



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

Updated as of 10/18/2021

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

## Contents

HANDBOOK OF PERSONNEL POLICIES AND WORK RULES .....	3
1. Definitions: .....	3
ADMINISTRATION .....	3
AMBULANCE/EMERGENCY GOVERNMENT OFFICE .....	3
CHILD SUPPORT AGENCY .....	3
CLERK OF CIRCUIT COURT'S OFFICE .....	3
COURTHOUSE MAINTENANCE .....	3
CORPORATION COUNSEL'S OFFICE .....	3
COUNTY CLERK'S OFFICE .....	3
DISTRICT ATTORNEY'S OFFICE .....	3
FAIRGROUNDS / RECYCLING .....	3
FAMILY COURT COMMISSIONER.....	3
HEALTH AND HUMAN SERVICES .....	3
HIGHWAY DEPARTMENT .....	4
JUDICIAL OFFICE .....	5
LAND CONSERVATION OFFICE .....	5
MANAGEMENT INFORMATION SYSTEMS.....	5
PINE VALLEY HEALTHCARE AND REHABILITATION CENTER .....	5
REGISTER OF DEEDS' OFFICE .....	5
SHERIFF'S DEPARTMENT.....	5
SYMONS NATATORIUM.....	6
TREASURER'S OFFICE .....	6
U.W. EXTENSION OFFICE .....	6
UW-RICHLAND FOOD SERVICE .....	6
VETERAN SERVICE OFFICE .....	6
ZONING DEPARTMENT .....	6
INTRODUCTION TO YOUR EMPLOYEE HANDBOOK AND WORK RULES .....	7
EXTENT OF HANDBOOK.....	7
MANAGEMENT RIGHTS .....	8
EQUAL OPPORTUNITY .....	8
TERMS AND CONDITIONS OF EMPLOYMENT .....	8
1. Office Hours:.....	8
a. Courthouse .....	8
b. Highway Department .....	8
c. Sheriff's Department.....	8
d. Health and Human Services .....	8
e. Pine Valley Healthcare and Rehabilitation Center .....	8
f. Extension Offices.....	8
g. UW-Richland Food Service .....	9
h. Management Information Systems.....	9
i. Symons Natatorium .....	9
2. Outside employment:.....	9
3. Pay period:.....	9
4. Time Paid:.....	9
5. Accident and Injuries: .....	9
6. Health Examinations:.....	9
7. Breaks:.....	9
8. Leave of Absence: .....	9
9. Flexible Work Schedule:.....	10
10. Seniority or Length of Hire: .....	10
11. Performance Evaluations:.....	10
12. Personnel Files: .....	10
13. Time Cards (Time Keeping): .....	10
COMPENSATION AND FRINGE BENEFITS.....	10
Salaries: See Richland County Salary Grades .....	10
1. Health Insurance:.....	11
2. Dental Insurance:.....	11
3. Loss of Time Insurance: .....	11

