



June 22, 2023

NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel Committee will convene on **Friday, June 23rd, 2023 at 2:30 p.m.** in the Richland County Board Room of the Courthouse at 181 West Seminary, Richland Center, WI 53581 and via videoconference and teleconference using the following information:

Via webex with information available at <https://administrator.co.richland.wi.us/minutes/finance-personnel/>

If you have any trouble accessing the meeting, please contact MIS Director Barbara Scott at 608-649-5922 (phone) or barbara.scott@co.richland.wi.us (email).

Agenda:

1. Call to order
2. Proof of notification
3. Agenda approval
4. Public Comment
5. Previous Minutes

Reports:

Financial:

6. Discussion & possible action: CIP Plan

Personnel:

7. Discussion & possible action: Sheriff's Department transitioning to 12 Hr shifts
8. Discussion & possible action: Elimination of 2 county positions in UW Food Service and the UW Food Service Department
9. Discussion & possible action: Approve accredited years of service for 2 MIS employees
10. Closed Session: The Chair may entertain a motion to enter Closed Session pursuant to Wis. Stat, Sec 19.85(1)(a) deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body - CHIPS
11. Return to Open Session
12. Discussion & Possible Action on items from Closed Session

Closing:

13. Future agenda items
14. Adjournment

Meeting materials may be found at <https://administrator.co.richland.wi.us/minutes/finance-personnel/>.

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

CC: Committee Members, County Board, Department Heads, Richland Observer, WRCO, Valley Sentinel, Courthouse Bulletin Board

Richland County

Finance & Personnel Standing Committee

June 7th, 2023

The Richland County Finance and Personnel Standing Committee convened on Wednesday, June 7th in person.

Committee members present included County Board Supervisors Marty Brewer, Steve Carrow, Marc Couey, Gary Manning, Steve Williamson with David Turk, Tim Gottschall and Melissa Luck by WebEx.

Also present was Interim Administrator Jon Hochkammer, Attorney Michael Windle, several department heads, county and city employees, and Assistant to the Administrator Cheryl Dull taking minutes.

Not present: Shaun Murphy-Lopez

1. **Call to Order:** Committee Chair Brewer called the meeting to order at 5:15 p.m.
2. **Proof of Notification:** Chair Brewer verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, County Board members, WRCO, County department heads, Richland Observer, Valley Sentinel and a copy was posted on the Courthouse Bulletin Board.
3. **Agenda Approval:** Chair Brewer is moving #13 to after #8, with that change he is asking for approval of the agenda. Moved by Supervisor Manning to approve the agenda as posted, 2nd by Supervisor Couey. All voting aye, motion carried.
4. **Public Comment:** None
5. **Previous Minutes:** Hearing no objections, Chair Brewer moved to approve the minutes as presented.
6. **Childcare ARPA funds report:** Assistant to Administrator Dull presented all monies have been expended.
7. **Tower Project Update:** MIS Director Scott reviewed the radio project. There are some challenges that have been discovered with the leasing. Finances are on track with planned monthly reports given to Finance & Personnel and Public Safety in the future. They are currently \$40,000 under budget. The concern is they are building 5 towers instead of the 3 originally planned and with that the funds will need to be closely monitored.
16. **Discussion & Possible Action: Courthouse Security System:** MIS Director Scott present that bids have been provided to the committee. SRGT was the lower bid and they have decided to go with the lower bid on this project. Supervisor Luck stated this for the camera and door lock system for the jail which are all part of the Sheriff Department new counsel package. Supervisor Frank asked to address the F&P Committee. He stated that a zoom is needed for the 2nd Courtroom and he would like the extra money of \$36,000 used for that purpose. This for a new intercom system and for a new FOB system for the whole Courthouse. He wants it made aware that dispatch will not be able to watch all new cameras. Sheriff Porter asked to address the Committee. He is hoping the Court Security Deputies will be able to watch the cameras while monitoring court as dispatch will not be able to monitor any more than they are currently. Sheriff Porter would like to keep the extra \$36,000 for just this project.

Interim Administrator Hochkammer stated he is going to request that money be put in for Courtroom Security in the Capital Improvement Plan (CIP).

No action was taken as there is no change to the original approval from the Safety Committee.
8. **Ambulance Business Plan:** Director Darin Gudgeon presented that the JAC was tasked with preparing a Business Plan which he is presenting tonight to the committee. The goal of the plan is to show that the Ambulance Service will operate with \$0 from levy.
13. **Discussion & Possible Action: Sale of Tax Deed Property – Parcel 006-0634-4100, Town of Buena Vista:** Treasurer Even presented that the County took this property on tax deed last fall. There were stipulations put on the purchase of the property. It was approved at the Public Works Committee to sell to Logan and Tiffany Olson for \$1,000. He is asking for the Finance & Personnel Committee approval to complete the sale. Moved by Supervisor Manning to approve sale of Tax Deed Property – 006-0634-4100 in the Town of Buena Vista to Logan & Tiffany Olson, 2nd by Supervisor Carrow. All voting aye, motion carried.
9. **Closed Session: The Chair may entertain a motion to enter Closed Session pursuant to Wis. Stat, Sec 19.85(1)(e) deliberating and negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a Closed Session – Discussion with the City of Richland Center regarding land purchase:** Moved

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Finance & Personnel Standing Committee

by Supervisor Gottschall to go into closed session at 5:40 p.m., 2nd by Supervisor Manning. All voting aye, motion carried.

