, depending upon the severity of the infraction.

39. When an employee's conduct is considered to be cause for disciplinary action his/her Supervisor will inform him/her verbally or in writing.

40. The employee will sign the notice and receive a copy. One copy will be retained by the employee and another will be placed in the employee's personnel file.

41. Grievances: Refer to Handbook of Personnel Policies.

3. Sexual Harassment Policy – refer to Handbook of Personnel Policies. Sexual harassment of any kind will not be tolerated. All employees must avoid offensive or inappropriate sexual behavior at work and are responsible for assuring that the work place is free from sexual harassment at all times.

4. Violence in the Workplace – refer to Handbook of Personnel Policies and facility Policy.

5. Grievances: See County Policy

H. Procedures for Hiring, Disciplinary Action, Suspensions, Dismissal and Layoff

1. Hiring:

- a. The Human Resource Director shall advertise a vacant position as appropriate and interview prospective candidates.
- b. Reference checks are completed as provided by the candidate.
- c. Any prospective employee requiring a license or certificate to perform their duties shall show evidence of such before beginning work and when the license is renewed. A copy is placed in the personnel file.
- d. No one under the age of 18 years of age will be employed without a work permit.
- e. Each position has a corresponding written job description of the duties for that position. Each employee receives, signs and dates a copy of their job

description and the copy is maintained in the personnel file.

- f. Each new employee will be required to have had a thorough orientation to their position and shall be required to complete and sign an orientation checklist indicating that they received and understand this information.
- g. A minimum of 468 hours worked in no less than the first three months of employment, shall constitute a probationary period for all employees, if their services has been completed in a satisfactory manner per the written evaluation. Evaluations are completed by the employee's supervisor at 3 months and 6 months and annually thereafter. No inference is to arise from the terms probation or probationary period, that any employee has, upon the successful conclusion of that employee's probation period, any job security than is otherwise expressly set forth in these Personnel Policies.
- h. The Department Head in whose Department the vacancy exists, shall interview those applicants who appear from their written applications to be qualified for the job.
- i. Skills testing may be required for some positions specific to job requirements.
 - j. Applicants will complete Pine Valley's application which is available at the reception desk or online at: www.co.richland.wi.us

2. Temporary Vacancies – Temporary vacancies when filled by current staff will be paid at the pass probation job rate for the position filled. If limited term employees are hired they shall be paid and hired according to County Handbook of Personnel Policies.

3. Probation Period: The purpose of the probation period is merely to require that the job performance of all employees who are new to a County position is reviewed within a fixed period from the employee's start of work in any position. The purpose of this initial review is to determine:
- 1. If the employee is to continue in the position in regular status, or
 - 2. If the employee's employment in the position is to be terminated. No inference is to arise from the use of the terms "probation" or "probation period" that any employee has, upon the successful conclusion of that employee's probation period, any job security than is otherwise expressly set forth in these Personnel Policies.

Probationary employees may be disciplined and terminated without recourse. Employees are probationary for three months or 468 hours of actual work, whichever is greater. If still employed after such probationary period, their length of service shall date from the first day of hire. Successful completion of the probationary period will be determined by the department head with the [Pine Valley](#) Administrator's approval.

Successful completion of the probationary period will be determined by the department head with the [Pine Valley](#) Administrator's approval.

Any employee's probationary period can be extended up to a maximum of an Additional six months. This decision will be made by the [Pine Valley](#) Administrator. Employees whose probationary periods are extended are not eligible to receive their post-probation salary increases until the end of their probationary period, as extended. Employees whose probation has been extended shall be notified in writing prior to the end of their probationary period. Prompt notification shall be given to the [County Administrator's](#) office regarding the status of the probationary

employee.

Probationary employees may be terminated at any time at the discretion of the Employer. Discharges during the probationary period shall not be subject to the grievance procedure.

4. Reclassification – refer to Handbook of Personnel Policies
5. Dismissal or Suspension: If it is necessary to dismiss or suspend an employee, a notice in advance will be given as follows:
 - a. The Department Head shall discuss all problems relating to the employee’s job performance with the employee. In cases in which continuation of the unsatisfactory performance could lead to suspension and/or termination, the Department Head shall give the affected County employee written notice if possible, of the nature of the problem relative to the County employee’s job performance.
 - b. All employee concerns shall be presented to the employee’s Department Head. Concerns shall be presented in writing within five (5) scheduled work days of the alleged concern and shall be acted upon by the Department Head within five (5) working days. Employees who are dissatisfied with the Department Head’s written response may then present their concern in writing to the [Pine Valley Administrator](#) who shall have five (5) working days from receipt of concern to act upon the concern.
 - c. Employees who are dissatisfied with the [Pine Valley Administrator](#)’s written response shall have two weeks from the date of receipt of the [Pine Valley Administrator](#)’s response to appeal to [the County Administrator](#), by filing a written statement of the concern. Concerns by employees against their Department Head shall be presented in writing by the employee, directly to the Administrator and then the process would proceed as outlined above.

Termination/Layoff/Reduction of Hours due to Lack of Work: Whenever it becomes necessary either due to low census, need for economy, reorganization of work or change in need for staff or hours, employees may experience a reduction in hours, loss of position or change in position. Employees may be laid off, terminated or have hours reduced or their position changed according to the needs of the facility. The nursing home reserves the right to terminate any employee for unsatisfactory service, without notice, at any time during the three month (468 hours) probationary period. Employees separated for violations will receive pay to the time of dismissal only, and any unused accumulated vacation time.

6. Non-disciplinary Termination/Layoff – refer to Handbook of Personnel Policies
7. Complaints Procedures – Refer to Handbook of Personnel Policies

I. Reimbursement

1. Lodging – refer to Handbook of Personnel Policies
2. Meals – refer to Handbook of Personnel Policies
3. Mileage – refer to Handbook of Personnel Policies
4. Other Expenses – refer to Handbook of Personnel Policies
5. Registration Fees – refer to Handbook of Personnel Policies
6. Expense Vouchers – refer to Handbook of Personnel Policies
7. Employees who attend conferences or seminars out of the County for professional or

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employment-related training for certification and who leave County employment within 1 year after the training must reimburse the County for all expenses incurred by the County relative to that conference or seminar, excluding salary or wages. The County will deduct the amount due under this paragraph from any compensation owed to the employee after the County has received the employee's notice of separation or retirement.

