

OZAUKEE COUNTY POLICY AND PROCEDURE MANUAL

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1 4.01.CLOSING HOURS OF ADMINISTRATION CENTER, JUSTICE CENTER, AND
2 LASATA CAMPUS

3 (1) Holidays: (11-76)

4 (a) The Administration Center, Justice Center and Lasata Campus Administrative
5 offices shall be kept open on all days of the year except Saturdays, Sundays, and
6 the following holidays:

- 7 1. January 1 (New Year's Day)
- 8 2. Last Monday in May (Memorial Day)
- 9 3. July 4 (Independence Day)
- 10 4. 1st Monday in September (Labor Day)
- 11 5. Thanksgiving Day
- 12 6. Day after Thanksgiving Day
- 13 7. December 24 Christmas Eve
- 14 8. December 25 Christmas Day
- 15 9. December 31 (New Year's Eve)

16 (a) If January 1 (New Year's Day) or December 25 Christmas Day
17 falls on a Saturday, December 24 Christmas Eve and December 31
18 (New Year's Eve) will be observed on the preceding Thursday.

19 (b) If January 1 (New Year's Day) or December 25 Christmas Day
20 falls on a Sunday or a Monday, December 24 Christmas Eve and
21 December 31 (New Year's Eve) will be observed on the preceding
22 Friday.

23 (c) If a holiday falls on a Saturday, it will be observed on the
24 preceding Friday.

25 (d) If a holiday falls on a Sunday, it will be observed on the
26 following Monday.

27 10. One floating holiday

28 (a) This day off may be taken at any time, upon due notice to the
29 employee's supervisor.

30 (b) This provision shall only apply to employees who are working at
31 least half-time.

32 (c) Employees who do work at least half-time will be permitted to
33 take time-off based on the hours normally worked in each week.

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- 1 (d) If this day off is not taken by the end of each year, the day will be
2 forfeited and no compensation will be paid to said employee.
- 3 (b) County Offices open for business on Saturdays and Sundays shall observe the
4 holiday's on the calendar date.
- 5 (2) Office Hours:
- 6 (a) The office hours of the Administration Center and Justice Center shall be Monday
7 through Friday inclusive from 8:30 A.M. to 5:00 P.M.
- 8 (b) The office hours at Lasata Campus shall be Monday through Friday inclusive
9 from 8:00 A.M. to 4:30 P.M.
- 10 (c) Holidays listed above excluded.
- 11 (3) Lunch Breaks: (11-76)
- 12 (a) Employees shall receive an unpaid lunch break of up to one hour during office
13 hours.
- 14 (b) Employees at Lasata Campus shall receive a one half-hour unpaid lunch break
15 during office hours.
- 16 (4) Snow Emergency Procedure:
- 17 (a) If there has been a heavy snowfall during the night prior to a regular workday and
18 the roads are impassable or travel would be considered hazardous, the following
19 procedure shall be followed:
- 20 1. On or before 7:30 A.M. the County Administrator shall communicate with
21 the County Board Chairperson to reach agreement as to whether or not the
22 Administration Center and Justice Center shall open for business on that day.
- 23 2. In the absence of the Chairperson the Administrator shall contact the
24 following to determine if a Snow Emergency is warranted in order of
25 succession:
- 26 (a) Vice Chairperson
- 27 (b) Second Vice Chairperson
- 28 (c) Chairperson of the Finance Committee
- 29 3. Upon the determination that a Snow Emergency is warranted the County
30 Administrator shall notify:
- 31 (a) Radio Station WTMJ
- 32 (b) The Ozaukee County Sheriff's Department
- 33 (c) The County Clerk's Office
- 34 4. County Board Members, Department Heads, and Staff may contact the
35 County Clerk's Office to determine the status of the Snow Emergency.

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- 1 5. If the snowfall does not warrant a Snow Emergency employees must report
2 for work by 9:30 AM
- 3 6. An employee not reporting for work by 9:30 A.M. is required designate time
4 off work as:
 - 5 (a) Compensatory time
 - 6 (b) Vacation time
 - 7 (c) Leave without pay
- 8 (b) In the event that an official weather forecast necessitates a Snow Emergency to
9 be issued during a normal work day the following procedure shall be followed:
 - 10 1. The County Administrator shall determine the need for a Snow Emergency
11 as defined above.
 - 12 2. Upon the decision that a Snow Emergency is warranted the County
13 Administrator shall notify all department heads concerning the decision.
 - 14 (a) All time off after the designated time of closing shall be
15 considered an excused absence.
 - 16 (b) If any individual leaves work before the designated closing time,
17 all time off shall be handled as provided in section 5 above.
- 18 (5) Power Outage Procedure:
 - 19 (a) If electric power will be unavailable at County facilities for a period of at least
20 two hours:
 - 21 1. Employees with adequate electric power furnished by the building
22 emergency generator will be expected to carry on their normal duties.
 - 23 2. Employees with less than adequate electric power will be expected to stay on
24 the job and perform as many of their normal duties as possible.
 - 25 3. At least one employee shall remain on the job in each department to answer
26 telephone calls.
 - 27 4. Employees with no electric power will be permitted to leave work unless
28 there is a possibility of performing their duties in another part of the building.
 - 29 5. Any employee wishing to leave the building contrary to the above procedures
30 will be required to take vacation time, compensatory time off or unpaid leave.
 - 31 6. Notification of any anticipated power outage will be initiated by the County
32 Administrator.
- 33 (6) Use of County Owned Property:
 - 34 (a) Use of Offices and Meeting Rooms:
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Closing Hours 4.01

- 1 1. The Ozaukee County Public Works Committee shall have responsibility for
2 the use of the Ozaukee County Administration Center and Justice Center.
- 3 2. The Administration Center and Justice Center buildings are to be used only
4 by county departments or governmental bodies.
- 5 3. A governmental body is defined as:
 - 6 (a) Federal, state or local office
 - 7 (b) Elected official
 - 8 (c) Agency, board, commission, committee, council, department or
9 public body corporate and politic created by constitution, statute,
10 ordinance, or rule or order, or a formally constituted sub-unit of
11 any of the foregoing.
- 12 4. The Public Works Committee may delegate authority to permit use of the
13 buildings to the Facilities Manager or to any other person it deems appropriate.
- 14 (7) Bomb Threat Procedure:
 - 15 (a) Receipt of Threat (Justice Center, Administration Center or Lasata Campus)
 - 16 1. Telephone
 - 17 (a) Complete prescribed form
 - 18 (b) Keep caller on phone as long as possible to get as much
19 information as possible
 - 20 (c) Pay attention to background noises
 - 21 (d) Listen for voice distinguishing characteristics.
 - 22
 - 23 2. Written Message/Package
 - 24 (a) Determine identity of person making delivery.
 - 25 (b) Retain any envelope or wrapping.
 - 26 (c) Give message or package to responding authorities.
 - 27 (b) Notification Procedures
 - 28 1. Call Police Department (911).
 - 29
 - 30 2. Call building personnel as follows:
 - 31 (a) Buildings Superintendent (Administration Center; Ext. 8327;
32 Justice Center, Ext. 8399).
 - 33 (b) County Administrator Ext. 8198.
 - 34 (c) One of the above mentioned building personnel will notify
35 department personnel, as deemed necessary, using the tornado
36 warning alerting procedure.
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(c) Evacuation:

1. Evacuation will normally only occur if:

(a) A suspicious object is found.

(b) Two of the designated building personnel or a police or fire department officer deems it necessary.

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4.02.SAFETY POLICY

(1) Intent: It is the intent of Ozaukee County to provide the safest possible working conditions for its employees.

(2) Employee Safety Program Coordinator: The County Administrator or designee is hereby designated the Employee Safety Program Coordinator.

(a) The Coordinator shall be responsible for:

1. Developing and/or recommending rules, policies and procedures regarding employee safety.
2. Investigating all accidents.
3. Conducting regular safety inspections of County facilities and work sites.
4. Developing and recommending safety training for employees.
5. Maintaining appropriate records regarding employee accidents.

(3) Safety Committee: A Safety Committee shall be appointed.

(a) Its membership shall include employees responsible for safety matters in their respective departments.

(b) The Coordinator will chair the committee.

(c) The Safety Committee shall be responsible for:

1. Providing advice and making recommendations regarding employee safety matters to the Employee Safety Program Coordinator.
2. Reviewing employee accident reports.

(4) Staff Responsibilities:

(a) Department Heads shall be responsible for:

1. Developing safe working practices and procedures.
2. Ensuring employee compliance with safety rules and procedures.
3. Investigating and reporting employee accidents.

(b) Employees shall be responsible for:

1. Complying with department safety rules and procedures.
2. Reporting all accidents and unsafe conditions to their immediate supervisor immediately, but not later than twenty-four hours after they occur.

(c) Failure to comply shall subject any employee to disciplinary action.

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Safety Policy 4.02

(5) Employee Responsibility To Report To Work During an Emergency: (11-11)

- (a) In the event of a large-scale emergency that taxes the number of county and local emergency responders, County employees will be called upon to provide assistance.
- (b) Ozaukee County employees are expected to report to work or an alternate work site during an emergency if they are deployed by the County Administrator, their Department Head or Supervisor or designee.
- (c) The employee may be assigned to assist another department depending on the scope of the emergency.
- (d) Some employees have been designated by their Department Head or Supervisor as being pre-assigned for performance during emergencies and shall report for work as designated.
- (e) Employees will be compensated for the hours worked per county policy or union contract.
- (f) Employees may be assigned to perform any work considered necessary or required to be performed during the emergency period based on their knowledge, skills, and ability.
- (g) Failure or refusal to perform assigned work may be a basis for disciplinary action.
- (h) Alerts and notifications will be made per the process outlined in Section 4.01(4) of the Policy and Procedure Manual or by other electronic means.

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CHAPTER 4

Terms & Conditions of Employment 4.03

4.03. TERMS AND CONDITIONS OF EMPLOYMENT

(1) Hours of Work:

(a) The regular workweek shall be defined by position for Administration Center, Justice Center and Lasata Campus.

(b) Employees shall work the hours specified in Section 3.1 of the Ozaukee County Policy and Procedure Manual.

(2) Flextime: (11-76)

(a) Differential scheduling (flextime) will be permitted.

(b) Implementation of flextime requires approval by the Department Head.

(3) Wages: (11-76)

(a) Regular and temporary employees shall be paid biweekly according to the salary schedule in Section 3.1 of the Ozaukee County Policy and Procedure Manual

(b) Initial Employment:

1. The minimum rate in the range shall be the entrance rate payable to any person first appointed to a job

2. The Finance Committee may permit recruitment at any point within the salary range.

(a) As a guideline, the Committee will allow a rate of up to 2% per year of job related experience, with a maximum credit of 10%.

(b) Only full years of experience may be counted.

(c) The pay rates for all employees must correspond with the pay steps defined in the wage range for their position (08-67)

1. Section (c) shall not be used to reduce the current pay rates for employees

2. The requirements for section (c) may be waived by the County Administrator with approval of the Finance Committee

(4) Probationary Period: (11-76)

(a) The first six (6) months of employment shall be a probationary period.

(b) During the probationary period, an employee may be disciplined or discharged for any reason without recourse to the prescribed grievance procedure.

(c) To overcome specific deficiencies the probationary period may be extended.

(5) Replacement Employees:

(a) An individual employed as a replacement for a current employee may not commence employment earlier than two (2) weeks before the termination of the current employee.

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1 (b) The Finance Committee may approve an earlier starting date for the replacement
2 employee for the purposes of training.

3 (6) Reinstatement: An employee who previously held a position in a class shall, upon
4 reappointment to a position in the same class, be paid an initial or an intermediate rate
5 within the range which is neither in excess of the maximum of the range nor in excess of
6 the rate he/she formerly received.

7 (7) Transfer: Whenever an employee is transferred to a position in the same grade in a
8 different department or within the same department, there shall be no change in the rate of
9 pay.

10 (8) Promotions:

11 (a) Promotions from within the service shall be encouraged where practicable.

12 (b) A promotion is defined as a change in pay grade.

13 (c) The pay rate new position must be higher than the current rate for the promoted
14 employee's position.

15 (d) An employee being promoted may be paid at a rate which is 4% higher than their
16 rate at the time of the promotion,

17 1. Except that an increase beyond 4% may be granted to pay the minimum rate
18 of the new grade

19 2. Increases beyond 4% require Finance Committee approval

20 (e) Probationary Period: The probationary period for promoted employees shall be
21 four (4) months.

22 1. An employee who is determined by his or her Supervisor, or determines
23 themselves, to be unable to do the work of the new position shall be returned
24 to his or her former position.

25 2. Reinstatement to the previous position is dependant on the position being
26 available.

27 (9) Regulation of the Pay Plan: (11-76)

28 (a) The County Board shall take action on a cost of living increase for the County
29 Board, Constitutional Officers and non-represented employees. (09-78)

30 1. The cost of living increases for the County Board and Constitutional Officers
31 shall be approved by resolution before the earliest time for filing nomination
32 papers for the elected office, per 59.22(1) Wis. Stats.