4.	Retirement Plan: .....	11
5.	Life Insurance: .....	12
6.	Section 125 Flex: .....	12
7.	Paid Holidays: .....	12
8.	Bereavement Leave:.....	13
9.	Compensatory Time: .....	13
10.	Overtime: .....	14
11.	Sick Leave: .....	14
12.	Voluntary Sick Leave Donation: .....	15
13.	Vacation: .....	15
14.	Family and Medical Leave: .....	16
15.	Symons Employee Membership: .....	16
16.	Military Leave:.....	16
	<b>RULES OF CONDUCT</b> .....	16
	Grounds for Termination: .....	16
	Harassment: .....	17
	No retaliation: .....	18
	Violence in the Workplace: .....	18
	<b>HIRING AND EMPLOYMENT CONSIDERATIONS</b> .....	18
1.	Hiring for Long-Term Vacancies (90 days or longer): .....	18
	Upon written or verbal notice of a vacancy, then: .....	18
2.	Temporary Vacancies: .....	19
3.	Probation Period: .....	19
4.	Reclassification: .....	20
5.	Discipline, Suspension or Dismissal of an Employee: .....	20
6.	Non-Disciplinary Termination/Layoff:.....	20
	a. Elimination of Position: .....	20
	b. Layoff: .....	21
	c. Recall: .....	21
7.	Resignation/Retirement: .....	21
8.	Concerns: .....	21
9.	Policy on Nepotism: .....	21
	<b>REIMBURSEMENTS</b> .....	22
1.	Lodging: .....	22
2.	Meals: .....	22
3.	Mileage: .....	22
4.	Other Expenses: .....	22
5.	Registration Fees:.....	23
6.	Expense Vouchers:.....	23
	<b>MISCELLANEOUS PERSONNEL PROVISIONS</b> .....	23
1.	Change of address or status: .....	23
2.	Official County Bulletin Board:.....	23
3.	Employee Bulletin Board: .....	23
4.	Equipment:.....	23
5.	Telephone Policies: .....	23
6.	Notification of absence: .....	23
7.	Weather Conditions: .....	23
8.	Jury Duty:.....	24
9.	Ambulance or Fire Department Volunteers: .....	24
10.	Break Room:.....	24
11.	Credit Union: .....	24
12.	Deferred Compensation:.....	24
13.	Use of Computers, Software & Internet: .....	24
14.	Picture Identification Badge: .....	24
15.	Training Opportunities: .....	25
16.	Gifts or Gratuities: .....	25
17.	County Workspaces and Personal Property: .....	25
	<b>RICHLAND COUNTY EMPLOYEE HANDBOOK</b> .....	26
18.	RECEIPT AND ACKNOWLEDGMENT .....	26

# **HANDBOOK OF PERSONNEL POLICIES AND WORK RULES**

## **1. 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.*

### **ADMINISTRATION**

#### **Administrator**

Accounting Supervisor  
Assistant to the County Administrator  
Payroll and Benefits Specialist

### **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\***

Clerical Assistant II  
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**

Deputy County Clerk/ Payroll and Benefits Specialist

### **DISTRICT ATTORNEY’S OFFICE**

#### **District Attorney\***

Assistant District Attorney\*  
Legal Assistant  
Victim/Witness Coordinator  
Clerical Assistant (Part-time)

### **FAIRGROUNDS / RECYCLING**

#### **Fair and Recycling Coordinator**

Groundskeeper  
Seasonal Clerical

### **FAMILY COURT COMMISSIONER**

#### **Family Court Commissioner\***

### **HEALTH AND HUMAN SERVICES**

#### **Director\***

Business and Financial Services Manager\*  
Administrative and Building Operations Manager\*  
Confidential Administrative Secretary\*  
Aging and Disability Resource Center Manager\*  
Child & Youth Services Supervisor\*  
Children’s Long-Term Support & Birth to 3 Supervisor\*  
Comprehensive Community Services Supervisor

Comprehensive Community Services Quality Coordinator  
Behavioral Health Services Manager\*  
Business System Analyst\*  
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 & Youth Case Manager\*  
Children's Long-Term Support and Birth to 3 Case Manager  
Early Intervention Special Educator\*  
Mental Health Therapist (Licensed)\*  
Mental Health Therapist (Non-Licensed)\*  
Substance Abuse Counselor\*  
Psychiatric Nurse\*  
Public Health Nurse\*  
Health and Wellness Coordinator\*  
Secretary  
Clerical Assistant II  
Fiscal Specialist  
Nutrition Program Coordinator  
Elderly Benefit Specialist  
Economic Support Specialist  
Occupational Therapist  
Speech and Language Pathologist  
Nutrition Site Worker (part-time)  
Nutrition Driver (Temp/Casual)  
Driver/Escort Driver (Temp/Casual)  
English/Spanish Interpreter  
Regional Program Specialist  
Manager of Operation  
Child and Youth Services Manager  
Child and Youth Case Manager  
Youth Aide Worker  
Behavioral Health Services Manager  
Children's Long-Term Support and Birth to 3 Supervisor  
Substance Abuse Counselor  
Treatment Court Coordinator  
Child & Family Case Manager  
Corporation Counsel  
Adult Protective Services/Crisis Professional