J. Miscellaneous Personnel Provisions:

1. Change of Address or Status – refer to Handbook of Personnel Policies
2. Official County Bulletin Board – refer to Handbook of Personnel Policies
3. Employee Bulletin Board – refer to Handbook of Personnel Policies
4. Equipment – refer to Handbook of Personnel Policies
5. Telephone Policies – Employees will refrain from using the telephone for personal matters except for an emergency. Long distance calls for other than official business of the facility will not be permitted.
6. Notification of Absence – Employees are expected to notify their immediate supervisor or designee, when unable to report to work for any reason. Having relatives call for the employee is unacceptable. The employee should give as much advance notice as possible for any absence. A minimum of one hour is required according to our Absenteeism Policy.
7. Weather Conditions – If employees are unable to report to work due to weather conditions they should notify their Supervisor. If weather conditions improve employees should call in to see if they should report to work. Days missed due to weather conditions, will be taken as vacation, personal day, sick day, or without pay if a paid benefit day is unavailable.
8. Jury Duty – Jury Duty: Employees shall be excused with full pay for jury duty. Any compensation for such duty shall be paid to the county. Employees not selected as jurors for a case shall report promptly back to their work station.
9. Ambulance or Fire Department Volunteers – refer to Handbook of Personnel Policies
10. Break Room – refer to Handbook of Personnel Policies
11. Credit Union/Deferred Compensation – refer to Handbook of Personnel Policies
12. Use of Computers, Software & Internet – Employees are required to adhere to Pine Valley's Policies on the use of the facility computers and software and the use of the internet, as defined in the Facility Policy and Procedure book.
13. Picture Identification Badge – All staff shall be issued a picture identification badge by the Centralized IT Department. Time Badges are required for all employees, except the [Pine Valley](#) Administrator. Employee will use their time badge to swipe in at the start of their shift and out at the end of the shift. Employees will not swipe in earlier than seven minutes prior or out more than seven minutes after their shift ends. Employees will swipe out and in for lunch if they leave the facility.
14. Training Opportunities – In-service Education: Employees are required to attend in-service programs at the request of the Pine Valley Administrator or their particular department. It is the employee's responsibility to record each in-service on their index card in the in-service file box. Certified Nursing Assistants are required to have 12 hours of in-service education annually. An employee who is unable to attend a required in-service has 30 days to view the video tape. All in-services are video taped except the fire in-service. Employees are required to attend the fire in-service and all other in-services required by the department head or administration
15. Gifts or Gratuities – refer to Handbook of Personnel Policies
16. County Workspaces and Personal Property – refer to Handbook of Personnel Policies
17. Parking: Employees are to park in the lower level parking lot.

18. Service Awards: Employees who have given five or more years of service to Pine Valley Community Village will be recognized. They are given recognition in five year intervals beginning with the fifth year of employment.
19. Suggestion box: This box is located in the employee break-room for employees to place ideas or suggestions. Please sign so we can discuss idea/suggestion with the appropriate person.
20. Professional Ethics
 1. All information concerning the condition or well being of a resident is considered confidential and shall not be disclosed by an employee. Requests for information shall be referred to the [Pine Valley](#) Administrator, Director of Nursing, Social Worker, or licensed nursing staff.
 2. Information regarding the resident's diagnosis and treatment will be made known to employees on a "need to know" basis only. Employees will not be permitted to review resident medical charts or doctor's orders unless they have a specific need to have chart information in their daily care of the resident. Disclosure of such information by an employee may be grounds for immediate dismissal and perhaps legal action as well (*refer to HIPAA policies*).
 3. No one shall abuse any resident. This includes the willful infliction of injury, unreasonable confinement, intimidation, or punishment with resulting physical harm, pain or mental anguish. This also includes failure to provide goods and services necessary to avoid physical harm, mental anguish, or mental illness and deliberate misplacement, exploitation, or wrongful temporary or permanent use of a resident's belongings or money without the resident's consent. Anyone found guilty of such action will be subjecting themselves to immediate dismissal and could be fined or imprisoned.
21. Mail: All mail will be delivered to the Receptionist Office. Employees should have their personal mail addressed to their residence. Incoming and outgoing mail belonging to the residents shall not in any way be tampered with except on written notification of the resident or guardian.
22. Resignation: Resignations must be submitted in writing two weeks prior to the last day of work for all employees with the exception of Department Heads and Licensed Personnel who shall be required to give thirty days notice.
23. Smoking Regulations: Employees are not permitted to smoke on the grounds. Employees who smoke must punch out and leave the premises to do so.
24. Fire & Disaster Plan: Plans are located near each fire alarm box. Employees are oriented to the fire and disaster plans upon hire and this information is reviewed annually at an in-service. Drills are conducted on a regular schedule to insure that employees are familiar with these plans.
25. Security: Building security is the responsibility of the maintenance department or the nurse in charge in the absence of the maintenance personnel. All exit doors are locked from 9:00 P.M. each evening until 7:00 A.M. the following morning. Entry can be made by staff with the use of their photo ID badge.

26. Lost and Found: The nursing facility cannot be responsible for personal articles lost, stolen or damaged on the premises. Lost and Found items are kept at the switchboard.

This is to certify that I have received my personal copy of Pine Valley Community Village Employee Manual and Resident Bill of Rights and have read and understand the policies, practices, rules and regulations contained therein.

I understand the above is a condition of my employment.

Name _____

Date _____

Richland County Administrative Transition Committee

Agenda Item Cover

Agenda Item Name: Review/approve changes to Committee Structure document

Department	Administration	Presented By:	Melissa Luck/Clinton Langreck
Date of Meeting:	April 9, 2021	Action Needed:	Vote on a Motion
Disclosure:	Open	Authority:	Committee Structure page 6E
Date submitted:	April 9, 2021	Referred by:	

Recommendation and/or action language:

Motion to recommend proposed amendments to the Richland County Committee Structure document (Amended August 18, 2020) with referral to the Rules and Resolutions committee.

Background:

Recommended changes are to bring Committee Structure document in line with changes being made to the Employee Handbook and those already made in the Administrative Manual.

Attachments and References:

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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

RICHLAND COUNTY BOARD COMMITTEE STRUCTURE
(Amended August 18, 2020)

AGRICULTURE AND EXTENSION EDUCATION COMMITTEE

- A. Five members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Functions in accordance with section 59.87, Wisconsin Statutes and as follows.
- D. Provide oversight and advice on the hiring of professionally qualified persons to the University Extension Program staff in cooperation with University Extension. Vacancies and additions to the staff shall be filed in the same manner.
 - 1. To make available the necessary facilities and conduct programs in:
 - a. Professional and liberal education.
 - b. Human resources development.
 - c. Economic and environmental development.
 - d. Extension work provided for in an act of Congress and all acts supplementary thereto.
 - e. Any other extension work authorized by local, State or Federal legislation.
 - f. Examine and audit all claims arising under the Dog License Law, Chapter 174, Wisconsin Statutes.