33 2. The cost of living increases for non-represented employees shall be approved
34 in the annual County budget.

35 (b) Non-represented employees shall be eligible for step increases in pay as defined
36 in the non-represented step pay plan.

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1 1. Employees who have reached the maximum step of the non-represented step
2 pay plan shall not be eligible for step increase.

3 2. The increase will be granted upon the completion of a satisfactory Ozaukee
4 County Performance Development and Review on or before the employee's
5 anniversary date.

6 (a) Ozaukee County Performance Development and Review System:

7 1. All employees, shall be evaluated annually on or before
8 their anniversary date.

9 2. Anniversary date is defined as the employee's hire date
10 or position changes in grade, whichever occurs last.

11 3. Employees eligible for step increases shall be evaluated
12 as defined in the Performance Development and Review
13 guidelines available in the Human Resources
14 Department

15 4. Non-Supervisory employees shall be evaluated by their
16 immediate supervisor, the review shall be approved by
17 their department head

18 5. Supervisors shall be evaluated by the department head.

19 6. Department heads shall be evaluated by the County
20 Administrator.

21 7. Step increases will be granted for the first full pay
22 period following the completion of a satisfactory
23 Performance Development and Review.

24 (b) Performance Improvement Plan:

25 1. A Performance Improvement Plan is enacted when an
26 employee receives a Performance Development and
27 Review not meeting management expectations:

28 a. Performance Improvement Plan must be approved by the
29 manager's immediate supervisor before enacted.

30 b. Performance Improvement Plans shall be completed in
31 accordance with the guidelines included in the implementation
32 manual.

33 c. An employee is not eligible for a step increase until the
34 completion of a satisfactory Performance Improvement Plan.

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1 (10) Maximum Rate:

- 2 (a) The salary paid to the incumbent of any position in a given grade shall not exceed
3 the maximum rate in the salary range for that grade.
- 4 (b) If the classification of an individual changes, resulting in the employee having a
5 salary in excess of the maximum for the new grade:
- 6 1. The employee's salary shall only be increased by the amount of the cost of
7 living increase granted other non-represented employees.
- 8 2. Step increases shall not be granted.
- 9 (c) If an individual changes to a position with a lower classification, such individual
10 may not receive a salary in excess of the maximum rate for the new position.

11 (11) Holidays: (11-76)

- 12 (a) The holidays specified in Section 4.01 of this manual shall be holidays for each
13 full-time Administration Center, Justice Center and Lasata Campus employees.
- 14 (b) Each such employee shall receive the same pay for such holidays as for a regular
15 workday.
- 16 (c) If an employee works less than full-time, but at least half-time, he or she will be
17 paid for holidays based on the percentage of time (number of hours) normally
18 authorized to be worked.
- 19 (d) In January of each following year, these employees will be compensated for
20 additional hours worked during the previous year if these additional hours exceed
21 the authorized hours by at least 10%.
- 22 (e) Employees working on holidays shall receive their regular established salary, in
23 addition to holiday pay, for the holidays defined in Section 4.01 of this manual.
- 24 1. To be eligible for their salary these positions must be required to and perform
25 the work.
- 26 2. If these positions do not work on the defined holidays they are eligible for the
27 holiday pay only.

28 (12) Overtime Compensation: (11-50) (11-76)

- 29 (a) All Department Heads and Managers must approve employee requests to work in
30 excess of the normally scheduled work day.
- 31 (b) When the departmental workload allows Department Heads and Managers shall
32 implement a flexible schedule for employee requests to work in excess of the
33 normally scheduled work day.
- 34 (c) Upon prior approval of the Department Head, any time worked in excess of forty
35 (40) hours per week shall be compensated at time and one-half pay for those hours.

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1. On-Call employees called into work outside the normal work schedule will receive a minimum of 2 hours pay at time and one-half.
 2. Outside the normal work schedule is defined as hours worked when the employee is not scheduled to work.
 3. Work performed in excess of the full-time workweek, between 37.5 and 40 hours, with the approval of Department Heads, shall be compensated on a straight time bases.
- (d) Compensatory Time: (11-75) (11-76)
1. Compensatory time may be earned in lieu of additional compensation earned per Section (c) above.
 2. Work performed in excess of the full-time workweek (40 hours), at the request of Department Heads shall be compensated on a time and one-half basis.
- (e) These provisions shall apply only to those employees subject to the overtime provisions of the federal Fair Labor Standards Act.
- (f) Lasata Registered Nurses and Licensed Practical Nurses shall receive \$1 per hour extra for all hours worked on a weekend, and \$1 per hour extra for all hours worked on the PM or night shift.
- (g) Registered Nurses acting as shift supervisor, in the absence of the Nursing Supervisor, be paid a supervisory differential of \$3.00 an hour.
- (h) Deputy Sheriffs acting as Corporal shall be paid a supervisory differential of \$1.00 an hour.
- (13) Group Health Insurance: (11-39)
- (a) The policy of furnishing group health insurance for employees shall be as follows:
1. Eligibility for Coverage:
 - (a) Employee, Full-Time Officials, and County Board Eligibility:
 1. For new hires coverage is to be effective on the first day of the month following completion of two full months of employment.
 2. Regular part-time employees who are normally scheduled to work at least 50% of a normal workweek will be allowed to participate in the County's health insurance program, provided they pay the entire premium therefore by the due date. Exceptions to the 50% work standard to determine health care eligibility can be made by the Finance Committee per the recommendation of the County Administrator. (05-110)

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- 1 3. In the event a part-time employee becomes a full-time
2 employee, the County will pay the premium effective on
3 the first day of the month following completion of 2 full
4 months of employment.
- 5 4. If any employee has insufficient earnings to cover the
6 required employee portion of the premium, payment of
7 that amount must be made to the Human Resources
8 Department by no later than the 15th day of the month
9 preceding the month of coverage. Failure to pay this
10 premium amount will result in cancellation of coverage.
- 11 5. Members of the County Board shall be eligible for
12 group coverage for as long as they are members of the
13 County Board, provided they pay the applicable
14 premium by the due date.
- 15 (b) Eligibility for Retirees:
 - 16 1. Employees who retire from County employment shall
17 continue to be eligible for group coverage provided they
18 pay the applicable premium by the due date.
 - 19 2. If the retired employee dies, the spouse of said
20 employee shall be eligible for coverage under the same
21 conditions.
 - 22 3. Retirees or their spouses who are eligible for Medicare
23 will not be eligible for health insurance.
 - 24 (a) Ozaukee County will make available Medicare
25 supplemental packages for purchase.
 - 26 (b) Medicare eligible employees are required to pay the
27 full premium for supplemental packages.
- 28 2. County Contribution:
 - 29 (a) Ozaukee County shall pay 88% of a single plan or a family plan,
30 as applicable, for those permanent non-represented full-time
31 officials and employees who receive their entire salary from the
32 County of Ozaukee.
 - 33 (b) Effective January 1, 2012 for new enrollees to the group health
34 insurance plan Ozaukee County shall pay 80% of a single plan or a
35 family plan, as applicable, for those permanent non-represented
36 full-time officials and employees who receive their entire salary
37 from the County of Ozaukee.

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1. In the event an employee has a spouse that is also a County employee, that employee and spouse will be entitled to either 2 single plans or 1 family plan between them.
2. If an employee has insufficient earnings to cover the employee portion of the premium, payment of that amount must be made to the Human Resources Department by no later than the 15th day of the month preceding the month of coverage.
3. Failure to pay this premium amount will result in cancellation of coverage.
3. Termination of Coverage:
 - (a) Coverage shall terminate on the last day of the month of the last day of actual work.
 - (b) If an employee will work less than 50% of the scheduled work time in the month of termination, the premium will not be paid by the County.
 - (c) COBRA Coverage:
 1. Under the provisions of the Consolidated Omnibus Reconciliation Act of 1987, anyone who is covered by the County's group health insurance contract may continue such coverage upon termination of eligibility, for a period up to 36 months
 2. To be eligible the applicable premium is paid by the due date.
4. Plan Design:
 - (a) The full plan design document is available in the Human Resources Department and details specific coverage levels.
 - (b) Annual Deductible:
 1. \$1000/single plan and \$2,000/single plus one or family plan for services provided in-network and \$2,000/single plan and \$4,000/single plus one or family plan for services provided outside the network.
 - (a) Exceptions will be made for out-of-area students, emergencies, life-threatening situations, the purchase of durable medical equipment and covered oral surgery.
 - (b) Further exceptions may be made for secondary providers if the primary provider is part of the network.

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- 1 (c) Charges accumulated towards the in-network
2 deductible shall also apply towards the out-of-network
3 deductible.
- 4 2. The deductible is waived and payable at 100% for
5 annual physical exams, vision exams, immunizations and
6 well child care.
- 7 (c) Coinsurance:
- 8 1. 100%/0% for services provided in-network.
- 9 2. 80%/20% for services provided outside the network.
- 10 (d) Copayments:
- 11 1. \$20 per office visit.
- 12 2. The copayment will be waived for annual exams,
13 immunizations, well child care and for other types of
14 ongoing care as defined by the Group Health Trust.
- 15 3. Emergency room Care:
- 16 (a) \$75 per visit for non-protective service employees.
- 17 (b) \$150 per visit for protective service employees.
- 18 (c) The copayment will be waived if the individual is
19 admitted to the hospital or the attending physician certifies
20 the need for such emergency care.
- 21
- 22 (e) Prescription Drug Coverage:
- 23 1. Non-protective Service Employees.
- 24 (a) Up to a 30-day supply will be \$10/generic; \$20/brand
25 name; \$30/brand name non-formulary.
- 26 (b) 3-month supply order by mail will be \$20/generic;
27 \$30/brand name; \$40/brand name non-formulary.
- 28 (c) The maximum out-of-pocket for prescription drugs will
29 be \$250/single and \$500 for single plus one or family.
- 30 (1) Generic and formulary co-pays apply to out-of-
31 pocket maximum.
- 32 (2) Brand name non-formulary co-pays do not apply to
33 out-of-pocket maximum.
- 34 (d) Copayments for prescription drugs do not apply to the
35 annual deductible for health insurance.
- 36 (e) Mandatory Generic Substitution:
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- 1 (1) If Brand name drug chosen when Generic or
2 Formulary is available, must pay cost difference plus Brand
3 name copayment.
- 4 (2) Mandatory substitution will not apply when required
5 by physician by a Dispensed as Written (DAW) order.

6 2. Protective Service Employees.

- 7 (a) Up to a 30-day supply will be \$10/generic; \$25/brand
8 name; \$50/brand name non-formulary.
- 9 (b) 3-month supply order by mail will be \$20/generic;
10 \$50/brand name; \$100/brand name non-formulary.
- 11 (c) Copayments for prescription drugs do not apply to the
12 annual deductible for health insurance.
- 13 (d) Mandatory Generic Substitution:
 - 14 (1) If Brand name drug chosen when Generic or
15 Formulary is available, must pay cost difference plus Brand
16 name copayment.
 - 17 (2) Mandatory substitution will not apply when required
18 by physician by a Dispensed as Written (DAW) order.

19 (14) Charge for Travel & Expenses:

- 20 (a) The rates of pay provided represent total remuneration to be paid to employees,
21 including pay in every form, but do not include reimbursement for actual and
22 necessary expenses authorized and incurred incident to employment or present car
23 mileage allowances.
- 24 (b) Reimbursement for travel will only be made for mileage in excess of mileage
25 normally traveled in driving to and from an employee's place of work.

26 (15) Vacancies: (11-76)

- 27 (a) All vacancies must be administratively reviewed and studied.
 - 28 1. The County Administrator shall make a recommendation to the Oversight
29 and Finance Committee before permission to fill is granted.
 - 30 2. The review will determine whether the vacancy should be filled and how it
31 should be filled.
 - 32 3. On-call, seasonal, temporary and Lasata campus non-management and
33 administrative employees are excluded from section (a) above.
 - 34 4. Changing Position Titles:
 - 35 (a) The title of the vacant position may be changed by the Finance
36 Committee
 - 37 (b) The Committee shall direct the County Clerk to change the
38 position title in Chapter 3 of the Policy and Procedure Manual

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1 (b) Temporary Vacancies: Department heads may fill temporary vacancies and
2 provide for additional help with a review of the wages and hours by Human
3 Resources and the approval of the County Administrator.

4 (16) Uniforms: (11-76)

5 (a) Sheriff's Department:

- 6 1. Ozaukee County may furnish uniforms for Sheriff's Office personnel.
- 7 2. These uniforms are to be returned to the Sheriff of Ozaukee County upon
8 separation from service.
- 9 3. An additional \$30.00 per month clothing allowance shall be paid to
10 Detectives required to wear a business suit to perform their duties.

11 (a) The amount specified will be accumulated in a drawing account.

12 (b) The amount will be paid to the individuals in June and December
13 each year upon receipt of proof that expenditures were made.