10. **Return to Open Session:** Moved by Supervisor Williamson to return to open session at 6:24 pm, 2nd by Supervisor Carrow. All voting aye, motion carried.
11. **Discussion & Possible Action on items from Closed Session:** Moved by Supervisor Carrow to proceed with the plan is presented, 2nd by Supervisor Williamson. All voting aye, motion carried.
12. **Discussion & Possible Action: Fairgrounds Water Heater Replacement:** Fair Director Coordinator Doudna stated they have been having problems with the water heater that is 23 years old. They have been able to get it working again temporarily but have been advised to get a new one ordered. With the money being paid out of contingency funds. Moved by Supervisor Carrow to approve the purchase and installation of the hot water heater with placing the order on June 8, 2nd by Supervisor Williamson. All voting aye, motion carried.
14. **Discussion & Possible Action: Write-Off of Sale Checks:** Treasurer Even presented this is done annually to clean up the books. Moved by Supervisor Williamson to approve cancelling of stale checks that have been outstanding for more than one year as of January 1, 2023 in the amount of \$1,230.80 and send to County Board for approval, 2nd by Carrow. All voting aye, motion carried.
15. **Discussion & Possible Action: Approve 11-Year Tax Write-Of:** Treasurer Even presented this done annually to clean up the books. Moved by Supervisor Turk to approve cancelling of tax certificates that remain unpaid for 11 years in the amount of \$221.20 and send to County Board for approval, 2nd by Supervisor Manning. All voting aye, motion carried.
17. **Discussion & Possible Action: 2024 Capital Improvements Borrowing:** Interim Administrator Hochkammer presented that the CIP will be brought forward to present to the Committee. In recent years the County has borrowed \$1,050,000.00, he is asking if that is the still the intent of the Committee to repeat that this year? Moved by Supervisor Manning to continue with the plan not to exceed \$1,050,000 in short term borrowing, 2nd by Supervisor Couey. All voting aye, motion carried.
18. **Discussion & Possible Action: Allocation of Revenues Received from East Hall Building:** Interim Administrator Hochkammer updated the committee that he feels that the revenues that come in from East Hall should be set aside in a separate fund to be used for unanticipated and unbudgeted need in the County that should arise. Moved by Supervisor Williamson to place those revenues in a separate fund to use towards unanticipated repairs in the future, 2nd by Supervisor Couey. All voting aye, motion carried.
19. **Discussion & Possible Action: Step Increases for Budget preparation:** Interim Administrator Hochkammer confirmed with the committee that they are to move forward with the budget as previously planned. Moved by Supervisor Brewer direct the Interim Administrator and County Clerk continue with the budget development and the perimeters and bring it back their proposal to the Finance Committee, 2nd by Supervisor Couey. All voting aye, motion carried.
20. **Discussion & Possible Action: Revised Job Description for Office System Technician:** Interim Administrator Hochkammer presented that the job description has been combined with the Zoning and the Land Conservation department is hopes that we can get a staff member in the offices. Assistant to the Administrator Dull will be assisting the Zoning office 8 hours per week to keep up with office tasks until the position can be filled. Moved by Supervisor Manning to approve the revised job description, 2nd by Supervisor Williamson. All voting aye, motion carried.
21. **Discussion & Possible Action: Temporary hiring of an Office Assistant for Zoning:** Interim Administrator Hochkammer presented this is the worse can scenario. If Assistant to the Administrator Dull cannot continue to assist the Zoning office, someone can be hired on a 6-month contract with a 7% fee. Moved by Supervisor Couey to allow the temporary hire in Zoning if we cannot fill the newly created position at a cost to exceed \$10,000, 2nd by Supervisor Williamson. All voting aye, motion carried.
22. **Discussion & Possible Action: Request for Fair Coordinator to change from Part-Time to Full-Time:** Interim Administrator Hochkammer reviewed that by Resolution in 2011 and 2015 the hours were stated as 28 hours per week. Since then, the Fair Coordinator has been working 40 hours per week instead of 28 as written in the Resolution. The County has been paying 40 hours/week and at the end of the year money is transferred to cover the deficit. Moved by Supervisor Couey to change the position hours to 40 hours per week and send

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to County Board for approval, 2nd by Supervisor Carrow. All voting aye, motion carried.

- 23. Discussion & Possible Action: Maintenance Technician and Custodian:** Interim Administrator Hochkammer presented this was brought last month but we didn't have the allocations correct so we have cleared that up and are bringing it back with the allocation corrected. This would give HHS a 100% time person between Custodian, Manager and Tech which would all have a split to HHS budget. Moved by Supervisor Couey to approve the 2 positions with the funding split, 2nd by Supervisor Williamson. All voting aye, motion carried.
- 24. Discussion & Possible Action: Staff Authorization Table:** Interim Administrator Hochkammer we are bringing this forward with the change but we will be look into only bring this forward at budget time instead of every time there is a change to positions. Moved by Supervisor Couey to approve as presented and send to County Board for approval, 2nd by Supervisor Manning. All voting aye, motion carried.
- 25. Future agenda items:** Supervisor Couey would like discussion on Department head getting paid overtime to keep up with work. Supervisor Seep would like to discuss merit raises with performance evaluation.
- 26. Adjournment:** Next regular meeting to be Wednesday, July 5 @ 5:15 p.m. in the County Board Room. Moved by Supervisor Manning to adjourn at 7:05 p.m., seconded by Supervisor Couey. All voting aye, motion carried.

Minutes respectfully submitted by
Cheryl Dull
Richland County Assistant to the Administrator

Richland County

Finance & Personnel Standing Committee

June 8th, 2023

The Richland County Finance and Personnel Standing Committee convened on Thursday, June 8th in person.

Committee members present included County Board Supervisors Marty Brewer, Steve Carrow, Marc Couey, David Turk, Melissa Luck, Gary Manning and Steve Williamson joining at 4:05.

Also present was Interim Administrator Jon Hochkammer, Dave Bretl from PAA, Attorney Michael Windle, and Supervisors Kerry Severson, Ingrid Glasbrenner and Don Seep.

Not present: Supervisors Shaun Murphy-Lopez and Tim Gottschall.

1. **Call to Order:** Committee Chair Brewer called the meeting to order at 3:12 p.m.
2. **Proof of Notification:** Chair Brewer verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, County Board members, WRCO, County department heads, Richland Observer, Valley Sentinel and a copy was posted on the Courthouse Bulletin Board.
3. **Agenda Approval:** Moved by Supervisor Turk to approve the agenda as posted, 2nd by Supervisor Couey. All voting aye, motion carried.
4. **Closed Session pursuant of Wisconsin State Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility or conducting other specified public business or conducting other specified public business, whenever competitive or bargaining reasons require a closed session:** Moved by Supervisor Turk to go into closed session, 2nd by Supervisor Carrow. Roll call vote requested, all voting aye, motion carried at 3:14 p.m.
 - A. Administrator Candidate interviews.
5. **Return to Open Session:** Moved by Supervisor Couey to return to open session, 2nd by Supervisor Turk. All voting aye, motion carried.
6. **Discussion & Possible Action on items from Closed Session:** No action taken.
7. **Adjournment:** Moved by Supervisor Manning to adjourn at 4:05 p.m., seconded by Supervisor Carrow. All voting aye, motion carried.

Minutes respectfully submitted by
Jon Hochkammer
Richland County Interim Administrator

Typed by
Cheryl Dull
Richland County Assistant to the Administrator

Richland County

Finance & Personnel Standing Committee

June 9th, 2023

The Richland County Finance and Personnel Standing Committee convened on Friday, June 9th in person.

Committee members present included County Board Supervisors Marty Brewer, Steve Carrow, Marc Couey, Steve Williamson and David Turk.

Also present was Interim Administrator Jon Hochkammer, Attorney Michael Windle and Supervisors Kerry Severson, Ingrid Glasbrenner and Don Seep.

Not present: Supervisors Shaun Murphy-Lopez, Gary Manning, Melissa Luck and Tim Gottschall.