AMERICANS WITH DISABILITY ACT COMPLIANCE COMMITTEE

- 1. 7 members composed as follows:
 - (a) the County Board Chair;
 - (b) the Vice Chair of the County Board;
 - (c) one Supervisor;
 - (d) one disabled individual;
 - (e) a representative from the business or non-profit community;
 - (f) a representative from education;
 - (g) a representative from the medical/health profession.
- 2. The committee shall hear appeals from action taken by the Americans With Disability Coordinator.
- 3. Members shall be appointed by the County Board after it receives nominations from the Committee on Committees.
- 4. Members shall be paid mileage and per diems for their attendance.

AUDIT COMMITTEE

- A. This committee shall consist of three people.
- B. The three members of this committee shall be selected by the Committee on Committees for appointment by the County Board.
- C. This committee shall review and approve all expense vouchers for the County Board of Supervisors and the various departments of the County, except for the Social Services Department, Pine Valley Healthcare and Highway Department for which the Audit Committee shall review the department summary sheets.

Melissa Luck 4/8/2021 9:17 AM

Comment [1]: Is this committee needed? I've heard comments that it is not, recommend removal of this committee???

CHILD SUPPORT COMMITTEE

- A. Three members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Provide oversight and advice to the Child Support Agent in the implementation of Public Law 93-647 which sets forth a system for the collection of child support payments from parents who have abandoned their families and do not voluntarily contribute to the support of their children.

CITY LIBRARY BOARD

The number of Supervisors appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, subject to approval of the County Board.

COMMISSION ON AGING AND DISABILITY BOARD

- 1. This committee shall consist of eleven members as follows:
 - a. At least 51% of the members shall be at least 60 years old;
 - b. At least 2 members representing adults with disabilities;
 - c. At least 1 member representing adults challenged by mental health and/or substance abuse disorders;
 - d. At least 1 member representing disabled youth transitioning into adult services;
 - e. At least 1 member representing service providers;
 - f. At least 2 members shall be County Board Supervisors.
- 2. 6 of the initial appointments shall be for 2 years and 5 shall be for 1 year. All subsequent appointments shall be for 2 years.
- 3. Appointments to the Commission shall be made in the usual manner with nominations being made by the Committee on Committees, appointments being made by the County Board Chair subject to approval by the County Board.
- 4. The Commission on Aging and Disability is the citizen advisory body of the Richland County Aging and Disability Resource Center Unit and Health and Human services Board in matters relating to those citizens over age 60 and those citizens over age 18 and under 60 who are disabled physically, developmentally, and/or challenged by mental health or substance abuse disabilities in Richland County.
- 5. The Powers and Duties of the Commission on Aging and Disability are:
 - a. Advise the Aging and Disability Resource Center Unit on the development and implementation of the County Aging Plan and ADRC Service Plan.
 - b. Provide financial oversight for the Aging and Disability Resource Center Unit.
 - c. Ensure that the terms of the Aging and Disability Resource Center state/county/Area Agency on Aging contract are fulfilled.
 - d. Collect information on the needs of older adults and adults with disabilities and make recommendations to Aging and Disability Resource Center Unit Staff.
 - e. Monitor progress on implementation of the Aging and Disability Resource Center Unit Plan.
 - f. Serve as an advisory group and approve a Community Options Plan for participation in the program and plan updates as they are made.
 - g. Educate older people and adults with disabilities on issues of importance to them.
 - h. Advocate for the rights of older people to the Area Agency on Aging – District I, Aging and Disability Resource Center Unit, Legislators and other elected officials of the County, State and Federal governments and to older populations.
 - i. Advocate for the rights of adults with disabilities to the Aging and Disability Resource Center

- Unit, Legislators and other elected officials of the County, State and Federal governments and to adult populations.
- j. React to and comment on concerns transmitted from the Health and Human Services Board and Aging and Disability Resource Center Unit.
 - k. Assure input from consumers, service providers, and local constituents in the general policies, procedures, practices, and goals of the Aging and Disability Resource Center Unit.
 - l. Study specific problems facing elders and adults with disabilities and make recommendations to the County Board, Health and Human Services Board and Aging and Disability Resource Center Unit.
 - m. Review and advise the Health and Human Services Board and Aging and Disability Resource Center Unit on budgetary and programmatic issues.
 - n. Report to local adult and senior clubs and other adult and senior organizations on information and issues relevant to senior citizens and adults with disabilities.
 - o. Serve on committees as needed.
 - p. Attend regular Commission on Aging and Disability meetings.

COMMITTEE ON COMMITTEES

- A. Seven members.
- B. The chairman and vice-chairman are automatic members of this committee with the five additional members being elected by the Board for a two (2) year term.
- C. The duties of this committee are to make recommendations to the County Administrator for appointment by the County Board, the Supervisors and/or citizen members to staff the committee, boards and commissions are required by Wisconsin Statutes and Board Resolution.

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COMPREHENSIVE COMMUNITY SERVICES COORDINATION COMMITTEE

1. Nine members.
2. The Committee shall consist of the following members:
 - a. 2 employees of the Richland County Department of Health and Human Services who are responsible for mental health and substance abuse services;
 - b. 1 service provider(s);
 - c. 1 community mental health and substance abuse advocate(s);
 - d. 4 consumers;
 - e. 1 family members and interested citizens.
3. At least one-third of the members of the Committee shall be consumers and no more than one-third of the members may be County employees or providers of mental health or substance abuse services.
4. The duties of the Committee are:
Review and make recommendations regarding: the initial and any revised Comprehensive Community Services Plan; Comprehensive Community Services quality improvement plan; personnel policies and other policies, practices or information that the Community Services Program and protection of consumer rights.
5. The Committee shall meet at least quarterly.
6. Members shall serve 3-year staggered terms after serving a 2-year initial appointment.
7. All members, except County employees, shall be paid mileage and a per diem for their attendance.

CONTINUUS

- A. One County Supervisor member.
- B. Represent Richland County on the Long Term Care District Governing Board, which governs the 8-county long term care district which provides care maintenance organization functions to the citizens of the 8-county members of the long term care district.
- C. Richland County could possibly appoint more members of the Long Term Care District Governing Board in that four members of that board must represent target populations served by the care management organization and three members are to serve as at-large representatives who are residents of one of the counties forming the long term care district with medical or business expertise helpful to the care management organization.