14 (b) Planning and Parks Department: (08-44)(11-76)

- 15 1. Reimbursement of Safety Shoes: Employees will be reimbursed up to \$40.00.
- 16 2. The above reimbursement is to be made only on a one-time basis following
17 the furnishing of a receipt indicating the purchase.

18 (c) Emergency Management:

- 19 1. Members of the Ozaukee County Haz Mat Team and Water Safety Patrol
20 Unit shall be furnished uniforms.
- 21 2. The Public Safety Committee shall approve Water Safety Patrol uniforms.

22 (17) Physical Examinations:

23 (a) All individuals selected to become employees shall submit to a County
24 subsidized physical examination, and a negative tuberculin test, prior to
25 commencement of employment in the following Departments:

- 26 1. Highway Department
- 27 2. Full-time Park Commission employees
- 28 3. Special Deputy Sheriffs
- 29 4. Lasata Campus

30 (b) Office and Clerical employees of the departments above shall be excluded from
31 the requirement

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1 (c) The examination shall be made by a physician selected by the Finance
2 Committee of the County Board.

3 1. If the individual desires to have the examination made by another physician,
4 County forms shall be used.

5 2. The entire cost of the examination, made by another physician, shall be borne
6 by the individual.

7 (d) Additional Examinations:

8 1. When employees satisfying the examination requirement above are required
9 to undergo additional medical or physical examinations to:

10 (a) Satisfy Federal or State requirements

11 (b) Seek a second opinion

12 (c) In any case when the County has reasonable cause

13 2. The County will pay for the cost of any required medical examination or test
14 not covered by the employee's health insurance program.

15 (18) Use of Time Cards: (11-76)

16 (a) All appointed officials, department heads, and employees shall use time cards as
17 follows:

18 1. Non-elected officials, Department Heads, Exempt Personnel:

19 (a) Each position is designated, by the County, as either "Non-
20 exempt" or "Exempt" from the federal Fair Labor Standards Act
21 and state wage and hour laws.

22 (b) Employees in "exempt" positions are generally paid on a salary
23 basis and are excluded from specific provisions of federal and state
24 wage and hour laws and are not eligible for overtime pay.

25 (c) Employees should contact the Human Resources Department if
26 they are unsure of their position's designation.

27 (d) Exempt Employees are not covered by the overtime provisions of
28 the Fair Labor Standards Act. There are several categories of
29 exempt employees, including those in bona fide executive,
30 administrative, and professional positions. Exempt employees do
31 not receive compensatory time regardless of time worked.

32 (e) Exempt employees shall utilize a time report accounting for
33 periods of absence.

34 1. Any period of absence must be covered by a written
35 remark on the card, indicating:

36 (a) The number of hours absent.

37 (b) The type of time off using the codes listed on the
38 reverse side of each time card.

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1 2. All other personnel shall account for time worked on a daily basis by
2 recording the actual work time:

3 (a) Starting time

4 (b) Lunch times

5 (c) Quitting time

6 3. All other Lasata Campus personnel shall use the timecards and punch clock
7 system in place at Lasata.

8 (b) Falsification of hours on a time card shall be cause for dismissal.

9 (19) Breaks: (11-76)

10 (a) Employees are entitled to one (1) fifteen (15) minute break for each four (4)
11 hours of work unless specified by departmental work rules.

12 1. The break will commence when the individual leaves their work station and
13 the individual is to be back at the work station by the end of the break.

14 2. If an individual is unable to take a break, break time will not accumulate.

15 (20) Jury Duty:

16 (a) Full-time and part-time employees working more than 50% of the work week
17 serving as a juror during regular work hours shall receive their regular rate of pay
18 from the county.

19 (b) The amount paid shall be the regular salary or wage less the jury fee.

20 (c) As an alternative, an individual performing jury duty may elect to take vacation
21 leave for the period of such jury duty.

22 (21) Standby Duty:

23 (a) The Finance Committee shall designate personnel subject to standby duty.

24 (b) Professional personnel, in departments who are subject to standby duty for night
25 and weekend emergencies, shall be compensated as follows:

26 1. Employees will receive .012 hours of compensatory time for each hour of
27 standby duty.

28 2. When performing actual work employees will receive straight-time pay.

29 (a) The minimum credit when performing work on standby duty
30 shall be of (2) hours for each case.

31 (b) The two (2) hour minimum credit provision for each case shall
32 not apply when it is known in advance that more than one (1) case
33 will be handled during the callout period.

34 (c) When performing actual work, employees shall not be eligible for
35 compensatory time as defined above
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1 (22) Psychological Examinations:

2 (a) Each applicant for a department head or other supervisory position may be
3 required to submit to a psychological examination by a Wisconsin licensed
4 psychiatrist and/or psychologist.

5 (b) The examiner shall provide a written report on the results of the examination to:

6 1. County Board Chairperson

7 2. County Administrator

8 (23) Demotions:

9 (a) When an employee is placed in a lower pay classification, such employee shall
10 have his or her pay rate reduced four (4) percent.

11 (b) If the four (4) percent reduction results in a rate that exceeds the maximum rate
12 for the position, a greater reduction will be made to place the employee at the
13 maximum rate of the new position.

14 (24) Work Rules:

15 (a) Departments may establish work rules for employees in their department

16 (b) No such rule may conflict with any provision contained in this manual, the Code
17 of Ordinances, or any State or Federal law.

18 (25) Removal Procedure: An individual appointed or designated as a department head, or an
19 individual appointed or designated to fill any statutory position, may only be removed
20 from such position as provided for in Secs.17.10 and 17.16 Wis. Stats., unless another
21 section of the Statutes or the Code of Ordinances provides for a different removal
22 procedure.

23 (26) Administrative Leave:

24 (a) Administrative leave will be ordered anytime an employee must be removed from
25 duty due to:

26 1. Any type of suspected misconduct

27 2. Being considered emotionally or physically unfit for duty

28 3. When authorized by Sheriff's Department Policy and Procedures

29 (b) The leave will be ordered in situations where leaving the employee on the job
30 would create an unreasonable liability or safety issue for the County.

31 (c) Implementing Administrative Leave:

32 1. A department head, or an immediate supervisor in the absence of the
33 department head, may place an employee on administrative leave.

34 2. The action shall immediately be reported in writing to the Human Resources
35 Department.

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1 3. The Human Resources Department shall by the end of the next business day
2 following commencement of such administrative leave, conduct an
3 investigation to determine that such leave is justified.

4 (a) The Human Resource Department shall report on the results of
5 the investigation to the Finance Committee.

6 (b) In the case of an extended absence by the Human Resources
7 Department, the Corporation Counsel shall conduct said
8 investigation.

9 4. If it is anticipated that the administrative leave will extend beyond 3 weeks,
10 the Finance Committee will meet to review the matter and to approve
11 additional administrative leave time.

12 5. Employees on administrative leave shall be paid for their normal scheduled
13 work hours.

14 6. If it is deemed necessary to place a department head on administrative leave:

15 (a) The action shall be taken by the Chairperson of the Standing
16 Committee responsible for oversight of that department upon
17 agreement with:

18 1. County Board Chairperson

19 2. County Administrator

20 (b) Once administrative leave is deemed necessary for a department
21 head, the procedures outline above shall be followed
22

23 (27) Compensatory Time Worked/Taken: (11-76)

24 (a) Eligibility: All appointed officials, department heads in pay grade 110 and under
25 of this manual may accrue compensatory time as set forth below.

26 (b) Reporting: The weekly time reporting shall account for compensatory time
27 accrued and taken.

28 (c) Compensatory Time Accrual:

29 1. Compensatory time may only be accrued for hours worked over forty (40)
30 hours weekly.

31 2. No compensatory time may be accrued by employees missing, or working
32 through, a meal period to extend the work day.

33 3. Compensatory time cannot be accrued for County recreational or social
34 events.

35 4. Compensatory time of less than seven minutes may not be claimed or
36 accrued.

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1 (d) Maximum Accrual:

- 2 1. The maximum number of hours of compensatory time that may be accrued is
3 75 hours if working 37.5 hours per week or 80 hours if working 40 hours per
4 week.
- 5 2. Any compensatory time worked beyond the maximum permitted accrual will
6 not be credited to the individual employee.

7 (e) Upon termination, an employee will be paid for all accrued compensatory time
8 earned, subject to the maximum number of hours of compensatory time that may
9 be accrued.

10 (28) Education and Tuition Assistance Program:

11 (a) Purpose:

- 12 1. Ozaukee County encourages continuing education by offering Education and
13 Tuition Assistance as part of the fringe benefit package.
- 14 2. Education and Tuition Assistance is intended to provide assistance to
15 employees to voluntarily participate in on-going education for the mutual
16 benefit of the employee and Ozaukee County.
- 17 3. It is the policy of the County to support on-going education programs which
18 encourage employees to expand knowledge and job performance skills
19 relevant to the employee's current or a possible future job with the County.

20 (b) Eligibility:

- 21 1. All Ozaukee County full-time employees are eligible (37.5 or 40 hours
22 weekly).
- 23 2. Employees must have completed their initial probationary period prior to the
24 start of a class.

25 (c) Criteria for Participation:

- 26 1. An employee's participation in the program is voluntary, subject to the
27 following provisions:

28 (a) Funds must be approved and available in the annual budget for
29 Educational and Tuition Assistance before an employee's
30 participation may be approved.

31 (b) The course(s) must be one, or more, of the following:

- 32 1. Directly related to the employee's current position.
- 33 2. Prepare the employee for a promotion to an existing
34 position with the County.
- 35 3. Be of direct and immediate benefit to the County.

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(c) Approval:

1. An employee must obtain their department head's recommendation for a course.
2. Each course request will be reviewed on a case-by-case basis.
3. Final approval must be obtained from the Human Resources Department.

(d) Participation:

1. Participation in the Educational and Tuition Assistance Program shall be voluntary by the employee.
2. Time spent in attending courses or completing course requirements is not working time and may not be done on the job.
3. An employee may request the use of vacation, or compensatory time, or an adjusted work schedule, subject to the approval of their department head.
4. Adjusted work schedules may be approved only when they do not alter the employee's full-time equivalency and do not create overtime liability.

(e) Application for Assistance:

1. Application must be made in advance of the class by completing a County Educational and Tuition Assistance Application form available in the Human Resources Department.
 - (a) The application for approval must be submitted to the employee's direct supervisor for review and approval.
 - (b) If the direct supervisor is not the department head, the form must then be forwarded to the department head for review and signature.
 - (c) The department head must then forward the application to the Human Resources Department for review and consideration of approval.
2. A copy of the application for approval will be returned to the employee with indication that the course was either approved or disapproved.

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- 1 (a) In the case of course approval, an Ozaukee County
2 Tuition Reimbursement Request Form will be attached.
3
- 4 (b) In case of non-approval, the reason will be clearly
5 stated. Everyone in the approval signature process will
6 be notified.
- 7 3. One application for approval must be completed for
8 each class.
- 9 (f) Reimbursement:
- 10 1. Once the approved course has been completed, the
11 employee should submit the following documentation to
12 the Human Resources Department:
- 13 (a) A signed Tuition Reimbursement Request Form.
14 (b) A copy of their grade report.
15 (c) Original paid receipts for expenses.
- 16 1. Expenses which may be reimbursed under this program
17 include:
- 18 a. Tuition
19 b. Books
20 c. Materials
21 d. Lab Fees
- 22 (d) These materials must be submitted no later than forty-
23 five days after course completion.
- 24 2. Maximum reimbursement amounts are \$250 per
25 semester, with a maximum reimbursement of \$500 per
26 calendar year.
- 27 3. Reimbursement will be made only after satisfactory
28 completion of the course(s) defined as:
- 29 (a) A grade of "C" or better for an undergraduate course
30 (b) A grade of "B" or better for a graduate level course
- 31 4. Employees are required to maintain employment with
32 the County for one year after course completion.
- 33 5. If an employee does not remain employed with the
34 County for one year, they must repay 100% of the
35 Educational Tuition Assistance provided to them during
36 those twelve months.

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(b) Requirements for Wear:

1. The Human Resources Department shall issue all badges for Administration Center employees
2. The Sheriff's Department shall issue all badges for Justice Center employees
3. The Planning and Parks Department shall issue all badges for Planning and Parks employees. (08-44)
4. The Lasata In-service Department shall issue all badges for Lasata Campus employees.
5. All Ozaukee County employees shall display an identification badge while performing their duties in Ozaukee County.
6. All Ozaukee County employees, (temporary, part-time, full time), working longer than four weeks in duration shall be issued an identification badge.
7. All Ozaukee County employees must wear their identification badge on the front of their person, with photo facing out and with an approved cardholder:
 - (a) A clip
 - (b) A lanyard
 - (c) Exceptions for wear may be made by Department Heads because of safety issues or uniform requirements. (Highway Department union employees, Maintenance employees and Lasata Campus employees).
8. Department heads and department supervisors will be responsible for ensuring that their employees are wearing the identification badge.
9. Failure to wear or display the employee identification badge can subject employees to discipline.