1. **Call to Order:** Committee Chair Brewer called the meeting to order at 9:00 a.m due to a Candidate cancellation.
2. **Proof of Notification:** Chair Brewer verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, County Board members, WRCO, County department heads, Richland Observer, Valley Sentinel and a copy was posted on the Courthouse Bulletin Board.
3. **Agenda Approval:** Moved by Supervisor Turk to approve the agenda as posted, 2nd by Supervisor Couey. All voting aye, motion carried.
4. **Closed Session pursuant of Wisconsin State Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility or conducting other specified public business or conducting other specified public business, whenever competitive or bargaining reasons require a closed session:** Moved by Supervisor Carrow to go into closed session, 2nd by Supervisor Turk. Roll call vote requested, all voting aye, motion carried at 9:01 a.m.
 - A. Administrator Candidate interviews.
5. **Return to Open Session:** Moved by Supervisor Turk to return to open session, 2nd by Supervisor Williamson. All voting aye, motion carried.
6. **Discussion & Possible Action on items from Closed Session:** Moved by Supervisor Williamson to proceed with the plan as discussed in closed session, 2nd by Supervisor Couey. All voting aye, motion carried.
7. **Adjournment:** Moved by Supervisor Turk to adjourn at 2:20 p.m., seconded by Supervisor Couey. All voting aye, motion carried.

Minutes respectfully submitted by
Jon Hochkammer
Richland County Interim Administrator

Typed by
Cheryl Dull
Richland County Assistant to the Administrator

2024 - PROPOSED						
Department	Total CIP Costs	Operational Budget	Fund 92 (STB)	Other Revenues	Total Funding	Funding Gap (S/B 0)
Highway	\$1,185,952.31	\$509,117.37	\$500,000.00	\$176,834.94	\$1,185,952.31	\$0.00
Sheriff	\$226,000.00	\$0.00	\$226,000.00	\$0.00	\$226,000.00	\$0.00
Jail	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00
Dispatch-Radio Network	\$8,100,000.00	\$0.00	\$0.00	\$8,100,000.00	\$8,100,000.00	\$0.00
Courthouse Maintenance	\$34,000.00	\$0.00	\$34,000.00	\$0.00	\$34,000.00	\$0.00
HHS Building	\$65,000.00	\$0.00	\$0.00	\$65,000.00	\$65,000.00	\$0.00
County Technology	\$106,598.00	\$0.00	\$106,598.00	\$0.00	\$106,598.00	\$0.00
Land Conservation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Emergency Mgmt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ambulance	\$76,784.00	\$0.00	\$0.00	\$76,784.00	\$76,784.00	\$0.00
PVCV	\$40,500.00	\$0.00	\$0.00	\$40,500.00	\$40,500.00	\$0.00
Fair & Recycling	\$23,000.00	\$0.00	\$23,000.00	\$0.00	\$23,000.00	\$0.00
UW Campus	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Symons	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Airport	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Parks	\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$60,000.00	\$0.00
County Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clerk of Court/Register in Probate	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	\$0.00
Total	\$9,957,834.31	\$509,117.37	\$989,598.00	\$8,459,118.94	\$9,957,834.31	\$0.00

Borrowing Amount	\$1,010,000.00
Fees	-\$20,500.00
Remaining Balance	\$989,500.00
Total Projects	\$989,598.00

investment interest would pay the remaining balance

12-Hour Shift Data

Currently 38 of the 72 County Sheriff's Offices are working 12-hour shifts. Six that are not are working 10-hour shifts and two are looking at implementing 12-hour shifts. Additionally, there are 111 WPPA contracted agencies that are working with 12-hour shifts. That number does not include those that are in trial periods.

Regional Agencies to Richland County that are working 12-hour shifts:

Adams County	Adams PD
Crawford County	Rome PD
Green County	Boscobel PD
Iowa County	Lancaster PD
Juneau County	Platteville PD
Lafayette County	Lacrosse PD
Monroe County	Darlington PD
Sauk County	Sparta PD
Vernon County	Tomah PD
Baraboo PD	Lake Delton PD
Wis Dells PD	Sauk Prairie PD
Viroqua PD	Westby PD

MEMORANDUM OF UNDERSTANDING BETWEEN RICHLAND COUNTY AND RICHLAND COUNTY
DEPUTY SHERIFF'S ASSOCIATION/WISCONSIN PROFESSIONAL POLICE ASSOCIATION

This is a voluntary agreement between Richland County and the Richland County Deputy Sheriff's Association/Wisconsin Professional Police Association. The County and the Association are parties to a collective bargaining agreement (known as "CBA" hereinafter), expiring December 31, 2024. The parties have discussed the implementation of a trial 12-hour shift schedule for the patrol and detective divisions. In consideration of the mutual covenants found below, the parties hereby agree to the following provisions:

- 1: Effective _____ and ending on _____ the schedule for those sworn employees assigned to Patrol classifications will consist of a 12-hour shift rotation of 2-on/2-off, 3-on/2-off, 2-on/3-off with an alternate 3-day weekend off. The trial period may be enacted at an earlier date or extended by mutual agreement of the parties.
- 2: Shifts will operate from 4:00 a.m.-4:00 p.m. and 4:00 p.m.-4:00 a.m. Shift assignments will be awarded based on department seniority. Swing shift hours will be 6 a.m. -6 p.m. and 6 p.m.-6 a.m. Employees bid for shift hours; however, management reserves the right to assign employees to stacks that fall within the hours bid. Employees will be allowed to use department seniority when another shift is vacated and reposted.
3. One eight (8) hour day will be implemented into the fourteen (14) day rotation for each Deputy. This 8-hour day will be flexible for training, special team call outs and other assignments. Management reserves the right to adjust the 8-hour day with a five (5) day notice. Management will assign these short days.
4. Compensation consists of 12-hours of regular pay for each 12-hour shift worked. Any hours worked in excess of 12-hours will be at the overtime rate. Employees may still take overtime pay or convert overtime to compensatory time off.
5. Employees working the 4:00 p.m.-4:00 a.m. shift and both of the swing shifts shall earn \$60.00 per month in shift differential pay.
6. During the trial period, a vacation work week will be defined as 5 (12-hour) days. Holidays are defined in Article VII of the CBA. Any employee required to work on a holiday, the employee will receive 24 hours of straight time pay in addition to his/her regular salary, for a total of thirty-six (36) hours straight time pay for the day. Anyone working outside their regular/normal hours on a holiday (called in early, extend beyond their shift or work extra time-whether ordered or voluntary) will be paid on the same

basis as the regular holiday pay (triple time) for these extra hours. If a holiday falls on an employee's scheduled day off, the employee will receive twelve (12) hours of straight time pay in addition to the employee's regular salary for a total twenty-four (24) hours straight time pay for the day. To receive holiday pay, the employee must work the hours scheduled for the week during which the holiday falls, unless on paid sick leave or other leave with pay or excused for proper reasons beyond the employee's control.