## **HIGHWAY DEPARTMENT**

### **Highway Commissioner\***

Patrol Superintendent\*  
Assistant Grade Foreman  
Assistant Shop Foreman  
Bookkeeper  
Clerk  
Equipment Operator  
Lead Grade Foreman  
Lead Paving Foreman  
Lead Shop Foreman  
Mechanic  
Parts Manager/ Shop Clerk  
Seasonal Employee  
Sign Foreman  
Truck Driver  
Welder and Mechanic

**JUDICIAL OFFICE****Register in Probate/Probate Registrar/Juvenile Clerk/Judicial Assistant\***

Deputy Clerk

**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

Director of Social Services\*

Human Resources Director\*

Registered Nurse I

Registered Nurse II

Nurse Technician

Licensed Practical Nurse I

Licensed Practical Nurse II

Certified Nursing Assistant

Maintenance Supervisor\*

Maintenance Worker

Housekeeping/Laundry Supervisor\*

Housekeeper

Laundry Worker

Food Service Supervisor\*

Food Service Assistant\*

Food Service Worker I

Food Service Worker II

Cook I

Social Worker\*

Activities Director/Volunteer Service Coordinator

Activity Aide

Clerical Assistant\*

Fiscal Clerk\*

Unit Clerk

Manager of Health Information Services\*

Medical Records Supervisor\*

Personal Care Worker

Community-Based Residential Facility Administrator

Residential Assistant

**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

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  
Food Service Worker (part-time)  
Food Service Worker – Temp 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

Cr. 1/17/12, Res. 12-1; Eff. 7/17/12, Res. 12-88, Job Definitions amended; Eff. 8/21/12, Res. 12-99, Zoning & Sheriff amended; Eff. 12/11/12, Res. 12-141, Fairgrounds amended; Eff. 1/15/13, Res. 13-17, HHS & Zoning amended; Eff. 2/19/13, Res. 13-29, Definition renamed; Eff. 3/19/13, Res. 13-40, Probate/District Attorney amended; Eff. 9/17/13, Res. 13-116, County Clerk amended; Eff. 10/29/13, Res. 13-127, HHS position elimination, Ass. Real Property Lister added; Eff. 1/21/14, Res. 14-18, Definition addition and retitle – Child Support, County Clerk's Office, District Attorney's Office, Health and Human Services, Judicial Office, Treasure's Office and UW Extension; Eff. 12/9/14, Res. 14-157, Veterans Office amended; Eff. 5/19/15, Res. 15-62, Highway definitions amended; Eff. 8/17/15, Res. 15-44, Definitions added & deleted; Eff. 8/18/15, Res. 15-106, HHS and PV amended; Eff. 9/15/15, Res. 15-113, Veterans amended & Res. 15-114 Pine Valley amended; Eff. 2/16/16, Res. 16-25 Pine Valley amended; Eff. 9/20/16, Res. 16-115 Pine Valley addition & 16-122, MIS amended; Eff. 8/20/19, Res. 19-87, classification change; Eff. 10/29/19, Res. 19-120 & 121, HHS definitions modified; Eff. 8/18/20, Res. 20-98, HHS definitions modified; Eff. 9/15/20, Res. 20-109, Judicial Office definition modified;

## **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 Clerk's Office.

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

Cr. 1/17/12, Res. 12-1;

## **EXTENT OF HANDBOOK**

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

The Finance and Personnel Committee shall have final jurisdiction over all personnel matters relating to County employees which are dealt with in this Handbook. 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.

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 Finance and Personnel Committee in accordance with this Handbook. 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 Finance and Personnel Committee prior to making such decision.

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

Cr. 1/17/12, Res. 12-1;

## **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.

Cr. 1/17/12, Res. 12-1;

## **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 4:30 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 Clerk.