(c) Identification Information Shown On the Badge:

1. The front side of the identification badge requires:
 - (a) An employee photo
 - (b) Employee first and last name
 - (c) Name of County department
 - (d) Ozaukee County logo
2. There may be exceptions to the information displayed.
3. Exceptions will be granted only by authorization from the Human Resources Department.

(d) New and Transferring Employee Identification Badges:

1. The Human Resources Department will photograph the new employee during their first week of employment with the County, generally on the first day.

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1 2. An Identification Badge Authorization form will be completed and signed by
2 the new employee at the time when their photo is being taken.

3 3. If an employee transfers to another department, the employee will be issued a
4 new identification badge with the new department name.

5 (e) Replacement and Use:

6 1. Ozaukee County will provide the first badge and badge holder at no cost to
7 the employee.

8 2. Replacement of lost cards and cardholders will be the employee's
9 responsibility. The cost for a replacement card is \$10.00.

10 3. If an employee has a name change, the employee must contact the Human
11 Resources Department for a new identification badge at no cost to the
12 employee.

13 4. If an identification badge is broken or worn, the employee should contact the
14 Human Resources Department for a replacement card at no cost to the
15 employee, provided the damage was not a result of the employee's negligence.

16 (f) When An Employee Terminates Employment with The County:

17 1. The department head or supervisor is responsible for collecting the
18 identification badge from the terminating person on the last day of
19 employment and forward the card to the Human Resources Department.

20 2. The card will be filed in the terminating employee's personnel file.

21 (30) Wisconsin Retirement System Participation (08-66) (11-76)

22 (a) The County participates in the Wisconsin Retirement System plan that is offered
23 to eligible employees, and administered in accordance with Ch. 40 Wis. Stats.

24 (b) All eligible full-time non-represented employees shall be enrolled in the
25 Wisconsin Retirement System in accordance with Ch. 40 Wis. Stats.

26 (31) Mandated Furlough Policy: (09-30)

27 (a) Applicability:

28 1. All County employees will be subject to unpaid furlough days under the
29 mandated furlough policy when approved by the County Board Chairperson,
30 County Administrator and Finance Committee.

31 2. To ensure continuity of operations, to maintain adequate levels of public
32 service, and avoid overtime, management retains the right to schedule
33 furlough days for County staff.

34 3. Mandatory furloughs must be implemented in full-day or half-day increments.

35 (a) Eight (8) or four (4) hour increments for employees normally
36 scheduled to work forty (40) weekly hours.
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1 (b) Seven and one-half (7.5) or three and three-quarter (3.75) hour
2 increments for employees normally scheduled to work thirty-seven
3 and one-half (37.5) weekly hours.

4 (c) Employees normally scheduled to work part-time shall have their
5 mandated furlough days prorated in full-day or half-day increments
6 equivalent to their normally scheduled workday.

7 4. No more than eight (8) furlough hours may be taken by an employee in a
8 seven (7) day period.

9 (b) Salary and Benefit Provisions:

10 1. No paid time off, including but not limited to accrued compensatory time,
11 paid holidays, sick time, or vacation time may be used in lieu of mandatory
12 furlough hours.

13 2. Overtime and Compensatory Time: the terms and conditions of the Fair Labor
14 Standards Act, the County Policy and Procedure Manual, and collective
15 bargaining agreements will continue to control the payment of overtime and
16 accrual of compensatory time. Mandatory furlough hours will not be
17 considered hours worked for the purposes of calculating overtime and
18 compensatory time.

19 3. Employee Anniversary Dates: Employee Anniversary dates will not be
20 impacted by the implementation of furlough days and will not impact
21 employee performance reviews and salary advancements.

22 4. Call in: In the event that an employee is called into work during scheduled
23 furlough hours they will be compensated for the hours worked and employees
24 will be required to reschedule furlough hours.

25 5. Employee benefits defined below will not be impacted by the implementation
26 of furlough hours:

27 (a) Health insurance and dental benefits;

28 (b) Benefit calculation dates;

29 (c) Life insurance and Long-Term Disability benefit amounts;

30 (d) Sick leave and vacation accruals;

31 (e) Unemployment benefits: eligibility will be determined by the
32 State of Wisconsin Unemployment Compensation Division;

33 (f) Workers compensation benefits:

34 1. Workers compensation benefits shall be paid in
35 accordance with the State of Wisconsin's Workers
36 Compensation Law;

37 2. If the healing period extends beyond the fiscal year and
38 the employee has not completed the mandated furlough
39 hours, the employee will be required to schedule
40 furlough hours upon his or her return to service.

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(g) Employee’s eligibility for Family Medical Leave (FMLA) benefits:

1. Employees on approved FMLA leave may choose to schedule unpaid furlough hours in lieu of FMLA leave.
2. If the employee chooses to schedule unpaid furlough hours in lieu of FMLA leave, the FMLA leave may be extended by the number of furlough hours taken if the employee is otherwise eligible for FMLA leave.
3. Employees who return from approved FMLA leave will be required to schedule any remaining furlough hours not taken in lieu of FMLA leave.

(h) Employees on military leave will not be required to schedule furlough hours

(c) Other provisions not impacted by the implementation of furlough hours:

1. Probationary periods;
2. Seniority dates.

(32) Internships: (09-38)

- (a) Interns employed in any County department shall be classified as limited term employees.
- (b) Intern positions shall not exceed 599 hours annually without the approval of the Department Head and County Administrator.
- (c) Intern positions shall not be eligible for the leaves of absence as defined in Section 4.04 of this manual.

(33) Life Insurance: (11-52)

- (a) Ozaukee County will provide group life insurance to all permanent full-time officials, non-union employees and members of the Law Enforcement Union who receive their entire salary from the County of Ozaukee.
- (b) The amount of coverage shall be based on the annual straight time salary or wage, rounded-off to the next higher \$1,000.00, with a maximum amount of \$125,000.00.
- (c) Employees will be eligible for this benefit upon completion of 6 full months of employment. Employees will be responsible for any personal income tax liability incurred with this County funded benefit.

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1 (34) Long Term Disability Insurance: (11-52)

2 (a) Ozaukee County will provide group long-term disability insurance for all
3 permanent full-time officials, non-union employees and members of the Law
4 Enforcement Union.

5 (b) Officials and employees shall be eligible for this benefit upon completion of 6 full
6 months of employment.

7 (c) The monthly benefit will be 60% of the monthly salary.

8 (d) There shall be a period of elimination of 90 consecutive days for sickness and
9 accidents.

10 (e) Benefits payable as a result of sickness may be continued for 5 years. If an
11 employee is totally or partially disabled after attainment of age 69, the benefit
12 period will be one year.

13 (f) Employees will be responsible for any personal income tax liability incurred with
14 the County funded portion of this benefit.

15 (35) Ozaukee County Wellness Policy: (11-90)

16 (a) Policy Goal:

17 1. It is the goal of Ozaukee County to create a “Healthy Community” for our
18 employees and their immediate families.

19 2. The County Employee Wellness Program’s primary purpose is to promote
20 healthy lifestyles by developing policies, activities, and impacting the work
21 environment to improve the overall health and well-being of our employees.

22 3. All employees are expected to take an active role in understanding the
23 correlation between employee health and operational costs, including:

24 (a) Decreasing direct healthcare costs;

25 (b) Improving the utilization of preventive healthcare;

26 (c) Increasing employee performance by lowering rates of pre-
27 absenteeism and absenteeism;

28 4. Employees actively engaging in the Employee Wellness Program will be
29 eligible to receive various wellness incentives as determined by the County.

30 (b) Wellness Goals:

31 1. Reducing health care costs;

32 2. Reducing in obesity and other health related issues;

33 3. Decreasing absenteeism due to illness, depression and stress;

34 4. Increasing employee job satisfaction

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(c) Wellness Oversight:

1. The County Finance Committee and Human Resources Department have the responsibility for the development and implementation of the County Employee Wellness Program.

2. Wellness Committee:

(a) The Human Resources Department shall authorize a County Wellness Committee to assist in the development and design of wellness programming

1. The Ozaukee County Wellness Committee shall provide general oversight to the County Employee Wellness Program making formal recommendations on strategies to meet the County's wellness goals and suggesting wellness policy creation based on the primary components below:

(a) Engaging employees as partners in wellness;

(b) Recommending incentives for participation in wellness programming;

(c) Providing a supportive work environment that supports a healthy lifestyle, healthy eating, physical activity, stress management and the cessation of tobacco use;

(d) Establishing measurable objectives to assess the impact of wellness programming;

(e) Recommending the sources of and allocation of wellness resources to the Finance Committee, including budgeted wellness funds, grant writing and other fund raising

2. The Wellness Committee should strive to represent a cross-section of County departments and employee population

3. Human Resources Department Roles:

(a) Coordinate health and wellness programs at the worksite and outreach to employees;

(b) Promote utilization of health plan services and programs that contribute to good health practice, including the Employee Assistance Program;

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- (c) Monitor quality and accessibility for wellness programming;
- (d) Conduct a review of benefits programs to assure that benefit design is consistent with generally established practice(s) and reflects the most current industry recommendations and guidelines.

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1 4.04.LEAVES

2 (1) Vacation: (11-76)

3 (a) The following classes of employees shall accrue vacation leave as defined in this
4 manual:

- 5 1. Full-time non-represented employees.
6 2. Part-time non-represented working 18.75 of a 37.5-hour workweek or 20
7 hours of a 40-hour or more workweek.

8 (b) Temporary, part-time non-represented working less than fifty percent (50%) of
9 the applicable work week and employees covered by a collective bargaining
10 agreement excepted are not eligible to accrue vacation leave under the terms of this
11 manual.

12 (c) Accrual Rates: Accruals will be credited to the employee on the first pay period
13 of the month. Employees must be paid 10 or more days per month to be eligible for
14 the accrual, based on the table below:

	NORMAL WORK WEEK	FULL-TIME	MAXIMUM ACCRUAL
Hire Date	37.50 hours	6.25 hrs.	75.00 hours
	40.00 hours	6.67 hrs.	80.00 hours
	41.25 hours	6.88 hrs.	82.50 hours
6 Years of Continuous Employment	37.50 hours	9.38 hrs.	112.50 hours
	40.00 hours	10.00 hrs.	120.00 hours
	41.25 hours	10.31 hrs.	123.75 hours
14 Years of Continuous Employment	37.50 hours	12.50 hrs.	150.00 hours
	40.00 hours	13.33 hrs.	160.00 hours
	41.25 hours	13.75 hrs.	165.00 hours
24 Years of Continuous Employment	37.50 hours	15.63 hrs.	187.5 hours
	40.00 hours	16.67 hrs.	200.00 hours
	41.25 hours	17.79 hrs.	206.25 hours

1 (d) Accrual Limits:

2 1. No employee's vacation leave account shall contain more than twenty-four
3 (24) months credit.

4 (a) If at the end of a month an employee's vacation account already
5 contains twenty-four (24) months credit, such employee will not be
6 granted additional credits for that month.

7 (b) Any employee having a vacation balance on September 2, 1992,
8 in excess of the maximum hours permitted, will be permitted to
9 retain this balance and use such hours as provided in this section,
10 but no such employee may be paid for any such excess hours in the
11 event of termination.

12 2. Employees must be paid 10 or more days per month to be eligible for the
13 accrual.

14 (e) Use of Accrued Time:

15 1. Employees, with the approval of the department head, may in one year use as
16 many hours of vacation leave as have been earned in a two year period.

17 2. Vacation leave shall not be taken prior to the time it is accrued.

18 3. No vacation leave may be taken during the first twelve (12) months of
19 employment.

20 4. Lasata Campus employees must request vacation time at least 30 days prior
21 to the date(s) off.

22 (f) Accrued Time Upon Termination:

23 1. An employee will be paid for all accrued vacation leave, subject to a
24 maximum of the number of hours of vacation leave that have been earned in a
25 two year period.

26 2. There will be no accrual after the date of termination.

27 3. Accrued leave will be paid at the rate of pay in effect on the date of
28 termination.

29 4. Employees must give 2 weeks notice of termination to be eligible for the
30 benefits of sub-section (f).

31 (g) Accrual Exceptions:

32 1. When a vacancy in a position is filled the County Administrator may grant
33 the individual appointed to the position a maximum vacation leave opening
34 balance of not more than four weeks or a higher monthly accrual rate.

35 2. Vacation time shall then accrue as defined above, based on the initial grant of
36 vacation time.

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(2) Sick: (11-76)

(a) The following classes of employees shall accrue sick leave as defined in this manual:

- 1. Full-time non-represented employees.
- 2. Part-time non-represented working more than 18.75 of a 37.5-hour workweek or 20 hours of a 40-hour workweek.

(b) Temporary, part-time non-represented working less than fifty percent (50%) of the applicable work week and employees covered by a collective bargaining agreement excepted are not eligible to accrue sick leave under the terms of this manual.

(c) Accrual Rates:

- 1. Accruals will be credited to the employee on the first pay period of the month. Employees must be paid 10 or more days per month to be eligible for the accrual.

EMPLOYEE HOURS	MONTHLY ACCRUAL	MAXIMUM ACCRUAL
37.50	10.0 hrs.	120 hrs.
40.00	10.67 hrs.	128 hrs.
41.25	11 hrs	132 hrs.