CRIMINAL JUSTICE COORDINATING COMMITTEE

- A. Thirteen member consisting of the following:
 - Circuit Court Judge
 - Director of the Department of Health and Human Services
 - District Attorney
 - Sheriff
 - Chief of Police of the City of Richland Center
 - One County Board Supervisor
 - Mayor of the City of Richland Center
 - Public Defender
 - Probation Agent
 - Director of Passages
 - Child Support Administrator
 - Clerk of Circuit Court
 - President of the Richland County Ministerial Association
- B. Study the Richland County juvenile and criminal justice system; identify deficiencies and formulate policy, plans and programs for change; communicate and present planning, financial, operational, managerial and programmatic recommendations to the agencies which administer the juvenile and criminal justice system in Richland County; provide coordinated leadership necessary to establish cohesive policies which are based on research, evaluation and monitoring of policy decisions and program implementations for innovative corrections programs for adult and juvenile offenders; review, evaluate and make policy recommendations on vital criminal justice system issues.
- C. All members except the County Board Supervisor member may designate an alternate to attend a meeting or meetings of the Committee;
- D. The term of all members shall be 6 years from January 1, 2017, and
- E. The following members or their designees are entitled to be paid a per diem and mileage for their attendance at meetings of the Committee;
 - County Board Supervisor;
 - Mayor of the City of Richland Center;
 - Director of Passages;
 - President of the Richland County Ministerial Association.

ECONOMIC DEVELOPMENT

A 3-member Board for Economic Development consisting of the County Board Chair, the Mayor and a representative of Southwest Partners. The duties of the Board are set forth in paragraph 2 of the Agreement.

ECONOMIC DEVELOPMENT – ROTATING ADVISORY BOARD

A non-voting Rotating Advisory Board of Economic Development. The composition and duties of this Board are set forth in paragraphs 1 and 2 of the Economic Development Agreement.

EMERGENCY MANAGEMENT COMMITTEE

- A. Three members.
- B. County Board Chairman and the Vice-Chair shall automatically be members with the remaining members to be selected by the Committee on Committees for appointment by the County Board.
- C. The County Board Chairman shall designate which member of this committee shall serve as chairman of the committee, in accordance with section 166.03(4)(C), Wisconsin Statutes.
- D. Control and make the spending decisions as to State and Federal funds granted to the Local Emergency Planning Committee.
- E. Members of this Committee are also members of the Local Emergency Planning Committee.

FAIR AND RECYCLING COMMITTEE

- A. Seven members, four of whom shall be Supervisors and three of whom shall be citizen members.
- B. Members shall be nominated by the Committee on Committees and approved by the County Board.
- C. Manage and control the operation, maintenance and use of the County Fairgrounds and buildings.
- D. Manage and control the operation of the annual County Fair.
- E. Establish all fees relating to the use of the Fairgrounds, including entrance fees, rental fees, parking fees and all other fees or rental charges relating to the use of the Fairgrounds, for during the time of the County Fair and for all other times. The Fair Committee shall annually report all fees as a committee report to the County Board prior to the County Fair.
- F. Attend to all security matters relating to the Fairgrounds.
- G. Carry out all the duties assigned to counties as set forth in 1989 Wisconsin Act 335.
- H. Deal with all matters, including the development of a budget, relating to the solid waste disposal and recycling needs of the citizens of Richland County.
- I. Provide oversight and advice to all Clean Sweep Programs to be carried out in Richland County.

FINANCE AND PERSONNEL COMMITTEE

- A. Seven members. For the initial term, 3 of the members shall have a term of 1 year, 4 of the members shall have a term of 2 years. The Committee shall decide the length of each appointee’s initial term. After the initial term, all terms shall be for 2 years.
- B. Selected by the Committee on Committees for appointment by the County Board except that the County Board Chair and the Vice-Chair shall be automatic members of the Committee.
- C. To supervise all financial matters of the County Board for the purpose of keeping expenditures under control and within the budget adopted by the County Board. To invest monies, and to have responsibility for financial audits by outside auditors. To provide insurance coverage for all County property and administer all property, liability and worker’s compensation policies.
- D. Provide guidance to the County Administrator in preparation of the budget for submission to the County Board for its approval at the annual meeting.
- E. The County Administrators shall report to the Committee on administrative affairs in general with a view of bringing about proper coordination and cooperation between the various departments and agencies in the County to the end that the best business practices may be observed; that due

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efficiency may be maintained; and that the interests of the citizens of the County may best be served.

- F. This committee shall handle all matters relating to debt service issues.
- G. This committee shall initially consider all claims made against Richland County, except claims arising under the Dog License Law, Chapter 174, Wisconsin Statutes, and shall make a recommendation to the County Board as to how to dispose of each such claim.
- H. Assist with issues that may arise out of the offices of the County Clerk, County Treasurer and Register of Deeds.
- I. Sell all tax deed property in the manner prescribed by the Wisconsin Statutes and as deemed appropriate by the Committee and without further approval by the County Board.
- J. Administer the Revolving Loan Fund account in accordance with the procedures manual.
- K. Make fund transfers between budget lines within the budgets of individual departments or committees in the annual County budget.
- L. The County Administrator shall recommend to the Committee all proposals of lowering or raising the salary ranges, fixing the salaries, sick leave, vacation periods, holidays, working conditions, insurance for County employees, fringe benefits and leaves of absence after consideration and recommendation by the concerned department head and committee. The Personnel Committee shall review and analyze such proposals and make such recommendations to the County Board as it determines appropriate.
- M. The County Administrator shall from time to time conduct or cause to be conducted Job Analysis and Evaluations and a study of the table of operations and report to the Committee. If a change in any of the above is recommended, then, said recommendation shall be submitted to the County Board for action.
- N. The committee shall, after recommendation by the County Administrator, set working conditions, grant leaves of absence, grant promotions, settle grievances, and establish personnel rules, regulations and policy.
- O. The committee together with such professional assistance as may be provided by the County Board, shall represent the County in collective bargaining and all other situations and procedures covered by section 111.70, Wisconsin Statutes, including the applications and interpretation of all collective bargaining agreements. The County Board shall have authority to approve or reject any and all agreements of any employee bargaining units.
- P. This committee shall review, examine and recommend to the County for approval the amount of bonds of various county officers and employees.
- Q. Supervise the activities, functions, duties and powers of all elected and appointed officials' departments in Richland County.
- R. Administer County's Federal and State Family and Medical Leave Act policies and forms.
- S. The Committee will administer the County's deferred compensation program.
- T. Maintain a written self evaluation for approval by the County Board to ensure that the County's delivery of services and programs is in compliance with the Americans with Disabilities Act.
- U. Administer and review the procedure for the filing of complaints under the Americans With Disabilities Act and develop a written self-evaluation for the purpose of bringing the County's hiring and appointment procedures into compliance with the Americans With Disabilities Act.
- V. The Committee shall administer the personnel aspects of Courthouse security.
- W. The County Administrator shall study and make recommendations to the Committee regarding future telephone needs of all County departments. Recommendations would then be forwarded to the County Board.
- X. Authorize all expenditures from the Video-Conferencing Fund.

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Deleted: County Board

Melissa Luck 4/8/2021 8:57 AM

Comment [5]: Delete this item?