## **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 Finance and Personnel Committee. Requests for leaves of absence shall be in writing and directed to the employee's Department Head. The Finance and Personnel Committee, 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 County Clerk'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 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 supervising committee must approve. 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 supervising committee 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 Clerk'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 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.

Cr. 1/17/12, Res. 12-1; Eff. 1/15/13, Res. 13-17, 1.b. deleted, c-j relettered; Eff. 1/21/14, Res. 14-18, 8. Reworded; Eff. 1/21/14, Res. 14-18, changes to 11.; Eff. 6/16/15, Res. 15-74, changes to 8.; Eff. 1/10/12 - 1. a. - h., 8. & 9. reworded, 12. & 13. added; Eff. 3/17/15, Res. 15-44, 2. Modified; Eff. 8/18/20, Res 20-98, 1. d. modified;

## **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 County Clerk's Office).

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.

### **2. 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 pays the half of the premium for the dental insurance plan for part-time (35 hours per period and above) and full-time employees. 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 employee paying 100% of the premium. 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.

### **3. Loss of Time Insurance:**

A loss of time policy is available to County employees at the employee's expense.

### **4. 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.

#### 5. 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.

#### 6. Section 125 Flex:

Employees may use pretax earnings to pay for medical expenses (including health insurance premiums and qualified dependent care expenses).

#### 7. 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 or more per pay period or more are paid one-half day of holiday for each day of holiday. 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.

## 8. 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.

## 9. 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 Clerk's Office.

#### **10. 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 Clerk'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.

#### **11. 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 Clerk'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 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 cannot 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 Clerk. 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.

## **12. 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 Clerk 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.

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 Clerk 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.

## **13. Vacation:**

For full-time employees, vacation 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 one year of employment; three 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 month following the employee's anniversary date. The Finance and Personnel Committee is authorized to extend this deadline if the employee has been unable to take their accrued vacation within 18 months due to unforeseen circumstances. 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 Clerk's Office.

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.

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.

#### **14. 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 Clerk'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.

#### **15. 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.

#### **16. 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.

Cr. 1/17/12, Res. 12-1; Eff. 1/15/13, Res. 13-17, 9. Modified; Eff. 1/21/14, Res. 18, Changes to Introductory change, 1., 2., 3., 6., 7., 8., 10., 12., & 13.; Eff. 3/18/14, Res. 14-48, changes to 2. & 7.; Eff. 3/17/15, Res. 15-44, 2. & 11. Modified; Eff. 8/18/15, Res. 15-106, 7. Add EMS column; Eff. 10/25/16, Res. 16-133, Introduction & 1. modified; Eff. 6/20/17, Res. 17-59, 11. Modified; Eff. 4/16/19, Res. 19-36, 12. Vacation modified; Eff. 8/20/19, Res. 19-88, 12. Vacation repealed and adopted; Eff. 10/29/19, Res. 19-125, 12. Vacation modified;

### **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 Clerk. 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 Clerk 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.

Cr. 1/17/12, Res. 12-1; Eff. 1821-14, Res. 14-18, changes to Grounds of Termination k.;

## **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):**

Upon written or verbal notice of a vacancy, then:

- a. The Department Head shall immediately notify the supervising committee and the County Clerk, who shall in turn notify the Finance and Personnel Committee. In case of a vacancy in a Department Head position, the County Clerk shall perform the hiring steps which the Department Head would otherwise do.

- b. The County Clerk or Department Head shall then place an advertisement in the Richland Observer to run for at least two weeks. The County Clerk 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, the salary range and 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 applicable committee or board 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 their supervisory committee and the Finance and Personnel Committee 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 appropriate board or committee, after receiving the recommendation of the Department Head, shall make the final decision as to who shall be hired;
- g. A. The County Clerk shall not pay wages to any County employee whose hiring has not been accomplished in accordance with the Administrative Manual Policy this paragraph or appropriate addendum.