(d) Accrual Limits:

- 1. Full-Time Employees: Accumulation of sick leave, accruing to credit, which is not used during the year in which earned, may accumulate to a maximum of 150 working days.
- 2. Part-Time Employees: Accumulation for part-time employees shall be in proportion to the number of hours actually worked.
- 3. Employees must be paid 10 or more days per month to be eligible for the accrual.

(e) Sick Leave Reimbursement:

- 1. Any sick leave earned in excess of 1,200 hours which is not used in the calendar year earned can either be reimbursed in one of two methods:

- (a) In cash annually at fifty percent (50%) of the individual’s salary or wage
- (b) Banked at one hundred percent (100%) of the excess sick leave to be used solely for health care costs.

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- 1 2. Such sick leave shall be converted to a cash value on the last day of
2 employment when the employee retires and calculated at the rate of pay in
3 existence at the time of retirement.
- 4 3. The employee may elect to continue in the County's group health care plan
5 or purchase insurance on an individual basis subject to the policy for Retiree
6 Insurance as defined in this manual.
- 7 4. In the event the employee terminates prior to retirement, the employee shall
8 be paid fifty percent (50%) of the days in their excess sick leave bank
9 calculated at the rate of pay in existence at the time of their termination.
- 10 (f) Granting of Sick Leave:
 - 11 1. Probationary Period:
 - 12 (a) For Administration Center and Justice Center Employees sick leave shall
13 not be granted prior to the time it is accrued and no sick leave may be
14 taken during the first six (6) months of employment.
 - 15
 - 16 (b) Employees must complete their six (6) month probationary period before
17 eligible for the sick leave benefit.
 - 18 2. Sick leave may be granted for the reasons below:
 - 19 (a) When it is established that an employee is incapacitated for the
20 performance of duty because of sickness or injury.
 - 21 (b) If the sickness or injury results from performance of job duties
22 for Ozaukee County, sick leave may be used to receive pay for
23 80% of the difference between the regular salary or wage and the
24 amount paid under Worker's Compensation.
 - 25 (c) Long term disability insurance benefits will be applied to this
26 payment when applicable.
 - 27 (d) A maximum of 12 days of sick leave may be used for this reason
28 per calendar year.
 - 29 1. If the provisions above do not apply and if the period of
30 disability extends beyond 90 consecutive days, long term
31 disability insurance coverage shall be used by covered
32 employees.
 - 33 2. In such a case, an employee may receive a maximum of
34 70% of their regular salary or wage, with sick leave
35 being used, as necessary, to bring total benefits to 70%
36 of the regular salary or wage.
 - 37 (e) Administration and Justice Center employees may be granted
38 sick leave for medical, dental or optical examination or treatment.

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- 1 (f) When through exposure to a contagious disease the employee by
- 2 being at work would jeopardize his or her fellow employees.
- 3 3. Administration Center and Justice center employees are eligible for family
- 4 sick leave:
 - 5 (a) Family Sick Leave is Granted when a member of the immediate
 - 6 family of the employee, living in the employee's home, requires
 - 7 the care and attendance of the employee.
 - 8 (b) In such case the maximum absence shall not exceed ten working
 - 9 days per calendar year.
- 10 (g) Application for Leave:
 - 11 1. Employees are required to complete an Application for Leave form
 - 12 immediately upon return to work for any absence in excess of 3 days.
 - 13 2. The department head shall approve the leave and forward the form to the
 - 14 Human Resources Department without delay.
 - 15 3. Medical Certificates: (reverse side of the Application for Leave) will be
 - 16 required under the following conditions:
 - 17 (a) For absence in excess of three (3) working days.
 - 18 (b) For absence for short periods at frequent intervals
 - 19 (c) Whenever there is reason to believe that the sick leave privilege
 - 20 is being abused.
 - 21 (d) In expected cases of abuse, a medical certificate will be required
 - 22 to support any future grant of sick leave regardless of duration.
- 23 (h) Separation from employment, by resignation or for cause, shall cancel all unused
- 24 accumulated sick leave allowances.
- 25 (i) Health Insurance Premium Accounts:
 - 26 1. If an employee retires after completing at least 10 years of service with the
 - 27 County and has the minimum accruals as established by the schedule below of
 - 28 unused accumulated sick leave remaining in his/her account, the County will
 - 29 establish a health insurance premium account for one of the following:
 - 30 (a) The employee
 - 31 (b) The employee's spouse and/or dependent children
 - 32 2. The County shall place accumulated sick days in the account based on the
 - 33 schedule below:
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Accumulated Sick Time:			
Administration and Justice Center Employees		Lasata Campus Employees	
60-79 Days	40% of the days	600-639 hours	40% of the hours
80-99 Days	50% of the days	640-799 hours	50% of the hours
100-120 Days	60% of the days	800-960 hours	60% of the hours
121-150 Days	65% of the days	961-1200 hours	65% of the hours

- 3. Such health insurance premium account will be used only for the payment of health insurance premiums.
- 4. The above provision shall also apply for an individual who resigns from County employment, after serving in some full-time position for at least 10 years, whose resignation is for the sole purpose of accepting a full-time County elected position.
- 5. Upon separation from employment an employee may elect a cash payout of 50% of the value as determined by the schedule above.

(j) Accrual Exception for grades 113 and higher:

- 1. When a vacancy in a pay grade 113 or higher position is not filled by promotion from within the service, the County Administrator may grant the individual appointed to the position a maximum sick leave opening balance of not more than five days.
- 2. Sick leave time shall accrue based on the schedule above after the exception is granted.

(3) Military:

- (a) Ozaukee County shall pay the difference between military pay and County pay for those employees (temporary, part-time working less than fifty percent (50%) of the applicable work week and employees covered by a collective bargaining agreement excepted)
- (b) Reserve Duty:
 - 1. The County shall pay the difference between military pay and the employees wage for employees who are required to fulfill military obligations as military reserve personnel.
 - 2. The reserve duty benefit shall not to exceed two (2) weeks per year.

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1 (c) Active Duty Health Insurance Benefits:

- 2 1. An employee who is on active military duty shall have their health insurance
3 benefits extended while on duty.
- 4 2. The employee will be eligible to pay the same percentage of the monthly
5 health insurance premium as if he or she were physically at work.

6 (d) Any employee on military leave may elect to use earned annual leave time in lieu
7 of the above.

8 (4) Leave of Absence Policy:

9 (a) Requests for Leaves of Absence:

- 10 1. All requests for leaves of absence for personal reasons shall be made in
11 writing to the Administrator or Department Head.
- 12 2. Upon receipt of a written request the Administrator or Department Head shall
13 forward to the Human Resources Department and Finance Department.

14 (b) Approval of Leaves of absence:

15 1. Leaves less than ten (10) days:

- 16 (a) The Administrator or Department Head may grant any employee
17 of the County a leave of absence of 10 days or less consecutive,
18 without further authority.
- 19 (b) The Finance Committee shall be notified in writing, by all
20 Administrators or Department Heads involved, at the time such
21 leave of absence is recommended, denied or authorized.

22 2. Leaves of absence of more than ten (10) days:

- 23 (a) Any request for a leave of absence of more than ten (10) days
24 shall be referred to the Finance Committee for approval
- 25 (b) The Administration, Department Head and Human Resources
26 Department shall provide the Committee with a recommendation
27 including a specific period of time.

28 (c) Requirements for Use of a Leave of Absence:

- 29 1. A leave of absence shall not be granted for the purpose of seeking other
30 employment.
- 31 2. An employee must exhaust all paid time (vacation, sick leave, personal
32 holiday, comp time, etc.) before requesting an unpaid leave.
- 33 3. All leaves of absence shall be granted without pay.
- 34 4. Accrual of Fringe Benefits:

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- 1 (a) If a leave of absence results in less than half-time employment
2 for any given month, all fringe benefits shall be forfeited for that
3 particular month.
- 4 (b) If the leave of absence covers parts of two months and results in
5 less than half-time employment for a thirty (30) day period, fringe
6 benefits shall be forfeited for one month, as above.
- 7 (c) In these instances, health, disability and life insurance premiums
8 shall be paid by the employee.
- 9 (d) Leaves of absence due to personal illness or disability due to accident:
 - 10 1. Said leaves will be granted for a period up to one (1) year.
 - 11 2. Medical proof of illness and/or disability is required before the leave may be
12 granted.
 - 13 3. Any additional time beyond the one year limit herein prescribed, may be
14 granted by mutual consent, provided medical information substantiates the
15 continued disability of the employee.
- 16 (5) Funeral Leave:
 - 17 (a) Funeral leave for County employees (temporary, part-time working less than fifty
18 percent (50%) of the applicable work week, and employees covered by a collective
19 bargaining agreement excepted) shall be granted as follows:
 - 20 (b) All regular full time employees will be granted funeral leave as defined below
21 with pay, provided they are scheduled days of work between the date of death and
22 the day after the funeral.
 - 23 1. A maximum of three (3) days for the death of a parent, step parent, spouse,
24 child, brother, sister or a relative living in the same household.
 - 25 2. A maximum of one (1) day for the death of a brother-in-law, sister-in-law,
26 parent-in-law, grandparent, grandson, granddaughter, son-in-law and daughter-
27 in-law.
 - 28 3. Lasata Campus employees shall not receive funeral leave for the death of a
29 relative living in the same household.
- 30 (6) Medical Leaves Policy: (10-21)
 - 31 (a) Family Medical Leave Act (FMLA)
 - 32 1. It is the policy of Ozaukee County to grant up to twelve (12) weeks of family
33 and medical leave during a twelve (12) month period to eligible employees, in
34 accordance with the Federal Family and Medical Leave Act and the Wisconsin
35 Family Leave Act.
 - 36 2. When an employee is eligible for both State and Federal Leave the Family
37 Leave will run concurrently.

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- 1 3. All leave qualifying as Family Leave will be deducted from the employee's
2 entitlement total allowed under State and Federal law.
- 3 4. The County will coordinate FMLA leave and adhere to all of the
4 requirements of both laws.
- 5 5. The leave may be paid, unpaid, or a combination of paid and unpaid,
6 depending on the circumstances and as specified in this policy.

7 (b) Eligible family members

8 1. Federal FMLA

9 (a) Parent: biological, adoptive, or in loco parentis

10 (b) Child:

11 1. Under the age of eighteen (18) biological, adopted,
12 foster, step, legal ward, in loco parentis

13 2. Over the age of eighteen (18) incapable of self care
14 because of a mental or physical disability

15 (c) Spouse: legal husband or wife

16 2. State FMLA

17 (a) Parent: biological, adoptive, foster, step or legal guardian of an
18 employee

19 (b) Child: biological, adopted, foster, step or legal ward;

20 1. Under the age of eighteen (18)

21 2. Over the age of eighteen (18) incapable of self care
22 because of a serious health condition

23 (c) Spouse: legal husband or wife;

24 (d) Domestic partner; as defined in §40.02 (21C) or §770.01 (1) Wis.
25 Stats.

26 (c) Eligibility: Eligibility for leave is determined by the following conditions:

- 27 1. The employee must have been employed for at least twelve (12) months.
- 28 2. The twelve (12) months of employment need not have been consecutive.
29 Under Federal FMLA, the break in service cannot exceed seven (7) years.
- 30 3. The employee must have worked at least 1250 hours for Federal leave during
31 the twelve (12) month period immediately before the date when the leave
32 would begin.
- 33 4. The employee must have worked at least 1000 hours for Wisconsin leave
34 during the twelve (12) month period immediately before the date when the
35 leave would begin.