HEALTH AND HUMAN SERVICES BOARD

- A. 7 members, 4 of whom shall be County Board Supervisors and 3 of whom to be non-Supervisors. At least 1 member shall be an individual who receives or has received human services or shall be a family member of such an individual. Of the 7 members, 1 shall be a physician, 1 shall be a registered nurse; 1 shall be a consumer/family member.
- B. To operate a program for the providing of services to the mentally ill, developmentally disabled and alcohol and other drug dependent citizens of Richland County, in accordance with section 51.42 and 51.437, Wisconsin Statutes.
- C. Perform the duties set forth in Chapter 251, Wisconsin Statutes, and such other duties as may be imposed upon it by the County Board.
- D. Exercise those powers and perform those duties set forth in section 46.22(2), Wisconsin Statutes, and such other duties as may be set forth in County Ordinances or Resolutions.
- E. The Board may enter into contracts on behalf of Richland County which involve the expenditure of not more than \$30,000 either at one time or within the course of one year, without prior County Board approval.
- F. Administer the use and maintenance and security of the Richland County Community Services Building and parking lot.
- G. Supervise and act as the County liaison between State and National Agencies relating to Senior Citizens funding and program activities including the Older Americans Act activities.

HIGHWAY & TRANSPORTATION COMMITTEE

- A. Five County Board Members elected by the Board for a one (1) year term.
- B. The duties of the committee shall be to function pursuant to the provisions of section 83.015, Wisconsin Statutes, and be responsible for other duties as may be imposed by the County Board. Some of these duties are to purchase and sell county road machinery, enter into highway contracts in the name of the county, direct the expenditure of the highway maintenance and construction funds, audit highway payrolls and material claims, administer the Town Road highway payrolls and material claims, administer the Town Road Standards Law for compliance with the Minimum Design Standards and to enter into agreements with the State Division of Highways for maintenance of State Trunk Highways in the county. It shall keep in repair and have complete management of the highway buildings and grounds.
- C. Attend to all security matters relating to all buildings and grounds utilized by the County Highway Department.

HOUSING AUTHORITY

- A. Five members all of whom are appointed by the County Board and not more than two of whom shall be County Board Supervisors.
- B. Receive funds and administer programs in Richland County of the U.S. Housing and Urban Development Department (HUD), except HUD's Block Grant program.
- C. Per Resolution No. 78-72, the members of the Housing Authority also constitute the membership of the Community Development Block Grant Committee which administers HUD's Block Grant Program in Richland County.

JOINT AMBULANCE COMMITTEE

1. 16 members, consisting of 1 from each of the 10 participating towns, 1 each from the Village of Boaz and the Village of Yuba, 1 from the City Council of the City of Richland Center and the Mayor and 2 County Board Supervisors;
2. Provide oversight and advice regarding the operation of the County Ambulance Service.

LAND CONSERVATION COMMITTEE

- A. Six members, one of whom shall be the chairperson of the Farm Service Agency Committee or other Farm Service Agency Committee member designated by the chairperson of the Farm Service Agency Committee.
The remaining five members of the committee shall be selected by the Committee on Committees for appointment by the County Board. Two of the members shall be members of the Agriculture and Extension Education Committee.
- A. Perform the functions required by Chapter 92 of the Wisconsin Statutes as repealed and recreated by Chapter 346, Laws of 1981.
- B. Provide oversight and advice regarding the functions and activities of the Richland County Department of Land Conservation.
 - 1. The Richland County Land Conservation Committee shall submit its long range plan and annual plan to the County Board for review and approval by the County Board.
 - 2. Approval of the annual plan by the County Board shall constitute approval of all proposed Land Conservation committee activities and programs set forth in the annual plan, except as provided in paragraph (e) below.
 - 3. The Chairperson of the Land Conservation Committee, or his or her designated representative, is authorized to sign contracts, memoranda of understanding or other agreements which have been approved by the Land Conservation Committee relating to Land Conservation Committee activities and programs, provided that these documents relate specifically to activities and programs described in the annual plan.
 - 4. The Land Conservation Committee shall ensure that its annual plan contains specific and measurable objectives and procedures.
 - 5. Notwithstanding any annual plan approval, the Land Conservation Committee may not undertake any new projects whose overall costs exceed \$30,000.00 excluding priority watershed projects as designated by the State of Wisconsin, without County Board approval.
 - 6. If, during the course of the year, the Land Conservation Committee desires to undertake any activity or program not identified in the annual plan for the year, the Land Conservation Committee may make a special request for County Board approval of the activity or program, but may not undertake that activity or program without prior County Board approval.
 - 7. Reviewing all applications received by the County Clerk under the Farmland Preservation Tax credit Act (Chapter 91, Wisconsin Statutes) and making recommendations as to each such application to the County Board.
- C. Manage the Ash Creek Community Forest.
- D. Attend to all security matters relating to all land and buildings utilized by the Land Conservation Committee.

LAND INFORMATION COUNCIL

- A. Eight members consisting of the following: The Register of Deeds, The County Treasurer, The Real Property Tax Lister, A County Board Supervisor, The County Surveyor, The Zoning Administrator, A realtor employed in Richland County, and A public safety representative employed in Richland County
- B. Members shall be appointed by the County Board Chair, after receiving the advice of the Committee on Committees, subject to confirmation by the County Board by motion.
- C. All terms shall be for 2 years, coinciding with County Board terms.
- D. The Council shall meet only after direction to do so by the Zoning and Land Information Committee.

- E. Citizen members shall be paid the per diem and mileage paid to Supervisors for attendance at committee meetings. No additional compensation shall be paid to full-time County officers or employees for attendance at meetings of the Council. The County Surveyor shall be compensated in accordance with the Surveyor's contract with the County. The Supervisor member shall be paid the standard per diem and mileage for attendance at committee meetings.
- F. The Council shall review the priorities, needs, policies and expenditures of the Land Information Office and advise the County on matters affecting the Land Information Office.

LAW ENFORCEMENT AND JUDICIARY COMMITTEE

- A. Five members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Provide oversight and advice for the needs, powers and duties of the Sheriff of Richland County, his deputies and employees, and attend to the supervision of the jail.
- D. To audit all bills for expenditures within the department.
- E. Provide oversight and advice on service and maintenance of all equipment relative to the department.
- F. Present to the Board any suggestions the Committee may have concerning law enforcement and other duties required by the Sheriff's Department.
- G. Provide oversight and advice of all matters pertaining to the operation of the Police Radio System.
- H. Receive, investigate and make recommendations to the County Board as to matters relating to the administration of the court system in Richland County.
- I. This committee shall deal with matters relating to the Richland County Circuit Court, the Law Library, the Family Court Commissioner, the Register in Probate, the Clerk of Circuit Court, the District Attorney, the Corporation Counsel, the Probation and Parole Office and any other matters that may relate to the court system in Richland County.
- J. Make appropriations from the Jail Assessment Fund for construction, remodeling, repair or improvement of the County Jail, without approval from the County Board.
- K. Provide oversight and advice for the operations of the Coroner's Office.
- L. Provide oversight and advice for the security and maintenance and rental of the County's radio towers and the accompanying building and surrounding fenced grounds.
- M. Provide oversight and advice for the operation of the County's 911 emergency telephone response system.