## **2. Temporary Vacancies:**

Whenever it appears to the Department Head that a job position of a County Employee will be vacant for a period of less than 90 days, then the Department Head may hire a limited term employee on an emergency basis to fill that position, to expire when the employee returns to their position or the position is filled with approval of the Chairperson of the Department Head's supervising Committee and with written notice to the Finance and Personnel Committee and to the County Clerk; 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. 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 Finance and Personnel Committee, 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 supervising committee of the department 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 Clerk's Office as to the employment status of their probation employees as soon as that status has been determined by the department's supervising committee.

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:

- 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 Finance and Personnel Committee for advice and consultation. The department head and the Finance and Personnel Committee 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 Finance and Personnel Committee 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/or Finance and Personnel Committee.
- d. The department head shall not have the authority to terminate a non-probationary employee. All terminations must be presented to the Finance and Personnel Committee for review and final approval. Prior to the termination, the Finance and Personnel Committee 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 supervising committee 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.

## **7. Resignation/Retirement:**

Employees shall submit upon resignation or retirement a letter giving 2 weeks notice their last day of work. Employees who fail to give such notice shall forfeit any payout of accrued sick leave and/or vacation. The supervising committee 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.

## **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 Personnel and Finance Committee by filing a written statement of the concern with the County Clerk, who shall then forward the concern to the Finance and Personnel Committee, who shall act upon the concern, with notice to the employee, at its next meeting.

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 Clerk, 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 Clerk;
- 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. Upon receiving facts set forth in paragraph a herein, the County Clerk shall promptly convey the facts to the Chair of the Finance and Personnel Committee;
- d. "Relative" means spouse, parent, grandparent, grandchild, child, brother, sister, niece, nephew, aunt and uncle;
- e. "Significant other" means a person with whom the employee co-habits;
- f. A registered domestic partner is defined as one who is registered either with the State of Wisconsin or Employee Trust Funds.

- g. Applicants for County positions shall not be hired if the employment would place the applicant in the situation described in paragraph a herein.
- h. 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.
- i. The Finance and Personnel Committee 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.
- j. This subsection shall not apply to temporary, casual or call-in County employees.

Cr. 1/17/12, Res. 12-1; Eff. 1/15/13, Res. 13-17, 7. Reworded, 8 & 9 renumbered; Eff. 1/21/14, Res. 14-18, changes to 1., 2., 3., 5.a., 6.a. & b. and 9; Eff. 12/10/19, Res. 19-148, 7. Modified;

## **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 supervising committee 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 \$25.00/day.
- Alcoholic beverage is not a reimbursable expense.
- 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. (Lodging invoices indicating "room service" charges will not suffice.)
- Reimbursement of meals is only warranted when traveling out of the county on county business. All employee' meal reimbursements must be approved by the department head.

### **3. Mileage:**

Mileage for county related business will be reimbursed at the IRS rate in effect when the miles were driven.

### **4. Other Expenses:**

Reimbursement may be paid for other business related expenses in an amount reasonable under the circumstances, and if approved by the employee's appropriate County Board Committee.

#### **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.

Cr. 1/17/12, Res. 12-1; Eff. 9/18/21, Res. 12-103, 6. amended; Eff. 1/21/14, Res. 14-18, changes to 3. and 7.; Eff. 8/18/15, Res. 15-106, 2. modified; Eff. 7/20/21, Res. 21-100, 2. Modified;

### **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 Clerk's Office.

#### **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 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 clerk'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 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.

#### **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 Clerk'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 Clerk'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 Clerk 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.

Cr. 1/17/12, Res. 12-1; Eff. 1/21/14, Res. 14-18, changes to 11. & 12., renumber 13 – 14; Eff. 1/21/20, Res 20-10, 8. Jury Duty modified;

**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 Clerk'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.

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 January 21, 2014, 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 Clerk's Office if I have any questions in the future.

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.

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 Clerk. It will be filed in your personnel file.