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5. Types of allowable leave:

(a) State FMLA:

1. Up to Six (6) weeks for the birth or adoption of a child, within sixteen (16) weeks of birth or placement of the child
2. Up to two (2) weeks to care for a child, spouse, domestic partner, parent or spouse's parent suffering a serious health condition
3. Up to two weeks (2) to allow an employee to care for their own serious medical condition that causes them to be unable to work

(b) Federal FMLA: Up to twelve (12) weeks of leave will be granted for, one or more, of the following reasons:

1. The birth of the employee's child or the placement of a child with the employee for adoption or foster care, within twelve (12) months of birth or placement of the child
2. To care for the employee's child, spouse, parent or spouse's parent suffering from a serious health condition
3. To allow an employee to care for their own serious medical condition that causes them to be unable to work
4. To provide qualifying exigency leave to employees with family members in the Regular Armed Forces
 - (a) Military caregiver leave may be granted to employees who are the spouse, son, daughter, parent or child of veterans with a serious injury illness
 - (b) A total of twenty-six (26) weeks of caregiver leave is available in a twelve (12) month period

(c) Intermittent leave:

1. Under Federal FMLA, intermittent leave will be granted when medically necessary to care for an employee's own serious medical condition or for that of their child, spouse, parent or spouse's parent
 - (a) For any planned medical treatment, the intermittent leave must be scheduled to minimize the disruption of County operations
 - (b) The schedule must include the dates/times of treatment
 - (c) Intermittent leave may be granted for the birth and adoption of a child with the agreement of the County

- 1 (2) The date when the condition began
- 2 (3) The expected duration of the condition
- 3 (4) Medical facts regarding the health condition:
- 4 (a) The extent to which the employee is unable
- 5 to perform his or her own employment duties
- 6 (b) The serious health condition of an eligible
- 7 family member
- 8 (c) The medical facts must be sufficient to
- 9 support the request for leave
- 10 (d) If the request is for intermittent leave,
- 11 information on the planned medical treatment and
- 12 possible episodes of incapacity are required
- 13 (5) The County has the right to ask for a second
- 14 opinion, paid at the County's own expense
- 15 (6) In the event that a conflict exists between the
- 16 original and the second opinion, the County may
- 17 require a third and final opinion, paid at the County's
- 18 own expense. The third opinion will be provided by a
- 19 doctor agreed upon by the first two physicians.
- 20 (b) Failure to provide certification may result in a
- 21 denial of the leave.
- 22 (c) Recertification of the serious health condition:
- 23 (1) The County may request a recertification within
- 24 thirty (30) days or after the expiration of the indicated
- 25 minimum duration of the condition
- 26 (2) The thirty (30) day limit may be waived if:
- 27 (a) The employee requests an extension
- 28 (b) There is reason to believe the leave is being
- 29 abused
- 30 (3) The employee must provide the recertification
- 31 within fifteen (15) days of the request
- 32 7. Failure to provide certification may result in a denial or
- 33 delay of the leave
- 34 (f) Married employees:
- 35 1. If a husband and wife both work for Ozaukee County,
- 36 and each wishes to take leave for the birth of a child,
- 37 adoption of placement of a child for foster care, the
- 38 husband and wife may take a combined total of twelve
- 39 (12) weeks of leave.

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- 2. Leave granted for the birth of a child, or placement of a child for adoption or foster care must be concluded within a twelve (12) month period beginning from the date of the event for Federal Leave.
- 3. State Leave requires leave to be taken within the period from sixteen (16) weeks prior to the birth/adoption to sixteen (16) weeks after the birth/adoption of the child.

(g) Substitution of Leave: (11-82)

- 1. State FMLA: The employee may substitute paid leave for unpaid FMLA during the period of State leave.
- 2. Federal FMLA:
 - (a) During any period of Federal leave that is not concurrent with State leave, the County shall substitute accrued vacation, sick, or floating holidays.
 - (b) Employees will be paid their regularly scheduled work-day for all substituted leave
 - (c) The County will not require that earned compensatory time be substituted in accordance with Federal and State regulations.

(h) Continuation of Health Insurance:

- 1. During an approved period of FMLA the County shall maintain the employee’s health and dental insurance per county policy and/or collective bargaining agreement.
- 2. Upon expiration of FMLA leave, or for leaves that exceed the twelve (12) week time limits, the employee is required to pay the entire health and dental insurance premium until their return to work.
- 3. If the employee does not return to work for a minimum of thirty (30) calendar days, they will be required to reimburse the County for the entire cost of health insurance premium paid by the County during the period of unpaid leave.
 - (a) Reimbursement may be made from any termination pay out of accrued leave or coordinated through the County’s Human Resources Department and Payroll
 - (b) Exceptions to the reimbursement requirement may be made, on a case by case basis, if the employee’s return to work are because of a serious health condition or other circumstances

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(i) Return to Work

1. Employees returning to work after FMLA eligibility for a serious health condition are required to present a certification of fitness to return to work to the Human Resources Department.
 - (a) The certification must be signed by a physician or health care provider under State or Federal law
 - (b) The certification must detail the conditions for the return to work and any work restrictions
 - (c) No employee may return to work without such a certification
2. All employees are expected to return to work when they, or the member of their immediate family, is released by their health care provider
3. Failure to return to work after release will be considered cause for disciplinary action
4. Employees returning to work within the State and Federal FMLA eligibility period shall be returned to the same or a substantially similar position
 - (a) Substantially similar position is defined by job duties, job classification, work hours and salary
 - (b) Employees returning to work have no greater right to reinstatement or to other conditions of employment than if the employee had been continuously employed during the FMLA leave period.
5. If the employee is not released to return to work within the twelve (12) weeks, the employee may request a personal leave of absence in accordance with applicable collective bargaining agreements and policies.

(j) Please see the posted FMLA Rights posters for additional information. To the extent any provision of this policy conflicts with State or Federal law, the law shall control. Additionally, if there are any greater rights conferred by a collective bargaining agreement, the collective bargaining agreement shall control.

(7) Personal Leaves of Absence Policy:

(a) Granting of Leave:

1. An employee requiring leave for compelling personal reasons may be granted a personal leave of absence.
2. While on personal leave the employee is expected to report periodically as to status and intent to return to work.

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1 (b) Duration of Leave:

- 2 1. Personal leave will generally be granted in 30-day increments.
- 3 2. The total period for any one personal leave of absence, including any portion
- 4 which may qualify as FMLA leave, may not exceed six months.
- 5 3. It is the responsibility of the employee to request an extension at least three
- 6 days in advance of the date upon which the approved leave will expire.

7 (c) Qualifying for Leave:

- 8 1. To qualify for personal leave, the County may require documentation of the
- 9 underlying reason for the leave.
- 10 2. If the leave involves care of a family member who is ill, the County may
- 11 require a certificate from a health care provider regarding:
- 12 (a) The medical condition
- 13 (b) The requirement for employee leave
- 14 3. Recertification of these facts for each extension of the leave.
- 15 4. The County reserves the right to have a second, and if necessary, third
- 16 opinion rendered by an independent health care provider as to these matters.

17 (d) Continuation of Pay and Benefits:

- 18 1. In the absence of paid vacation or paid personal days, all personal leave will
- 19 generally be unpaid.
- 20 2. Medical and dental coverage may be continued at the regular employee
- 21 contribution rate.
- 22 3. If the employee fails to return to work at the end of the leave, the leave
- 23 period is considered a period of COBRA continuation entitlement.
- 24 4. Service Related Benefits:
- 25 (a) Said benefits such as seniority and comp time may accrue during
- 26 medical leave.
- 27 (b) Other non-service related benefits, such as life insurance, may
- 28 cease while the employee is not actively at work.

29 (e) Return to Work: The return to work policy is defined in the Medical Leave

30 section above.

31 (8) Employee Time Donation Policy for Catastrophic Illness or Injury:

32 (a) Introduction:

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- 1 1. This program is intended to provide financial assistance and support to
2 regular full-time and regular part-time employees of the County who have
3 exhausted all paid time off benefits and are unable to return to work due to a
4 catastrophic illness or injury suffered by themselves or a family member.
- 5 2. Ozaukee County employees may donate a portion of their earned and unused
6 vacation, compensatory time or floating holiday time as a way to provide
7 income continuation for eligible employees.
- 8 3. The Human Resources Department will administer this program in
9 accordance with the procedures outlined below.

10 (b) Definitions:

- 11 1. Employee: An individual who is employed with the County in a regular full-
12 time or regular part-time position, has been employed for a minimum of six (6)
13 months, and is eligible to use accrued benefit leave balances.
- 14 2. Catastrophic Illness or Injury: A prolonged non-occupational illness or injury
15 which is life threatening as determined by the program administrator and
16 supported by medical substantiation from the employee's or family member's
17 treating physician, and would result in the employee having to go on unpaid
18 leave of absence or terminate their employment.
- 19 3. Donated Leave: The amount of vacation, compensatory time or floating
20 holiday time an employee donates of their accrued and unused vacation,
21 compensatory time or floating holidays.
- 22 4. Program Administrator: The Human Resources Department will be
23 responsible for the administration of this program.

24 (c) Program Eligibility and Requirements:

- 25 1. Employment Status/Severity of Illness:
 - 26 (a) An individual must be employed as a regular full-time or regular
27 part-time employee for at least six calendar months and be eligible
28 to utilize accrued benefit balances.
 - 29 (b) An employee must be suffering from a catastrophic illness or
30 injury.
- 31 2. Exhaustion of Paid Benefit Balances:
 - 32 (a) An employee must have exhausted all accrued and paid benefit
33 balances before being eligible for Catastrophic Illness and Injury
34 Time Donations.
 - 35 (b) An employee or their designee may submit the required program
36 documents prior to the exhaustion of their leave when it is
37 anticipated that the remaining benefit balances will be exhausted as
38 a result of the catastrophic illness or injury.

- 1 3. Documentation to Request Donations:
 - 2 (a) An employee must submit the following documents when
 - 3 requesting Catastrophic Illness and Injury Time Donations:
 - 4 1. An Employee Time Donation Application for
 - 5 Catastrophic Illness and Injury
 - 6 2. Physical Medical Certification
 - 7 3. Release and Authorization to Contact Health Care
 - 8 providers
 - 9 (b) All documentation shall be submitted to the Human Resource
 - 10 Department.
- 11 4. Use of Donated Benefit Time:
 - 12 (a) An employee who has been granted the use of Catastrophic
 - 13 Illness and Injury Time Donations will have the donated vacation,
 - 14 compensatory time or floating holidays credited to their benefit
 - 15 balances.
 - 16 (b) An employee must utilize any available donated vacation,
 - 17 compensatory time or floating holiday hours within their statutory
 - 18 Wisconsin and Federal family and medical leaves.
- 19 5. Worker's Compensation:
 - 20 (a) An employee will not be eligible for Catastrophic Injury or
 - 21 Illness Time Donations if they have applied for worker's
 - 22 compensation benefits and a determination has not been made as to
 - 23 their eligibility.
 - 24 (b) If a determination has been made that the employee is not eligible
 - 25 for worker's compensation and there is no pending appeal, the
 - 26 employee may submit an Application for Catastrophic Illness and
 - 27 Injury Time Donations.
- 28 6. Unused Donated Time:
 - 29 (a) If an employee returns to work, terminates, or applies for a WRS
 - 30 disability retirement, the unused vacation, compensatory time and
 - 31 floating holiday hours that were donated will be returned to those
 - 32 employees who donated the benefit time.
 - 33 (b) The Human Resources Department is required to account for
 - 34 unused time.
- 35 7. Status Updates:
 - 36 (a) The Human Resources Department is required to monitor the use
 - 37 of donated leave under the program.
 - 38 (b) Program participants shall periodically provide updates and
 - 39 additional medical documentation to ensure ongoing eligibility.
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- 1 8. Decisions of Program Administrator:
 - 2 (a) All decisions made or actions taken by the Program
 - 3 Administrator shall not be grievable or arbitrable under any labor
 - 4 contract or County policy, including but not limited to the
 - 5 following:
 - 6 1. Determination of eligibility
 - 7 2. The documentation required
 - 8 (b) Any decision or action made or taken in the administration,
 - 9 modification or termination of the benefits under the program are
 - 10 final and binding on all parties.
- 11 9. County Right to Modify or Terminate: The County reserves the right to
- 12 modify or terminate this policy at anytime after providing reasonable notice to
- 13 all applicable labor organizations.
- 14 (d) Donated Benefit Time:
 - 15 1. Regular full-time and regular part-time employees are eligible to voluntarily
 - 16 donate for use in the program accrued and unused:
 - 17 (a) Floating Holidays
 - 18 (b) Compensatory Time
 - 19 (c) Vacation Time
 - 20 2. Employees may not donate more than twenty-four (24) hours of
 - 21 compensatory time or vacation in a calendar year.
 - 22 3. Employees are required to be eligible at the beginning of the calendar year
 - 23 for a minimum of two (2) weeks of vacation to voluntarily donate accrued and
 - 24 unused vacation time.
 - 25 4. Any donated time must be done in one-half day (3.50, 3.75 or 4.00 hours) or
 - 26 in full day increments (7.50 or 8.00 hours).
 - 27 5. Documentation to Provide Donation:
 - 28 (a) Any employee donating vacation, compensatory time or floating
 - 29 holiday time must complete a Catastrophic Illness and Injury Time
 - 30 Donation form.
 - 31 (b) The form shall specify:
 - 32 1. The type of leave being donated
 - 33 2. The amount of hours the employee wishes to donate
 - 34 3. The designee for the donated leave
 - 35 4. A statement certifying that the vacation, compensatory
 - 36 time or floating holiday hours are being donated on a
 - 37 voluntary basis

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10. Record keeping:

(a) The Human Resources Department will maintain all records relating to the program, including:

- 1. The amounts of leave donated
- 2. The amount of leave used by program participants
- 3. Applications for program participation
- 4. Any supporting documentation

(b) The Finance Committee may review any documentation upon their request.

(9) Early Retirement Health Insurance Supplemental Benefit: (11-76)

(a) Any full-time non-represented employee who submits a retirement notice before July 1, 2012 with a retirement date on or before December 31, 2012 shall be entitled to a health insurance supplemental payment up to the minimum age at which Medicare begins. (07-64)

- 1. Employees classified as general or executive by the Wisconsin Retirement System shall be eligible at age fifty-five (55) or later, with a minimum of fifteen (15) years of continuous service with the County. (07-64)
- 2. Employees classified as protected by the Wisconsin Retirement System shall be eligible at age fifty (50) or later, with a minimum of fifteen (15) years of continuous service with the County. (07-64)

(b) The County Agrees to pay a maximum of Five Thousand Dollars annually (\$5,000.00) for a period of five (5) years, totaling a maximum of \$25,000 towards health insurance costs for those qualified retirees.