7. For the purposes of this trial period, one working day of sick leave equals twelve (12) hours. All other verbiage in CBA Article IX apply.
8. Excluding exigent circumstances, deputies shall be off work for a minimum of eight (8) continuous hours in each 24-hour period.
9. The accrual and/or use of other benefits not identified herein shall continue as currently provided for in the CBA.
10. Unless specifically modified by this agreement, all other provisions of the CBA will continue to apply.
11. The parties shall meet every six (6) months to review the progress of the MOU.
12. Termination of this agreement may occur by order of the Sheriff with a thirty (30) day notice, by majority vote of the affected parties (patrol division) with a thirty (30) day notice or by mutual agreement of the parties during the trial period. Nothing in this agreement changes Article IV-Management Rights in the current CBA.

Clay Porter, Sheriff

Jake Rupnow, President

Jon Hochkammer, Administrator

Jeff Spencer, WPPA Business Agent

Richland County Committee Agenda Item Cover

Agenda Item Name: Eliminations for Food Service Positions

Department:	Administration	Presented By:	Jon Hochkammer
Date of Meeting:	6/23/23	Action Needed:	Vote
Disclosure: <small>Open or Closed</small>	Open	Authority:	Finance & Personnel Standing Committee
Date submitted:	6/22/23	Referred by:	

Recommendation and/or action language:

Recommend to... approve the elimination of 2 County positions in UW Food Service and elimination of the UW Food Service Department.

Background: *(preferred one page or less with focus on options and decision points)*

As a result of the UW System's decision to end in-person student learning on campus, and the recent action by the county board, there is no longer a need to prepare and serve meals daily from the Roadrunner Cafe. There is no justification for having a food service program which depends on county tax levy to exist.

Attachments and References:

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Jon Hochkammer _____

Department Head

Review:

Jon Hochkammer _____

Administrator, or Elected Office (if applicable)

**Richland County Committee
Agenda Item Cover**



Richland County Administrator's Office
Jon Hochkammer, Interim Administrator

Dear Ms. Dary and Ms. Deitelhoff:

As you are aware, on June 20, 2023 the County Board approved a contract with Mazo Catering of Mazomanie to provide meals for the Richland County Nutrition Program effective July 1, 2023.

Due to uncertainties with the future of the campus and specifically the sustainability of the Richland County Food Service Program, the county provided a 60-day notice of termination to the Richland County Food Service Program on April 14, 2023 notifying you that the last date of food service with your program would be June 30, 2023.

As a result of the UW System's decision to end in-person student learning on campus, and the recent action by the county board, there is no longer a need to prepare and serve meals daily from the Roadrunner Cafe. There is no justification for having a food service program which depends on county tax levy to exist. This is by no means a reflection on the quality of the meals provided on campus and to the nutrition sites, or on how you performed your duties.

The Finance and Personnel Committee will be meeting on Friday, June 23rd to discuss and possibly take action on eliminating the two county positions currently working for the Richland County Food Service Program. The meeting will begin at 2:30 pm. You are certainly welcome to attend the meeting.

We sincerely thank you for your service and strongly encourage you to apply for other employment opportunities with Richland County if you so wish.

Please feel free to contact me with any questions or concerns.

Sincerely, Jon

Richland County Public Works

Agenda Item Cover

Agenda Item Name: Discussion & Possible Action: Approve accredited years of service for 2 MIS Employees.

Department	MIS	Presented By:	Barbara Scott
Date of Meeting:	06/23/2023	Action Needed:	Approval
Disclosure:	Open Session	Authority:	Finance & Personnel Standing Committee
Date submitted:	06/15/2023	Referred by:	County Administrator

Recommendation and/or action language:

Motion to ... Approve Accredited years of service for Jason Marshall and John Couey to included previously contracted time.

Background: *(preferred one page or less with focus on options and decision points)*

MIS has traditionally used contracted services. Both Jason Marshall and John Couey started with the county as contracted employees. Jason worked as a contracted employee from 01/26/2006 to 01/01/2012. Jason became a county employee on 01/02/2012. There was no break in employment nor did his job duties change in any manner. John Couey worked as a contracted employee from 8/22/16-1/27/17. He became a county employee on 01/28/2017. There was no break in employment nor did his job duties change in any manner.

There is a precedence set for including contracted time when an employee is transitioned from contracted to county employment. On 01/03/2023 then County Administrator Clinton Langreck approved two HHS employees. The employee handbook was also changed at that time to “Department Heads shall have the ability to make a recommendation to the County Administrator requesting a variance from the hiring practices established in order to recognize leased or contracted staff by awarding them Richland County’s standard benefit package for their accredited years of service in a similar or same position at the time when hired into a full-time county position.” This is found on page 17 under HIRING AND EMPLOYMENT CONSIDERATIONS letter g.

Attachments and References:

Email from SWWDB	Employee Handbook
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Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	10.5182.
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval: *Barbara J Scott*

Review: *Jon Hochkammer*

Department Head

Administrator, or Elected Office (if applicable)

Good afternoon,

On the Finance agenda is a request asking to recognize years of service for 2 MIS employees who were contracted through an agency and then later hired full-time. The reason for this approval is so that one employee, who is coming up at the end of the 18-month cycle to use their accrued vacation and has not will be eligible to get paid out the one week max of vacation.

The employee was hired temp casual by Richland County on 10/1/1995 in another position. Later he was contracted to provide services to MIS and then was hired full-time 1/1/2012. He has 11 years in full-time or 28 years with Richland County all together in both positions. The new handbook language states:

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 (6) months of employment. Vacation shall be accrued at the following rate effective 1/1/2023:

Date of Hire	1 Week of Vacation
6 Months of Service	1 Week of Vacation
1 Year of Service	2 Weeks of Vacation
5 Years of Service	3 Weeks of Vacation
10 Years of Service	4 Weeks of Vacation
15 Years of Service	5 Weeks of Vacation

~Current employees will experience these new accruals upon their next anniversary date. There will be no retro-active issue of vacation days based on the new schedule.

Vacation must be used within Eighteen (18) month following the employee's anniversary date. Employees that have reached the 15-year service mark will receive payout of up to one (1) week that is not used by 18 months. The Administrator 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 in their department. All vacation time must be reported biweekly to the County Administrator's Office.

In the event that the Committee approves this request please answer the following for me:

1. Will I have to go back retro to January and give these employees more vacation than what they have already accrued for 2023 based on the additional years of service for their contracted work?
2. How do we handle all the other employees that started out with Richland County either contracted or in a temp casual position and then later went full-time benefit eligible? For example: we have an employee that went full-time last year in another department and was expecting to get 4 weeks of vacation as she has been with Richland County for 16 years in a different department in a temp casual position. Her request was denied. We have many other employees in this situation – not just these two.
3. How will we handle the sick time? If you are going to recognize their years of contracted service will I have to add additional sick time to their sick bank? If so, how do we decide how much? I don't have their timesheets from when they were contracted so I don't know if they worked full-time hours, part-time hours or hours as needed.
4. If approved, you will need to state what date I am to use in payroll for recognition for years of service. For example: If Employee A was hired through the contracted agency on 5/12/2006 but was hired full-time with Richland County 1/1/2012 and you want to give recognition for those years of service I would need to enter 1/1/2006. This employee would retain their 1/1 anniversary date but the 2006 would give the employee 17 years of service and payroll would automatically award vacation based off those years of service on their next vacation accrual date in 1/1/24.