Melissa Luck 4/8/2021 9:13 AM
Comment [6]: Not sure if the County Administrator would take over the supervise roles for this committee—see below

Melissa Luck 4/8/2021 9:14 AM
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Melissa Luck 4/8/2021 9:11 AM
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LIBRARY PLANNING COMMITTEE

- 1. 5 members:
 A County Board Supervisor, Southwest Wisconsin Library System Board of Trustees Member, Brewer Public Library Librarian, Lone Rock Community Library Librarian and Viola Public Library Librarian.
- 2. The Committee shall complete the Library Plan update

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

There are currently 24 members of the LEPC, including the 3 members of the Emergency Management Committee. The composition of this Committee is fluid in that current practice is that anyone who wishes to be a member of the LEPC can be. The Rules and Resolutions Committee is concerned about the size of the LEPC. Furthermore, Federal Law, the Superfund Amendments and Reauthorization Act (SARA), requires LEPCs to have at least one member from each of the following 5 Groups:

- Group 1: Elected state official
Elected local official
- Group 2: Law enforcement
Civil defense
Firefighting
First aid
Health service
Hospital
Transportation
Local environmental organizations
- Group 3: Broadcast media
Print media
- Group 4: Community groups
- Group 5: Owners and operators of facilities subject to the requirements of Sara
Title III

LONE ROCK LIBRARY BOARD

The number of Supervisors appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, subject to approval of the County Board.

MISSISSIPPI VALLEY HEALTH SERVICES COMMISSION

1. One member from Richland County who shall be a County Board Supervisor member of the Health and Human Services Board.
2. Serve as the County’s representatives on the Board of this non-profit corporation formed by various county governments to own and operate Lakeview Health Care Center, which accommodates nursing home residents who have specialized physical and mental health needs that are complicated by the residents’ challenging behaviors.

NEIGHBORHOOD HOUSING SERVICES OF SOUTHWEST WISCONSIN

- A. One member of this Board shall be appointed by the County Board in the usual manner for committee appointments.
- B. This Board establishes the operating policies for the Neighborhood Housing Services of Richland County, Inc., which is a nonprofit organization dedicated to constructing, remodeling and rehabilitating residential housing throughout Richland County.

NUTRITION ADVISORY COUNCIL

- A. 7 members, one of which shall be a County Board Supervisor who is as member of the Health and Human Services Board.
- B. Of the remaining 6 members, 1 member from each meal site, including 1 member who is a representative of a person receiving home delivery meals and 1 member who is a representative from the volunteers who deliver meals. One-half of the members shall consist of Nutrition Program participants. The remaining members shall provide for broad representation from public and private agencies that are knowledgeable and interested in senior dining and home-delivered meals programs.
- C. Make recommendations regarding food preferences of participants in the Senior Nutrition Program, the hours which a meal site is to be open, what furnishings may be helpful in regard to

handicapped or disabled persons; what, if any, additional services should be provided at meal sites; conduct yearly site reviews; provide support and assistance to the Nutrition Program; promote the meal sites to the general public.

- D. Advise Senior Nutrition Program staff on all matters relating to the delivery of nutrition and nutrition-supportive services.
- E. Set policy regarding the delivery of Nutrition Program services, representation of participants and development and support of the Senior Nutrition Program.

PARK BOARD/CITY

One Supervisor is, by tradition, appointed to this Board by the Chairman of the County Board, subject to approval by the County Board, and this Supervisor shall be selected from the Supervisor members of the County Parks Commission.

PARKS COMMISSION/COUNTY

- A. Seven members, of which four shall be County Board Supervisors.
- B. Selected by the Committee on Committee for appointment by the County Board.
- C. Term of seven (7) years, expiring in the month of June; County Board Supervisors' terms subject to reelection by the County Board.
- D. President to be County Board Supervisor.
- E. Provide oversight and advice regarding the activities of the County Parks. Operate, maintain and improve the County Park System in accordance with Wisconsin State Statutes 27.02 through 27.06.
- F. To deal with all matters relating to the development, operation and maintenance of the Lone Rock to City of Richland Center railroad corridor as a recreational trail.
- G. One County Board Supervisor member of the Parks Commission would be the representative on the Hidden Valleys Board.
- H. Attend to all security matters relating to County Parks.

PINE VALLEY COMMUNITY VILLAGE BOARD OF TRUSTEES

- A. Five members, of which four of whom shall be County Board Supervisors and one shall be a citizen of Richland County who shall be a medical professional (meaning a doctor or a nurse).
- B. All members shall, in accordance with section 46.18(1), Wisconsin Statutes, be chosen by ballot by the County Board.
- C. The duties of the Board are, as set forth in section 46.18, Wisconsin Statutes, to manage Richland County's nursing home, Pine Valley Healthcare and Rehabilitation Center, subject to regulations approved by the County Board, after the County Board has received the recommendations of the Board of Trustees.
- D. Administer the physical plant and grounds at Pine Valley Healthcare and Rehabilitation Center.
- E. Attend to all security matters relating to building and grounds at Pine Valley Healthcare & Rehabilitation Center.

PROPERTY, BUILDING AND GROUNDS COMMITTEE

- A. Five members, all of whom shall be County Board Supervisors.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Provide oversight and advice regarding the operation, maintenance and janitor service of all County buildings not specifically assigned by Statutes, or by action of the Board, to other

Melissa Luck 4/8/2021 9:02 AM

Comment [7]: I thought we changed this so that the Hidden Valleys appointment does not have to be a member of Parks, just a board supervisor?? Should we include that change while we are at it here?

agencies or departments in the County. This Committee shall have no authority regarding the physical plant and grounds at Pine Valley Healthcare and Rehabilitation Center.

- D. Cause to be prepared a perpetual inventory of the real estate and buildings owned by the County.
- E. Recommend utilization and repair policies of all public lands, buildings, recreation sites, access sites inclusive of all short term public holdings of the County with the exception of the highway buildings and land.
- F. Make an annual inspection of inventories and buildings so they can establish policies related thereto.
- G. Effect the appraisal of real property to be sold by the County.
- H. Develop a facilities plan and a transition plan for approval by the County Board relative to bringing all County owned or operated buildings and facilities into compliance with the Americans with Disabilities Act.
- I. Review and make the final decision on requests by citizens and citizen groups to use major portions of the Courthouse and/or the Courthouse grounds.
- J. Deal with all structural aspects of Courthouse security.
- K. Attend to all security matters relating to the Courthouse building and grounds and the Courthouse parking lot.