(c) The above amounts shall be prorated by month by retirement date.

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4.05. ATTENDANCE AT CONVENTIONS, CONFERENCES, INSTITUTES, SEMINARS OR TRAINING SESSIONS

(1) Out of State Travel Approval:

(a) No County official, including any elected official, and no County employee shall undertake on behalf of the County any travel outside the State of Wisconsin unless such official or employee has been authorized by either the Finance Committee or the County Board to undertake such travel.

1. Officials and department heads shall first receive authorization from the Standing Committee for out of state travel.

2. Full-Time employees shall first receive authorization from the department head and also from the Standing Committee.

(b) Only one employee from any department shall be permitted to attend one national convention, conference, meeting, institute, seminar or training session in any one year.

1. The Finance Committee of the County Board is authorized to waive this policy upon being shown that there is justification to do so.

2. Granting of a waiver may include the provision that the maximum reimbursement specified in Section (2)(c) below be shared by the persons involved.

(2) In State Travel:

(a) For travel within the state Employees shall receive authorization from their department head to attend any convention, conference, meeting, institute, seminar or training session

(b) Travel which is within one hundred (100) driving miles of a state line of the State of Wisconsin is also included under the provisions of paragraph (2) above.

(3) Reporting on Attendance:

(a) Employees may be required by their Department Head to report on their attendance at conventions and conferences.

(b) Each Standing Committee may develop reporting procedures to review employee attendance at conventions and conferences.

(c) The amount appropriated for this purpose in the annual budget shall be strictly adhered to and no line item transfers to the conference/meeting expenses or similar account or supplemental appropriations for such purpose shall be permitted.

(4) Reimbursement:

(a) Unapproved travel and related expenses shall not be reimbursed under the provisions of this policy.

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CHAPTER 4

Attendance at Conventions 4.05

- 1 (b) All portions of this policy may be waived with Finance Committee approval.
- 2 (c) The maximum reimbursement shall not exceed \$850.
- 3 (d) Reporting of Expenses:
- 4 1. Whenever authorized travel on behalf of the County is made by any officer
- 5 or employee, reimbursement shall be made providing such officer or employee
- 6 presents on the proper form his or her statement of actual and necessary
- 7 expenses defined below.
- 8 2. Such statement is to be filed no later than the 15th day of the month
- 9 following such travel.
- 10 (e) Such expenses shall include:
- 11 1. Transportation including the use of a personal automobile:
- 12 (a) The allowance for personal automobile use shall be as is provided
- 13 for annually by resolution.
- 14 (b) If a County owned automobile is used, the amount that normally
- 15 would be allowed for mileage shall be deducted from the
- 16 maximum amount allowed for reimbursement.
- 17 (c) Taxi, limousine fees or other transportation costs as may be
- 18 required in the conduct of the business of the county.
- 19 2. Registration fees
- 20
- 21 3. Hotel or motel expenses:
- 22 (a) Maximum of \$85.00 per day
- 23 (b) Necessary lodging, at the lowest price option, at the hotel/motel
- 24 where an in state conference/convention is held may be in excess
- 25 of the \$85.00 maximum.
- 26 4. Telephone expenses as may be required in conducting the business of the
- 27 county.
- 28 5. Tips and sales tax for meals or lodging, as follows:
- 29 (a) Sales tax, actually paid, on amounts within the specified limits.
- 30 (b) Tips, not to exceed 15% of the amount spent within the specified
- 31 limits. Sales tax shall not be considered when calculating the tip.
- 32 6. Meals:
- 33 (a) The expenses for meals of County officials and employees while
- 34 engaged in County business shall be limited to \$30.00 per day as
- 35 defined below:
- 36 1. Breakfast maximum \$6.50
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2. Luncheon maximum \$8.50

3. Dinner maximum \$15.00

(b) Whenever an official or employee is eligible for reimbursement for three (3) consecutive meals, the daily limit may be applied without limitation as to the maximum per meal.

(c) All meal reimbursement are exclusive of state tax.

(d) A receipt must be obtained for all expenditures.

(e) Any claims for expenses incurred by said officials and employees, in excess of the limitation stated above, must be accompanied by a report explaining the excess and receipts verifying the claim must be attached.

(f) To be eligible for reimbursement for meals, an official or employee must:

1. Leave home or work before 6:00 A.M. to be eligible for breakfast.

2. Return home or to work after 7:00 P.M. to be eligible for dinner.

3. Tips and sales tax shall be reimbursed as defined above.

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1 4.06.SUBMISSION OF EXPENSE VOUCHERS

- 2 (1) All claims shall be submitted on the prescribed forms and specify the nature and
3 particulars of the claim.
- 4 (2) Claims shall be based on expenditures necessarily incurred in the performance of duties
5 required by the County.
- 6 (3) Receipts shall be attached for all items of travel expenditure in excess of \$2.00.
- 7 (a) For meals, a receipt must be attached regardless of amount of expenditure.
- 8 (b) Other satisfactory evidence may be accepted by the auditing officer.
- 9 (c) Receipts shall be attached for all non-travel expenditures, regardless of amount.
- 10 (d) Unless the expenditure is also made on behalf of another County official or
11 employee, the receipt is to only indicate the expenditure made by the County
12 official or employee.
- 13 (e) In the case of hotel or motel expenses, the individual room rate must be indicated
14 on the bill.
- 15 (4) All claims shall be verified by the affidavit of the claimant, or the certificate of the
16 claimant in proper form.
- 17 (a) All funds advanced to officials or employees shall be accounted for within fifteen
18 (15) days after completion of travel in the same manner as prescribed above.
- 19 1. Advances shall be approved by the Finance Committee.
- 20 2. In emergency situations, advances may be approved by the Chairperson of
21 the Finance Committee and the Chairperson of the County Board.
- 22 (b) Travel expenses shall be advanced only when the estimated expense is expected
23 to exceed \$150.00.
- 24 (c) The advance shall not exceed 75% of the estimated expense.
- 25 (5) No claim against the County shall be acted upon or considered by the County Board or
26 a committee thereof unless such claim is made and filed pursuant to these regulations.
- 27 (6) Failure to follow these policies may result in non-reimbursement.

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4.07.DRUG FREE WORK PLACE POLICY

- (1) Ozaukee County employees are expected and required to report to work on time and in appropriate mental and physical condition.
- (2) It is the policy of Ozaukee County to prohibit the unlawful manufacture, distribution, dispensation, possession or use of any controlled substance or alcohol in the workplace.
- (3) Every employee is prohibited from being noticeably impaired by any controlled substance or alcohol while in the workplace or while conducting County business off County premises.
- (4) Employees who violate this policy will be subject to various levels of disciplinary action, which may include termination of employment.
- (5) Employees must notify their department head of any criminal drug statute violations occurring in the workplace within five days of a conviction.
- (6) Department heads must notify their appropriate committee chairperson of any criminal drug statute violations occurring in the workplace within five days of conviction.
- (7) If the department does not have an oversight committee, this notice must be given to the chairperson of the Finance Committee.
- (8) As a condition of employment, each employee must abide by the terms and conditions of this policy.
- (9) The goals of this policy are prevention and rehabilitation whenever possible and employees with drug and alcohol problems are encouraged to seek help to deal with their problems.

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1 4.08.EMPLOYEE DISCIPLINE AND GRIEVANCE PROCEDURE (11-27)

2 (1) Definitions:

- 3 (a) “Abuse of Discretion” means failure to properly and/or reasonably consider facts
4 and applicable laws
- 5 (b) “Arbitrary and Capricious” means taking action not based upon consideration of
6 relevant factors
- 7 (c) “Clearly erroneous” means a finding of fact that is not reasonably supported by
8 the evidence, an exception may be made for harmless errors
- 9 (d) “Discipline” means unpaid suspension or termination
- 10 (e) “Dismissal” means termination
- 11 (f) “Employee” means a person who is hired for a wage, salary, fee or payment to
12 perform work for the County; Employee does not include public safety employees
13 covered by a collective bargaining agreement, limited-term employees, seasonal or
14 temporary employees and independent contractors
- 15 (g) “Grievance” means a complaint brought under this policy relating to discipline or
16 dismissal/termination
- 17 (h) “Suspension” means the County’s temporary withdrawal, without pay, of an
18 employee from their employment. Suspension does not include; terminations,
19 layoffs or other forms of workforce reductions, reductions in pay, demotions, oral
20 or written warnings, implementation of performance improvement plans,
21 performance evaluations, suspensions with pay, job transfers, and changes in work
22 assignments or locations of work.
- 23 (i) “Termination” means an ending of the employment relationship for disciplinary or
24 performance reasons. Termination does not include; layoff or other forms of
25 workforce reductions, job transfers, demotions, job abandonment, failure to pass a
26 probationary period, end of the employment relationship due to a disability,
27 retirement, termination or completion of a temporary assignment or contract, or
28 death
- 29 (j) “Working Day” means any day the department that employs the employee is open
30 for public business
- 31 (k) “Workplace Safety” means the safety of the physical work environment, the
32 operation of equipment and tools, provision of personal and other protective
33 equipment, training and warning requirements, limited to an individual employee
34 for matters not currently legislated by the Federal or State government. Workplace
35 safety does not include any other conditions of work not related to an employee’s
36 physical workplace safety, including, but not limited, to hours of work, assignment
37 of overtime, medical leaves, sick and vacation accruals and use, work schedules
38 and assignments, employee breaks, performance evaluations and compensation in
39 any form.
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CHAPTER 4

Employee Discipline 4.08

1 (2) Applicability:

2 (a) The discipline and grievance procedure shall apply to all regular full and part-
3 time employees, with the exception of sworn Sheriff's Deputies covered by a
4 collective bargaining agreement.

5 (b) This policy is not a guarantee of employment, a guarantee of any rights or
6 benefits, does not create or grant covered employees with a property interest in
7 their employment or tenure rights of any kind and does not constitute a contract of
8 employment, express or implied.

9 (c) Unless specifically required by another statute or code, the County's employment
10 relationship with employees eligible to use this procedure is at will and
11 employment may be terminated at any time for any reason, with or without cause
12 and with or without notice, at the option of the County or the employee.

13 (3) Disciplinary Action: Employee discipline is issued at the sole discretion of management

14 (a) Grievance Procedure:

15 1. Applicability and Administration:

- 16 a. Any regular full-time or part-time employee has the right to grieve
17 disciplinary action taken in regard to their employee suspension, termination
18 or workplace safety.
- 19 b. All employee grievances shall be administered by the Human Resources
20 Department
- 21 c. Every effort shall be made to mediate and resolve an employee grievance as
22 early in the process as practicable
- 23 d. The failure of an employee to file or advance a grievance to the subsequent
24 steps in the grievance process, within the required time limits, will result in
25 the termination of the grievance
- 26 e. An employee may advance the grievance to the subsequent step if the required
27 response is not provided within the required time limits
- 28 f. The required time limits may be extended by mutual agreement
- 29 g. The employee and the County have the right to representation at any step in
30 the grievance process, at the party's expense
- 31 h. The employee's representative may not be a material witness to the
32 suspension, termination or workplace safety issue
- 33 i. Any employee who files a grievance that is false or misleading or for the
34 purposes of intimidation, annoyance or harassment or who otherwise files a
35 grievance in bad faith is subject to disciplinary action.