Tami Hendrickson

From: [Whitish, Danielle](#)
To: [Barbara Scott](#)
Subject: RE: Jason Marshall
Date: Thursday, June 15, 2023 10:11:08 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

It looks like he was employed with us from 1/25/2006 to 1/1/2012. Thanks!

Danielle Whitish
Staff Accountant
Southwest Wisconsin Workforce Development Board
P.O. Box 656
Platteville, WI 53818
Office: 608-314-3300 x225
Fax: 608-342-4429
d.whitish@swwdb.org
<http://www.swwdb.org/>

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A proud partner of the  American Job Center network

From: Barbara Scott <barbara.scott@co.richland.wi.us>
Sent: Thursday, June 15, 2023 8:30 AM
To: Whitish, Danielle <d.whitish@swwdb.org>
Subject: Jason Marshall

Caution: This email originated from outside of the organization and may contain suspicious content. **Do not click links or open attachments unless you recognize the sender and know the content is safe.** When in doubt, contact your IT Department.

Good Morning,

I have a request. Jason Marshall was a contracted employee with SWWDB from I believe 2006 to 2012. The contract was initially under Richland County Health & Human Services. I need to get his dates of employment. The county made him a county employee in 2013 and we are requesting that those dates of service are included in his longevity.

Please let me know if you have any questions or I can help with this request.

Thank you
Barb

Barbara Scott
MIS Director
Richland County
221 W Seminary St
Richland Center WI 53581
Ph [608-649-5922](tel:608-649-5922)

Fax [608-647-6611](tel:608-647-6611)

From: [Whitish, Danielle](#)
To: [Barbara Scott](#)
Subject: RE: Jason Marshall
Date: Thursday, June 15, 2023 3:29:21 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

His dates of employment are 8/22/16-1/27/17.

Danielle Whitish
Staff Accountant
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<http://www.swwdb.org/>

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From: Barbara Scott <barbara.scott@co.richland.wi.us>
Sent: Thursday, June 15, 2023 1:31 PM
To: Whitish, Danielle <d.whitish@swwdb.org>
Subject: RE: Jason Marshall

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Perfect thank you - Would you mind terribly doing the same for John Couey – his contract was under MIS.

Thanks
Barb

From: Whitish, Danielle [<mailto:d.whitish@swwdb.org>]
Sent: Thursday, June 15, 2023 10:11 AM
To: Barbara Scott <barbara.scott@co.richland.wi.us>
Subject: RE: Jason Marshall

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

It looks like he was employed with us from 1/25/2006 to 1/1/2012. Thanks!

Danielle Whitish
Staff Accountant
Southwest Wisconsin Workforce Development Board
P.O. Box 656
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Fax: 608-342-4429
d.whitish@swwdb.org
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A proud partner of the  network

From: Barbara Scott <barbara.scott@co.richland.wi.us>

Sent: Thursday, June 15, 2023 8:30 AM

To: Whitish, Danielle <d.whitish@swwdb.org>

Subject: Jason Marshall

Caution: This email originated from outside of the organization and may contain suspicious content. **Do not click links or open attachments unless you recognize the sender and know the content is safe.** When in doubt, contact your IT Department.

Good Morning,

I have a request. Jason Marshall was a contracted employee with SWWDB from I believe 2006 to 2012. The contract was initially under Richland County Health & Human Services. I need to get his dates of employment. The county made him a county employee in 2013 and we are requesting that those dates of service are included in his longevity.

Please let me know if you have any questions or I can help with this request.

Thank you

Barb

Barbara Scott
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Ph [608-649-5922](tel:608-649-5922)
Fax [608-647-6611](tel:608-647-6611)

HANDBOOK OF PERSONNEL POLICIES AND WORK RULES OF RICHLAND COUNTY

Updated as of 10/25/2022

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

Policy Cover

Title: Policy Establishment	Effective Date: 18 Aug 2020
	Adoption/Revision Date: 25 October 2022
Custodian: Administrator	Approving Body: Richland County Board of Supervisors (RCBS)
	Sponsoring Committee, Board or Commission: Finance and Personnel Standing Committee

1. Authority

- a. Wis. Stat. 59.02 (Powers, how exercised; quorum);
- b. Wis. Stat. 59.03 9 (Home rule);
- c. Wis. Stat. 59.51 (Board Powers);
- d. Wis. Stat. 59.18 (County Administrator); and
- e. Wis. Stat. 59.22(2)(c) (Board Powers to establish the number of employees)

2. Reference:

- a. Adopting Resolution/Ordinance/Motion: Resolution No: 12-1
- b. Job Definitions amendment: Resolution No: 12-88
- c. Reimbursements modified: Resolution No. 12-103
- d. Job Definition amendment: Resolution No: 12-141
- e. Job Definition amendment, Terms and Conditions of Employment revision, Compensation and Fringe Benefits modified, Hiring and Employment Considerations modified: Resolution No: 13-17
- f. Job Definition amendment: Resolution No: 13-29
- g. Job Definition amendment: Resolution No: 13-40
- h. Job Definition amendment: Resolution No: 13-166
- i. Job Definition amendment: Resolution No: 13-127
- j. Job Definition amendment, Terms and Conditions of Employment revisions, Compensation and Fringe Benefits modified, Rules of Conduct Grounds of Termination modified, Hiring and Employment Considerations modified, Reimbursements modified, Miscellaneous Personnel Provisions modified: Resolution No: 14-18
- k. Job Definition amendment: Resolution No: 14-157
- l. Job Definition amendment: Resolution No: 15-62
- m. Job Definition amendment, Terms and Conditions of Employment revision, Compensation and Fringe Benefits modified, Hiring and Employment Considerations modified: Resolution No: 15-44
- n. Terms and Conditions of Employment revision: Resolution No: 15-74
- o. Job Definition amendment, Compensation and Fringe Benefits modified, Reimbursements modified: Resolution No: 15-106
- p. Job Definition amendment: Resolution No: 15-113
- q. Job Definition amendment: Resolution No: 15-114
- r. Job Definition amendment: Resolution No: 16-25
- s. Job Definition amendment: Resolution No: 16-115
- t. Job Definition amendment: Resolution No: 16-122
- u. Compensation and Fringe Benefits modified: Resolution No. 16-133
- v. Compensation and Fringe Benefits modified: Resolution 17-59
- w. Hiring and Employment Considerations modified: Resolution 18-99
- x. Compensation and Fringe Benefits vacation modified: Resolution 19-36
- y. Job Definition amendment: Resolution No: 19-87
- z. Compensation and Fringe Benefits vacation modified: Resolution 19-88
- aa. Job Definition amendment: Resolution No: 19-101
- bb. Job Definition amendment: Resolution No: 19-120
- cc. Job Definition amendment: Resolution No: 19-121
- dd. Compensation and Fringe Benefits vacation modified: Resolution 19-125
- ee. Hiring and Employment Considerations modified: Resolution 19-148
- ff. Miscellaneous Personnel Provisions modified: Resolution 20-10