REVOLVING LOAN FUND COMMITTEE

- A. Seven citizen members, at least one of whom shall be a banker and at least one of whom shall be an accountant. The Committee shall consist of individuals representative of broad community interests, and having special expertise and knowledge of commercial lending and economic developments processes.
- A. Members shall be appointed by the Finance Committee.
- B. The Committee shall review, select and recommend loan applications to the Finance Committee for final approval. The Committee shall also make policy recommendations to the Finance Committee for the administration of the Richland County Revolving Loan Program.
- C. Three members shall constitute a quorum of the Committee.
- D. Perform the duties set forth in the Richland County Revolving Loan Fund Manual dated July, 1998.
- E. This Committee is not subject to the 6 years-of-continuous service rule.

Melissa Luck 4/8/2021 9:04 AM
Comment [8]: Do we really have this committee??

RULES AND RESOLUTIONS COMMITTEE AND ETHICS BOARD

- A. Five members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Review and recommend any changes regarding the Rules of the County Board and the Committee Structure Resolution.
- D. Review and introduce any Resolutions not sponsored by a County committee for action by the County Board.
- E. To study the operation and organization of all County Departments, and prepare a report or reports for the County Board with recommendations for County operation and organization.
- F. Deal with the disposal or destruction of County records under Ordinance No. 99-11.
- G. Administer and enforce the Code of Ethics set forth in Ordinance No. 06-28 as that Ordinance has been or may be amended.

SOUTHWEST BADGER RESOURCE CONSERVATION AND DEVELOPMENT COUNCIL INC

1. Two Supervisor member of the Land Conservation Committee, and an alternate who shall also be a Supervisor member of the Land Conservation Committee, shall be appointed by the Chair of the Land Conservation Committee. Only Supervisors who are sitting members of the Land Conservation Committee are eligible to serve on this body.
2. The duties of these Supervisors shall be set forth in the Bylaws for the Southwest Badger Resource Conservation and Development Council, Inc.

SOUTHWEST WISCONSIN COMMUNITY ACTION PROGRAM

Two County Board Supervisor shall be appointed to serve on this Board.

SOUTHWEST WISCONSIN LIBRARY SYSTEM BOARD

Two members, one of whom shall be a County Board Supervisor and one who shall be a citizen member selected by the Committee on Committees for appointment by the County Board.

SOUTHWEST WISCONSIN REGIONAL PLANNING COMMISSION

- A. One member of this commission shall be appointed by the County Board in the usual manner for committee appointment.
- B. This Commission has the powers and duties set forth in section 66.945, Wisconsin Statutes.
- C. Richland County is a member of this Commission by virtue of Resolution No. 12, which was adopted by the County Board on April 16, 1969.

SYMONS NATATORIUM BOARD

- A. Two County Board Supervisors and the Chairman of the County Board, or his or her designee, shall be appointed to this Board.
- B. This Board exists by virtue of an inter-governmental agreement entered into between Richland County and the City of Richland Center, in accordance with section "Wisconsin Statutes, section 66.0301".
- C. The powers and duties of this Board are set forth in an Agreement which was approved by the County Board by Resolution No. 87-19, which was adopted on March 17, 1987.
- D. Attend to all security matters relating to the Symons Natatorium and the surrounding grounds and the parking lot used by the Natatorium.

TRANSPORTATION CO-ORDINATING COMMITTEE

- A. Eleven members appointed by the County Board under Rule 5 of the Rules of the Board, three of whom shall be County Board Supervisors; members must represent at least the following: The Board of Trustees of Pine Valley Healthcare and Rehabilitation Center; transportation providers' public, proprietary and non-profit; elderly and disabled citizen advocates, consumer and agency advocates.
- B. Three year terms with one-third of the first appointments to be for a one year term with one-third of the first appointments to be for a two year term and one-third of the first appointments to be for a three year term.
- C. The Committee shall have at least the following duties:
 1. Monitor the expenditures of transportation funds being expended on transportation services for the elderly and disabled in service areas.
 2. Review passenger transportation plans for service areas.

3. Review and commend on county aid applications under section 85.21, Wisconsin Statutes.
4. Review and commend on capital assistance applications under section 85.22, Wisconsin Statutes.
5. Act as an informational resource for local transportation provider regarding the requirements of the Americans with disabilities act of 1990, 42 USC 12101 et seq.
6. Act on requests by local public bodies to be designated as co-coordinators of transportation services for elderly and disabled persons for the purpose of becoming eligible for assistance under the Federal sec. 16 program.
7. Apply for an accept Federal section 16(b) two grants for purchasing specialized vehicles for transporting elderly and/or disabled citizens of the County.
8. Assists the establishment of goals, priorities and objectives for the
 - a. transportation planning process in Richland County.
9. Understands and provides input related to coordinated work efforts in meeting the transportation needs of Richland County.
10. Understands, analyzes and provides input on transportation studies, plans and programming recommendations required under State and Federal law, and as requested by the Southwest Wisconsin Regional Planning Commission.
11. Provides transportation-related information to local governments and other interested organizations and persons to enhance transportation system development, co-ordination and efficiency.
12. Reviews and recommends transportation improvement projects to local governments which support and enhance inter-county and intra-county transportation serving the Richland County area.
13. Reviews and prioritizes transportation service and/or program projects to submit to the Wisconsin Department of Transportation and the Richland County Board.
14. Makes recommendations to the local, State and Federal governmental agencies and the Southwest Wisconsin Regional Planning Commission regarding any necessary actions relating to the continuing transportation planning process.
15. Provides general review, guidance and co-ordination of the transportation planning process in Richland County.

TRI-COUNTY AIRPORT COMMISSION

- A. Seven members, two of whom shall be appointed by the Chairman of the County Board, after receiving the advice of the Committee on Committees and subject to approval of the County Board; four members shall be appointed by the Iowa County Board of Supervisors and the Sauk County Board of Supervisors, all in accordance with section 11.14(2), Wisconsin Statutes. The seventh member, who shall be a regular Airport user at the time of his/her appointment, shall be appointed by the six members. Richland County's member of the Tri-County Airport Commission must at all times be a sitting County Board Supervisor and the term of Richland County's member of the Commission shall end immediately upon those persons ceasing to be County Board Supervisors.
- B. The Commission shall manage and operate the Tri-County Airport in Lone Rock, in accordance with sections 114.11 through 114.141, Wisconsin Statutes and Richland County Ordinance No. 83-3, which was adopted on July 19, 1983.

