

# 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The Policies contained herein may be amended, changed, deleted, withdrawn  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)  
August 2020 (Amended)  
December 2020 (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 Finance and Personnel Committee 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.

**Management Rights** – refer to Employee Handbook

**Equal Opportunity** – refer to Employee Handbook

**Terms and Condition of Employment**

1. Office Hours – refer to Employee Handbook
- d. 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 eight (8) hours. The normal work week shall be 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 Finance and Personnel Committee approval. Refer to the County Clerk's Office regarding the impact of benefit accrual on reduced hours.

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 Health and Human Services Board, the Finance and Personnel Committee Chairperson, and the County Clerk's Office. Refer to the County Clerk'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

- a. Annual performance evaluations are conducted on each employee and should be completed annually. 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 forty (40) hours 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. 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 Clerk'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 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 will be earned for on-call holiday duty. Holiday duty shall include the County-paid holiday as well as the actual calendar holiday if it falls on a separate day;
    - iii. Any assignment among unit employees shall be rotated as reasonably possible, and management will allow reasonable trades of availability;
    - iv. Payment for on-call duty will be made with each payroll.
    - v. In addition, an on-call employee who is called upon to work shall receive 1.5 hours of comp time for every hour or partial hour worked 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.
    - vi. On-call compensatory time earned and used will be reported to the County Clerk'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 County Administrator 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. Selected applicants shall be interviewed by the Health & Human Services Director, the appropriate manager/supervisor, and/or designee. For all management positions, a final interview shall be held by the Health and Human Services Director, the appropriate supervisor and/or designee, and the County Administrator if he/she opts to participate. The Director shall notify the County Administrator of 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. The Director may waive the Social Worker certification requirement of an otherwise qualified candidate if it does not conflict with any other program requirements and is in the best interest of the agency and the services to be provided. When the certification requirement is waived, the employee may not advance to the pay grade for the certified social worker level positions.
  - 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 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 County Administrator, 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 County Administrator 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 Clerk's Office as to the employment status of their probationary employees as soon as that status has been determined by the County Administrator. The County Clerk will then notify the Finance and Personnel Committee.
  - d. 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 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 Director shall ensure that the affected employee is given written notice that termination of the employee has been proposed and the reasons therefore. Nothing in this section shall prevent the County Administrator from suspending the employee without pay pending a decision.

- 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.

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Date

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Position Title

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Print Name

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Sign Name