- gg. Compensation and Fringe Benefits compensation modified: Resolution 20-95
- hh. Job Definition amendment and Terms and Conditions of Employment revision: Resolution No: 20-98
- ii. Job Definition amendment: Resolution No: 20-109
- jj. Reimbursements modified: Resolution No. 21-100
- kk. Change Authority, Hiring and Employment Considerations modified, Miscellaneous Personnel Provisions modified: Resolution 21-160
- ll. Job Definition amendment: Resolution No: 22-55
- mm. Compensation and Fringe Benefits FMLA and Deployment added, change authority, Miscellaneous Personnel Provisions modified: Resolution 22-68

3. Purpose:

The Policy on Handbook of Personnel Policies and Work Rules of Richland County:

- a. provides a broad overview of Richland County’s (the “County”) employment policies, practices, procedures, and benefits; and
- b. establishes a policy that identifies the rules of the county workforce; and
- c. delegates authority and defines procedures to committees and administration; and
- d. act 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

4. Scope

- a. Applies to all Richland County Employees with exceptions of elected, seasonal, limited term, department heads or union members under a collective bargaining agreement when in conflict with the agreement.

5. Policy Overview

- a. Authority of this policy is vested in the Richland County Board of Supervisors with authorities delegated to the Finance and Personnel Committee with acceptations specified of the county board.
- b. Administrative procedures regarding classification, compensations and the staff authorization are delegated to the County Administrator as the policy custodian.

6. Policy Performance Goals:

- a. This policy is established to support the organizations employment relations and service operations, if continued discrepancies arise in practice or understanding, the custodian shall investigate and determine need for policy revision or employee education.

All employee work rule changes requiring amendments to this policy will be implemented in accordance with this policy, or at the authorization of the County Board (Finance and Personnel Standing Committee as delegated).

Revision History (25 October 2022)		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
25 October 2022	Revision of new format and delegation of authority	Resolution 22-114

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HANDBOOK OF PERSONNEL POLICIES AND WORK RULES

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. 9/17/19, Res. 19-101, HHS; 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; Eff. 6/21/22, Res. 22-55, Highway Dept. definitions modified; Eff. 10/25/22, Res. 22-114, Remove definitions, add Policy cover pages;

INTRODUCTION TO YOUR EMPLOYEE HANDBOOK AND WORK RULES

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

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

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

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

Cr. 1/17/12, Res. 12-1; Eff. 12/14/21, Res. 21-160, change authority;

EXTENT OF HANDBOOK

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

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

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

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

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; Eff. 12/14/21, Res. 21-160, change authority; Eff. 10/25/22, Res. 22-114, Change in Authority;

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; Eff. 12/14/21, Res. 21-160, change authority;

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 7:00 a.m. to 2 p.m., Monday - Thursday; 7:00 a.m. to 12:00 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. Pay stubs are available on <https://richland.ess.visualgov.com/>.

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 must be reported within 24 hours to the Department Head. The Department head must report injuries or accident within 48 hours to the Richland County Administrator or their designee. In the case of visitors, accidents must be reported immediately to the Richland County Administrator. Paperwork and reporting instructions can be located in the Employee portal.

6. **Health Examinations:**

Any health examination required as a condition of employment will be paid by the County.

7. **Breaks:**

Two 15 minute breaks are granted as your workload allows. These are not to be used for leaving work early, to make up tardiness or to accumulate time off.

8. **Leave of Absence:**

Leaves of absence without pay for up to six months may be granted by the Department Head subject to the approval

of the County Administrator. Requests for leaves of absence shall be in writing and directed to the employee's Department Head. The County Administrator, after receiving the recommendation of the Department Head, may extend a County employee's leave of absence for up to an additional six months, no County employees may be granted a leave of absence in excess of one year in duration. All leaves of absence shall be reported to the Administrator's Office within one week of its occurrence. All requests will be considered on their merits.

County employees that have received a leave of absence for medical reasons and that have exhausted their FMLA, must request any extensions in writing to the County Administrator.

The County will pay its normal health and dental insurance premium contribution for those employees who are on Worker's compensation for a period of up to six months. County employees will not generate vacation and sick leave during unpaid of absence.

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

9. Flexible Work Schedule:

A flexible work schedule may be arranged by mutual agreement between employee and department head. In the event it is a department head requesting a flexible schedule, the County Administrator must approve and inform the supervising committee. The schedule may be revised or terminated at any time.

10. Seniority or Length of Hire:

Seniority or length of hire is defined as an employee's total length of continuous service with the county.

11. Performance Evaluations:

The County Administrator shall conduct annual performance evaluations of the director/department head/commissioner (exception: Elected County officials). The director's/department heads/commissioner shall conduct annual performance evaluations of their staff using the standard forms available in the County Administrator's office.

12. Personnel Files:

The County will grant an employee access to his/her personnel files as required by applicable law. Certain personnel records may be excluded from this review, as permitted by law. Should you want copies of your personnel record, the County reserves the right to charge you the costs of copying your record.

13. Time Reporting (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. All time cards are to be turned in at the end of each pay period, or if paid monthly, by the end of the month.

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; Eff. 12/14/21, Res. 21-160, change authority, 1.g. change hours; Eff 10/25/22, Res. 22-114, 3. Added ESS, 5., 8. & 13. reworded;

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 Office Manager/Confidential Assistant in the Sheriff's Department. The Chief Deputy Sheriff, Road Patrol Lieutenant and Office Manager/Confidential Assistant 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 effective 1/1/2023:

30+ hours	88%
23.25 hours – 29.99 hours	78%

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

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 and their regulation.

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 Wisconsin Retirement System are eligible 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 and dental insurance premiums and qualified dependent care expenses).

7. Paid Holidays:

The following paid holidays are observed effective 1/1/2023:

Holidays	Pine Valley	Emergency Medical Services	General Employees	Sheriff's Union	Sheriff's
New Year Day	X	X	X		X
Good Friday		X	X		
Easter	X	X			
Memorial Day	X	X	X	X	X
Independence Day	X	X	X	X	X
Labor Day	X	X	X	X	X
Veterans' Day		X		X	X
Thanksgiving	X	X	X	X	X
Day After Thanksgiving			X		
Last Day Before Christmas	X Only for shifts beginning at or after 2 pm	X	X	X	X
Christmas Day	X	X	X	X	X
New Year's Eve Day	X Only for shifts beginning at or after 2 pm			X	

Holidays	Pine Valley	Emergency Medical Services	General Employees	Sheriff's Union	Sheriff's
Floating Holiday			X		
3 Personal Days	X				
Birthday				X	X
Total	12	10	10	9	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.
- 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 paid 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, step sibling and step grandparent. 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 40 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 40 hours per year of compensatory time must be paid out. Notice of all accumulated compensatory time shall be reported to the County Administrator's Office.