U.W. PLATTEVILLE-RICHLAND COMMITTEE

- A. Five members.
- B. Selected by the Committee on Committees for appointment by the County Board.

- C. Provide oversight and advice regarding the operation, maintenance of all county buildings and land covered in the agreement with the University of Wisconsin Center System that the County is responsible for.
- D. Supervise the operation and maintenance of the Food Service System.

VETERANS SERVICE COMMISSION

- A. 5 members, at least 3 of whom shall be Supervisors.
- B. The initial term shall be a 1-year term for one new seat and a 2-year term for one new seat. After completion of the initial term, members are appointed for a 3-year term by the County Board Chair per Wisconsin Statutes, section 45.81 (1).
- C. Carry out the duties set forth in Wisconsin Statutes, section 45.81 (3).
- D. Provide oversight and advice regarding the Veterans Service Department.

VIOLA LIBRARY BOARD

The number of Supervisors appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, subject to approval of the County Board.

ZONING AND LAND INFORMATION COMMITTEE

- A. Five members. For the initial term, 2 of the members shall have a term of 1 year, 3 of the members shall have a term of 2 years. The Committee shall decide the length of each appointee's initial term. All terms shall be for 2 years.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Establish policy and enforce the County Zoning Ordinance in cooperation with the Corporation Counsel.
 - 1. Richland County Zoning Ordinance
 - 2. Richland County Land Division Ordinance
 - 3. Shoreland/Wetland Ordinance
 - 4. Floodplain Ordinance
 - 5. Tri-County Airport Ordinance
 - 6. County Addressing Ordinance
 - 7. Richland County non-metallic Mining Ordinance
- D. Make recommendations to the County Board in all matters relating to exclusive agricultural zoning as provided in Chapter 91, Wisconsin Statutes.
- E. Act as a liaison representative on issues concerning the Lower Wisconsin Riverway Program.
- F. Administer the Richland County Comprehensive Plan.
- G. Provide oversight and advice regarding the activities of the Richland County Land Information office members and acknowledge that any additional budgeted property tax dollars to be spent for land records modernization will require specific approval by the County Board.
- H. Supervise the activities of County Surveyor.

Richland County Administrative Transition Committee

Agenda Item Cover

Agenda Item Name: Agenda Item Discussion with Administrator Langreck on Administrative Support Staff

Department	Administration	Presented By:	Melissa Luck/Clinton Langreck
Date of Meeting:	April 9, 2021	Action Needed:	Vote on a Motion
Disclosure:	Open	Authority:	Committee Structure page 6E
Date submitted:	April 9, 2021	Referred by:	

Recommendation and/or action language:

Motion to recommend to Finance and Personnel committee that the County Administrator needs a full-time Administrative Assistant. Creation and funding of the position will be evaluated during the 2022 budget development process.

Background:

It has become abundantly clear that the current work load of the County Administrator exceeds the capacity for a single person. The County Administrator would like to evaluate options for the creation of the position of Administrative Assistant during the budget development process in the next few months.

Attachments and References:

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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Assistant to County Administrator
Department: County Administrator

Reports to: County Administrator

Pay Grade: [TBD]

Date: 01 JUNE, 2021

Hours Per Week: [TBD]

PURPOSE OF POSITION

The purpose of this position is perform confidential and highly responsible administrative, secretarial and varied support work for the County Administrator involving complex work problems and situations requiring thorough familiarity with the operations of the County.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Acts as confidential assistant on matters pertaining to personnel and administrative matters.
- Attends meetings as requested by the County Administrator.
- Makes recommendations and assists in the preparation of Departmental and County regulations and procedures.
- Explains policies, procedures, interpretation of administrative decisions, and instructions in response to telephone or personal inquiries from Department Heads, employees, and the public. Informs Department Heads and employees of County Board, Committee and County Administrator decisions that may affect them. Coordinates group employee meetings and training sessions.
- Performs administrative duties relating to the County Board including assembling orientation materials for the County Board Supervisors; assists with various appointments; assists with the preparation of resolutions and ordinances; assists with the preparation of the County Administrator's Report for County Board Meetings; and assists with preparation of reports, studies, and research as directed by the County Administrator concerning operation of the County. Attends County Board meetings as necessary.
- Composes, edits, transcribes, and disseminates confidential and technical material which may consist of agendas, minutes of meetings, letters, articles, memoranda, forms, reports, and PowerPoint presentations in accordance with standard policies.
- Performs clerical duties including, but not limited to: coordinates travel and meeting arrangements, prepares facilities for meetings, telephone reception, files confidential and sensitive information, processes and routes mail, maintains office supplies, processes printing requisitions, and photocopies documents.
- Acts as liaison to and for the County Administrator in dealings with County Departments, employees, other units of Government, community organizations, and the general public.
- Coordinates requests for sealed bids by performing or assisting with placing advertisements, preparing and disseminating informational material, and preparing and distributing letters.

- Analyzes and reviews procedures and workflow of the Department and makes recommendations on improving efficiency and effectiveness.
- Performs miscellaneous administrative duties as assigned including assisting in coordinating special projects as requested by the County Administrator.
- Assists with policy analyses of County programs and services.
- Assists the County Administrator in the evaluation of Department Heads.
- Assists in the annual County budget process by preparing and disseminating informational material, scheduling meetings, and monitoring items in progress.
- Processes purchase orders for the Department and approves purchase requisitions at the County Administrator/County Board level.
- Interacts with other governmental and private agencies.
- Acts as Records Retention Representative for the Department.
- Maintains office and signs documents in the absence of the County Administrator.
- It is unlikely an employee will perform all the duties listed on a regular basis, nor is the list exhaustive in the sense it covers all the duties that an employee may be required to perform. The examples are merely indicative, not restrictive.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High school diploma or equivalent is required.
- Preference for a 2-year or 4-year degree in administrative support, or related field.
- Preference for knowledge experience in performing administrative, secretarial, and general office work of a progressively responsible nature in a multi-department organization
- Must be proficient in Microsoft Excel, Microsoft Word, Power Point and Outlook

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to advise and interpret on how to apply policies, procedures and standards to a variety of specific situations.
- Ability to communicate professionally and effectively with County Administrator, co-workers, all county employees, Department Heads, the general public and County Supervisors.

Mathematical Ability

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing moderately coordinated movements such as pressing, pumping and smoothing. Ability to grasp and place objects. Ability to recognize and identify sounds.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying pushing and pulling. Ability to handle, finger and feel.
- Ability to operate a variety of office equipment and machinery including personal computer, telephone, calculator, photocopier, fax, etc. Ability to move and guide material using simple tools.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date