In the case where an employee transfers to a position that does not qualify for benefits, compensatory time will be paid out.

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 Administrator's Office. Elected officials, Department Heads, Extension Agents, the Chief Deputy Sheriff, Road Patrol Lieutenant and all employees holding positions which are marked with an asterisk in this Handbook are not eligible to receive overtime.

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

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 in increments no less than one quarter (1/4) hour by the employee to attend medical appointments for themselves or for their immediate family (spouse or children). For care of a parent or parent-in-law, FMLA forms will need to be completed. All sick leaves must be reported biweekly to the County Administrator's Office. Elected officials are not eligible to receive sick leave.

Sick leave accrues at the rate of one day per month on the staff person's anniversary date for full-time employees. Regular, part-time employees working at least 17 and 1/2 hours per week or 70 hours per month shall accrue sick leave at a rate of one-half of the sick leave generated by full-time employees in their department. 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) days of sick leave are taken for the same reason. 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 Administrator. The employee may not change his/her election once it has been submitted.

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

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

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

In the case where an employee transfers to a position that does not qualify for benefits, sick time will be lost.

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 Administrator and supported by medical substantiation from the employee's treating physician, and would result in the employee having to go on unpaid leave of absence or terminate their employment."

Richland County employees may voluntarily donate up to twenty-four (24) sick hours 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.

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

The County Administrator or their designee 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 (6) months of employment. Vacation shall be accrued at the following rate effective 1/1/2023:

Date of Hire	1 Week of Vacation
6 Months of Service	1 Week of Vacation
1 Year of Service	2 Weeks of Vacation
5 Years of Service	3 Weeks of Vacation

10 Years of Service
15 Years of Service

4 Weeks of Vacation
5 Weeks of Vacation

~Current employees will experience these new accruals upon their next anniversary date. There will be no retro-active issue of vacation days based on the new schedule.

Vacation must be used within Eighteen (18) month following the employee's anniversary date. Employees that have reached the 15-year service mark will receive payout of up to one (1) week that is not used by 18 months. The Administrator 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 in their department. All vacation time must be reported biweekly to the County Administrator'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. (see page 21 Resignation/Retirement). Employees who have not passed probation, will not receive a payout of vacation.

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.

In the case where an employee transfers to a position that does not qualify for benefits, vacation time will be paid out.

Note: Elected officials are not eligible to receive vacation. Pine Valley - See Addendum for vacation schedule.

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 Administrator's office maintains the official documents for this leave and must be contacted for the information and official form as contained in the County's Family and Medical Leave Act Policy. Policy and forms can be found on the employee portal page.

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. A copy of Military (leave/deployment) Orders must be submitted to the Administrators Office,

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; Eff. 8/18/20, Res. 20-95, 9. Modified; Eff. 12/14/21, Res. 21-160, change authority, Provision updated, 4., 5., 7., 7.a., 13. reworded; Eff. 6/21/22, Res. 22-68, 8. "steps" added, 11. FMLA definition changed, 16. Deployment paperwork added; Eff. 10/25/22, Res. 22-114, 1. Changes hours, 6. Add dental, 7. PVHC added holidays, 7.f. reworded, 9. Add payout, 10. Remove reference to definitions, 11. Reworded and payout, 12. Change days to hours and added authority, 13. Change vacation, add payout and add note, 14. Add policy location;

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.

1. **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.

2. **Harassment:**

Unlawful harassment is prohibited. The County is committed to providing a professional work environment. This means that the County will not tolerate harassment directed at an employee, customer, or vendor, whether sexual harassment or harassment because of his/her age, race, creed, color, disability, marital status, national origin, ancestry, arrest record, conviction record, military service, or any other characteristic protected by federal, state or local law.

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

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

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

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

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

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

The following are examples of potentially harassing conduct:

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

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

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

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

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

3. 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.

4. Violence in the Workplace:

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

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

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

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

Cr. 1/17/12, Res. 12-1; Eff. 1821-14, Res. 14-18, changes to Grounds of Termination k.; Eff. 12/14/21, Res. 21-160, change authority;

HIRING AND EMPLOYMENT CONSIDERATIONS

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

1. Hiring for Long-Term Vacancies (90 days or longer):

Whenever it appears to a department Head that an approved job position within the department will be vacant for a period of 90 days or longer the following procedure shall be followed:

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

2. Hiring for Temporary Vacancies (Less than 90 days):

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, the Department Head may hire a limited term employee with the approval of the County Administrator, on an emergency basis to fill that position, to expire when the employee returns to their position or the position is filled. Department heads filling temporary vacancies under this paragraph may authorize a new hire to start one to two steps above the new hire rate in the County's Job Classification and Salary Plan, based on qualifications and experience.

3. Probation Period:

All County employees who are new to a full-time or part-time County position shall serve a probation period the length of which shall not be less than 6 months in duration. County employees who are offered a new position within the same department where they work shall serve a probationary period the length of which shall not be less than 3 months in duration. All Temporary/Casual County employees are required to work a minimum of 910 hours as their probationary period. The purpose of the probation period is merely to require that the job performance of all employees who are new to a County position is reviewed within a fixed period from the employee's start of work in any position. The purpose of this initial review is to determine:

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

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

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

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 County Administrator for advice and consultation. The department head and the County Administrator will discuss what, if any, job action is to be taken relative to an employee. The department head has the authority to

take disciplinary action up to three (3) days suspension without pay provided the department head has notified the County Administrator of the decision.

- c. The above steps in the process of disciplining an employee serve only as a guide and can be bypassed in appropriate situations as determined by the Department Head and County Administrator.
- d. The department head shall not have the authority to terminate a non-probationary employee. All terminations must be presented to the County Administrator for review and final approval.
- e. The Richland County Discipline/Termination Grievance Policy and Procedures are to be followed should an employee decide to file a grievance. See Appendix A.
- f. The process outlined above shall not apply to terminations due to reorganization, lack of work or the sunset of a position.
- g. In the case of a department head, the County Administrator will follow the above procedure.

6. **Non-Disciplinary Termination/Layoff:**

Non-disciplinary termination/layoff due to reorganization or lack of work:

- a. **Elimination of Position:**
Whenever it becomes necessary, in the interest of economy or because the necessity for the position involved no longer exists or because of reorganization or lack of work, the County Board may abolish any position covered by this policy. Any employee holding such an abolished position shall be laid off.
- b. **Layoff:**
When the County determines that a layoff shall occur, in whole or in part, in a department, length of hire will be a secondary consideration, behind department needs, position title, skill needs and performance reviews. If two or more employees are equally qualified, the least senior employee shall be the first laid off. Employees rehired within a year of their lay off will maintain their original date of employment and any unused accrued sick leave benefits.
- c. **Recall:**
Recall will be at the discretion of the department head unless the County Board initiated the layoff.

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 County Administrator 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:**

Reference Formal Complaint and Mismanagement Policy via <https://administrator.co.richland.wi.us/employee-resources/> and the Policies tab.

9. **Policy on Nepotism:**

- a. If a department head becomes aware that a person in a supervisory position in his or her department is a relative, significant other or domestic partner of a subordinate of that supervisor, the department head shall immediately report that fact to the County Administrator;
- b. Any full-time or part-time County employee or supervisor must inform the person's department head within 30 days of the person becoming a relative, significant other or domestic partner of a supervisor or subordinate in the same department of County government;
- c. "Relative" means spouse, parent, grandparent, grandchild, child, brother, sister, niece, nephew, aunt and uncle;
- d. "Significant other" means a person with whom the employee co-habits;
- e. A registered domestic partner is defined as one who is registered either with the State of Wisconsin or Employee Trust Funds.
- f. Applicants for County positions shall not be hired if the employment would place the applicant in the

situation described in paragraph a herein.

- g. No County employee shall be assigned, transferred or promoted if the resulting employment would place the employee in the situation described in paragraph a herein.
- h. The County Administrator is hereby authorized and directed to arrive at a reasonable solution to the relationship described in paragraph a herein, while making every effort to have each affected County employee continue in his or her County employment.
- i. This subsection shall not apply to temporary, casual or call-in County employees.

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. 3/17/15, 1. & 2. Header changed, 3. probation change, 7. modified; Eff. 7/17/18, Res. 18-99, 1.b. rewording; Eff. 12/10/19, Res. 19-148, 7. Modified; Eff. 12/14/21, Res. 21-160, change authority, 2., 3., 5.d., reworded, 8. Deleted, 9.c., 9.d-h. relettered; Eff. 6/21/22, Res. 22-68, 1. a & c. change authority; Eff. 10/25/22, Res. 22-114, 1.b. modified, g. Added, g. & h., 2., 3. & 8. Reworded;

REIMBURSEMENTS

All efforts should be made to use the assigned department purchase card. All reimbursements requests should be submitted for bi-weekly payroll in the year the expenses were incurred.

1. Lodging:

Policy as to reimbursement for overnight lodging:

- a. Actual expenses for the standard room should not 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.
- b. Approval by the Department Head is required where lodging expenses for employee attendance at training and seminars will exceed the government rate.
- c. All registration fees are to be paid in advance so as to take advantage of any available discounts. The department purchase card should be used whenever possible
- d. All lodging reservations are to be made in advance and the proper paperwork be in place. County tax exempt certificates must be submitted when making reservations so as to eliminate sales and room tax charges on lodging.
- e. Sheriff's Department prisoner transports are exempt from the requirement to comply with the governmental rate for lodging.
- f. Employee attendance at training and seminars where lodging expenses are involved which are more than the governmental rate and where the County Administrator will not approve the costs exceeding the governmental rate may be attended by the employee if the employee agrees to pay the lodging costs which exceed the governmental rate.
- g. Receipts must be submitted in all cases with proof of payment.
- h. When more than one employee is in attendance, sharing rooms when appropriate is encouraged.
- i. 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.
- j. All reimbursements requests should be submitted for bi-weekly payroll in the year the expenses were incurred.

2. Meals:

Policy as to reimbursement for meals:

- a. Actual expenses for meals shall be reimbursed in amounts not to exceed \$25.00/day. If a convenience fee is charged for use of a debit/credit card, it will be reimbursed on top of the \$25.00/day costs.
- b. Alcoholic beverage is not a reimbursable expense.
- c. 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.
- d. Detailed, itemized receipts shall be required in all cases. (Lodging invoices indicating "room service" charges will not suffice.)

- e. 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 State rate in effect when the miles were driven.

4. Parking:

Parking charges for county related business must be submitted for reimbursement with receipts.

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 team 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; Eff. 12/14/21, Res. 21-160, change authority, 1.g. reworded; Eff. 10/25/22, Res. 22-114, 1.a. & k. added, a.-i. relettered, b., d., & e. reworded, 2.a. Convenience fee added, 4. Retitled & reworded, 6. Reworded;

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 Administrator Office or their designee.

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 prior to the start of their shift or in case of an emergency, as soon as possible.

7. Weather Conditions:

Employees shall be paid for what would have been their normal working hours on days in which their offices are closed by the County Administrator in consultation with the County Board Chairman if available. 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. A time sheet must be submitted for hours missed due to jury duty.

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 or bank:

Employees may authorize money to be deducted from their paycheck to go to another credit union upon the filing of appropriate forms with the County Administrator's Office.

12. Deferred Compensation:

Employees may authorize money to be deducted from their paycheck to go to the Deferred Compensation Program upon the filing of appropriate forms with the County Administrator's Office.

13. Use of Computers, Software & Internet:

County employees are to follow the policies on the use of County-owned computers and software and the use of

the internet by county Employees which are set forth in the Richland County Computer and Internet Use Policy in Appendix C in this Handbook. Departments are to consult and cooperate with the Management Information Systems Department on all computer, networking, printer and peripheral purchases.

14. Picture Identification Badge:

The County shall provide each full-time and part-time County employee with a picture identification tag which shall be worn at work and/or displayed at the discretion of the employee's department head. These identification tags shall be turned in to the County Administrator at the termination of the employee's County employment.

15. Training Opportunities:

Employees will be provided training opportunities to enhance job performance and to advance career opportunities subject to budgetary constraints. If local training does not meet requirements, out of state travel must be approved in advance by the County Administrator, through the employee's chain-of-command. To receive reimbursement, the employee shall submit proof of written approval, or emailed approval from the County Administrator (as obtained through the chain-of-command) for said travel.

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; Eff. 12/14/21, Res. 21-160, change authority, 6. & 7. reworded; Eff. 6/7/22, 1. a. & c. Authority defined, 15. Out of state training approval defined; Eff. 6/21/22, Res 22-68, 15. Changes in out of state training; Eff. 10/25/22, Res. 22-114, 1. Added authority, 6. Reworded, 8. Modified, 11. Struck, 12.-17. Renumbered;

RICHLAND COUNTY
EMPLOYEE HANDBOOK

RECEIPT AND ACKNOWLEDGMENT

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

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 June 21st, 2022, acknowledge and understand that it is my responsibility to read, familiarize myself with, and understand all of the provisions of the Handbook. To the extent I had any questions regarding the Handbook; I have asked the appropriate person and have received a sufficient answer. I further acknowledge that I will seek clarification from the County Administrator’s Office if I have any questions in the future.

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 Richland County.

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 returned to the County Administrator’s Office to be filed in your personnel file.