36 2. All employee grievances must be presented in writing on the Employee Grievance
37 Form and include the following:

- 38 (a) The date of the incident

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OZAUKEE COUNTY POLICY AND PROCEDURE MANUAL

CHAPTER 4

Employee Discipline 4.08

- 1 (b) The rule or order violated
- 2 (c) A statement of facts surrounding the grievance
- 3 (d) The requested remedy
- 4 3. Management responses to employee grievances must include the following:
 - 5 a. The date of the employee meeting
 - 6 b. A statement of any steps taken formally or informally to resolve the grievance
 - 7 and the results of these steps
 - 8 c. The decision on the grievance
 - 9 d. A statement advising the employee of the subsequent appeal steps, if any, and
 - 10 the timeline for filing an appeal
- 11 4. The following procedure shall normally govern the handling of all grievances.
 - 12 a. Initial Presentation:
 - 13 (1) The employee shall present the grievance within ten (10) working days, of
 - 14 the disciplinary action to the Human Resources Department
 - 15 (2) After the grievance is received, the Department Head and Human
 - 16 Resources Director shall meet with the employee within five (5) working
 - 17 days to attempt to resolve and adjudicate the grievance
 - 18 (3) Following the meeting, the Department Head shall make a decision or
 - 19 determination thereof within five (5) working days and advise the
 - 20 employee in writing.
 - 21 b. Appeal to Impartial Hearing Officer:
 - 22 (1) In the event the employee is not satisfied with the decision or
 - 23 determination of the Department Head and Human Resources Director, the
 - 24 employee may file an appeal to an impartial hearing officer by giving
 - 25 notice in writing to the Human Resources Department within five (5)
 - 26 complete working days after receipt of the decision or determination.
 - 27 (2) The County Administrator within ten (10) working days of the receipt of
 - 28 the appeal shall provide the employee with a list of impartial hearing
 - 29 officers
 - 30 (3) Within five (5) working days the employee shall return the list to the
 - 31 Human Resources Department with the hearing officers ranked in order of
 - 32 preference
 - 33 (4) The highest ranked hearing officer shall be selected for the hearing, if
 - 34 unavailable, the selection shall be made in descending order
 - 35 (5) If the ranked list is not returned within the prescribed time limit the
 - 36 County Administrator shall appoint a hearing officer from the list
 - 37 (6) A hearing shall be scheduled by the Human Resources Department within
 - 38 twenty-eight (28) days of the selection of the impartial hearing officer

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Employee Discipline 4.08

1 (7) Not less than seven (7) days before the scheduled hearing, the employee
2 and the County shall exchange lists of all witnesses and exhibits that may
3 be introduced at the hearing

4 (8) Burden of proof:

5 (a) The County has the burden of proof in grievances regarding
6 suspension or termination, proving by a preponderance of evidence
7 standard supporting the employment action

8 (b) The employee has the burden of proof in grievances regarding
9 workplace safety, proving that clear and convincing evidence that
10 corrective action is required

11 (9) Role of the impartial hearing officer: the hearing officer conducts the
12 hearing and shall:

13 1. Administer oaths and affirmations as necessary

14 2. Take the testimony of witnesses and admit evidence

15 3. Make an audio recording of the hearing

16 a. The County shall provide the recording equipment

17 b. A copy of the audio recording may be requested by the County
18 or employee and will be provided in an acceptable electronic
19 format

20 4. Accept oral or written arguments: written arguments shall be
21 limited to two (2) typewritten pages in 12 point font.

22 5. Order a remedy to the grievance

23 a. Such order shall comply with all pertinent sections of the
24 County Policy and Procedure Manual

25 b. In matters of employee suspensions or terminations, orders
26 shall be limited to reinstatement and the provision of full or
27 partial back pay

28 c. In matters of workplace safety, the orders shall recommend a
29 remedy, but may not require any expenditure of County funds

30 6. Within twenty-eight (28) days of the hearing provide a written
31 decision and contain the following:

32 a. The case description

33 b. Summary of facts

34 c. The final decision

35 d. In the event that the County's decision is overturned an remedy

36 (10) The hearing shall be closed to the public

37 c. Appeal to the County Board
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- (1) In the event the employee or the County is not satisfied with the decision or determination of the impartial hearing officer, either party may file an appeal to the full County Board by giving notice in writing to the Human Resources Department and County Clerk within five (5) working days after receipt of the decision or determination.
- (2) The appeal shall be scheduled within sixty (60) days of the notice of appeal
- (3) The appellant shall bear the cost of providing copies for the appeal and must provide an electronic document of the hearing record seven (7) days prior to the appeal
- (4) Appeal Hearing Procedure
 - (a) The County Board may request that, the appellant, or their representatives, present oral arguments during the appeal
 - (b) The County Board shall discuss and deliberate the appeal and is limited to a review of the impartial hearing record and the oral arguments presented
 - (c) The determination shall be limited to remedying a procedural error, abuse of discretion or an arbitrary or capricious decision by the impartial hearing officer
 - (d) No evidence not presented during the hearing before the impartial hearing officer may be considered in this determination
 - (e) All determinations shall be made by a simple majority of County Board members present and shall affirm, modify, or reverse the decision
 - 1. The County Board Chair shall sign a written determination of the appeal within ten (10) working days of the hearing containing the following:
 - a. The case description
 - b. Summary of facts
 - c. The final decision
- (5) The County Board decision is final and may not be appealed.

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1 4.09. VEHICLE USE POLICY (09-39)

2 (1) Each employee required or authorized to drive a County owned or leased vehicle, shall
3 submit to the Human Resources Department, upon hire or at the required time a valid
4 Wisconsin driver's license for the type of vehicle to be driven.

5 (a) The validity of the employee's license will be checked through the Wisconsin
6 Department of Transportation.

7 (b) Any employee performing work, which requires the operation of a vehicle, must
8 notify his/her immediate supervisor forth with in those cases where his/her license
9 is expired, suspended or revoked and/or the employee is unable to obtain an
10 occupational permit from the State of Wisconsin Department of Transportation and
11 shall not drive a County owned or leased vehicle until said condition is corrected.

12 (2) Personal Use of County Vehicles:

13 (a) Definitions:

14 1. "Commuting trip" means a one-way trip from either the home to the job site
15 or the job site to the home, as the case may be, and not a round trip of home to
16 job site to home.

17 2. "Personal use" means any use which is for the benefit or enjoyment of the
18 employee, or is not in pursuit of the business or interests of the county, or is in
19 pursuit of a business or trade other than that of the county.

20 (b) County employees shall not use any County owned vehicle for personal use,
21 except by the provisions of the Code of Federal Regulations, Internal Revenue
22 Regulations, as such may be amended.

23 1. The following are the employees who are permitted to drive a county vehicle
24 to and from work: (10-36)

- 25 (a) Sheriff,
- 26 (b) Planning and Parks Director (or Designee),
- 27 (c) Emergency Management Director (or Designee),
- 28 (d) Highway Department Superintendents,
- 29 (e) Drug Unit Investigator,
- 30 (f) Radio Equipment Technician/Programmer,
- 31 (g) Undersheriff,
- 32 (h) County Administrator,
- 33 (i) Building Superintendent
- 34 Technology Resources Communications Services Manager

OZAUKEE COUNTY POLICY AND PROCEDURE MANUAL

CHAPTER 4

Vehicle Use Policy 4.09

- 1 2. This section shall not forbid employees using county vehicles to commute to
2 and from work from making stops or minimally deviating from their normal
3 commuting route to attend to personal business.
- 4 3. Employees may be permitted to drive a county vehicle to commute to and
5 from work for official business purposes with prior approval of their
6 Supervisor or Department Head, this section shall not apply to employees who
7 regularly use a vehicle for commuting purposes. (10-52)
- 8 (c) Personal use valuation:
 - 9 1. Each employee who is required to commute to and from work with a county
10 vehicle shall have included as gross income one of the following:
 - 11 (a) The sum of \$1.50 per commuting trip
 - 12
 - 13 (b) A sum equal to the same automobile travel allowance established for
14 other officials and employees in a resolution annually adopted by the
15 County Board per mile actually driven in so commuting to and from
16 work
 - 17 2. This sum shall be reported as ordinary income for federal income taxes, state
18 income taxes, and social security taxes.
- 19 (d) No unauthorized persons will be allowed to either operate or ride in the vehicle.
- 20 (e) Transporting family members in County vehicles shall be allowed only when the
21 family member is accompanying an employee to a business meeting or official
22 function.
- 23 (f) All use of the vehicle assigned to the Sheriff, Undersheriff, County Administrator
24 and Emergency Management Director shall be considered an official function.
- 25 (3) Recordkeeping by county officers and department heads:
 - 26 (a) Any employee that is given the use of a county automobile and uses such
27 automobile to commute to and from work, shall maintain a logbook showing the
28 business or personal use, by mile, of the car.
 - 29 (b) Such logs shall be maintained at least weekly by said individual, and a report
30 regarding utilization of the county owned vehicle for commuting and/or personal
31 use shall be deposited with the Payroll Manager by the 5th day of the following
32 month.
 - 33 (c) Such logs shall be used to determine the value of using said automobile and such
34 value will be reported on the individual's W-2 form utilizing US Treas. Reg.
35 §1.61-21(e)(1).
 - 36 (d) This section does not apply to use by employees, which is not subject to taxation
37 by virtue I.R.S. Code §402(1)(4)(C) public safety officers as such may be
38 amended.

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Vehicle Use Policy 4.09

- 1 (4) Property Damage and Violations:
 - 2 (a) All applicable motor vehicle laws are to be followed.
 - 3 (b) All vehicle accidents and/or incidents, when possible personal or property
 - 4 damage occurs, are to be reported immediately.
 - 5 (c) An incident is an event, intentional or unintentional, that resulted in or
 - 6 contributed to, or could have resulted in or contributed to a loss, damage or harm to
 - 7 persons or property.
 - 8 (d) Failure to give such notification shall subject the employee to disciplinary action.
 - 9 (e) Any parking or moving traffic citations shall be the responsibility of the operator.
- 10
- 11 (5) Automobile Allowances to Certain Employees:
 - 12 (a) Pursuant to the authority granted by Sec. 59.52 (10) Wis. Stat., the Highway
 - 13 Commissioner, shall be granted an automobile allowance in the amount of \$120.00
 - 14 per month and fuel and minor maintenance and repairs.
- 15 (6) Automobile Allowances to Certain Employees:
 - 16 (a) All county owned or leased vehicles, shall display the approved County Logo.
 - 17 (b) Law enforcement vehicles as designated by the Sheriff and any other vehicle with
 - 18 the approval of the County Board Chairperson may be specifically exempted from
 - 19 displaying the logo.

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4.10. GENERAL POLICY AND PROCEDURES (10-74)

(1) Electronics Communications Policy:

(a) Electronic Communication Systems:

1. It is County policy to ensure that employees use County owned electronic communications systems such as computers, pagers, e-mail, voice mail, facsimile machines, etc., exclusively for County business including:
 - a. Computers
 - b. Electronic Mail
 - c. Pagers
 - d. Voice Mail
 - e. Cellular Phones
 - f. Facsimile Machines
2. The County maintains these systems and therefore all is considered County property including:
 - a. All hardware and devices
 - b. Messages composed
 - c. Messages sent
 - d. Messages received
 - e. Messages are not the private property of any employee and employees have no right or expectation of privacy in messages.

(b) Use of County owned Electronic Communications Systems:

1. The communications systems shall not be used to solicit or proselytize others for:
 - a. Commercial ventures
 - b. Religious or political causes
 - c. Outside organizations
 - d. Other non-job related solicitations
2. The electronic communications systems are not to be used to create or transmit any offensive or disruptive messages.
 - a. Offensive or disruptive messages include, but are not limited to any messages which contain:
 - (1) Sexual implications
 - (2) Racial slurs

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- 1 (3) Gender-specific comments
- 2 (4) Other comments that offensively address:
 - 3 (a) Age
 - 4 (b) Sexual orientation
 - 5 (c) Religious or political beliefs
 - 6 (d) National origin or disability
- 7 (5) Any comment which in any way defames another person
- 8 (6) Any comment intended to frighten, intimidate, threaten, abuse, annoy, or
- 9 harass another person.
- 10 b. In the event an employee receives an offensive or disruptive message the
- 11 procedures outlined in the County Harassment Policy shall be followed.
- 12 3. The electronic communications systems are not to be used to send or receive
- 13 copyrighted materials, trade secrets, proprietary financial information or similar
- 14 materials without prior authorization.
- 15 (c) Monitoring of Electronic Communications:
 - 16 1. The County has the right to, and will exercise the right to, monitor all electronic
 - 17 communications.
 - 18 a. This includes the County's right to access messages which have been deleted
 - 19 but not fully erased from the system.
 - 20 b. Legitimate business need includes, but is not limited to:
 - 21 (1) The right to inspect the contents of electronic messages in the course of
 - 22 an investigation triggered by indications of impropriety
 - 23 (2) To locate substantive information that is not more readily available by
 - 24 some other means.
 - 25 c. The contents of electronic communications properly obtained for legitimate
 - 26 business needs may be disclosed within the County to those with a legitimate
 - 27 need to know or to law enforcement officials without the permission of an
 - 28 employee.
 - 29 2. Misuse of the County's communications systems will result in appropriate
 - 30 disciplinary action up to and including termination.
- 31 (d) Confidentiality of Electronic Communications:
 - 32 1. Notwithstanding the County's right to retrieve and read any electronic
 - 33 messages, such messages should be treated as confidential by other employees
 - 34 and accessed only by the intended recipient.

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- 1 2. Employees should not attempt to gain access to another employee's electronic
2 messages without the latter's permission.
- 3 3. Computer pass codes are not a guarantee of confidentiality or privacy.
 - 4 a. All computer pass codes must be provided to supervisors.
 - 5 b. No pass code may be used that is unknown to the County.
 - 6 c. Employees shall not use a pass code, access a file, or retrieve any stored
7 information, unless authorized to do so.

8 (e) Use of Personal Software:

- 9 1. No employee shall install or reinstall “games” software or install any
10 personally owned software on any county owned computer.
- 11 2. The Finance Committee can approve exceptions to the installation of personal
12 software on a case-by-case basis.

13 (2) Internet Access Policy:

14 (a) Internet services are provided by Ozaukee County to support open 15 communications and exchange of information and the opportunity for 16 collaborative government-related work.

17 1. County Internet access is for county business only.

18 a. It is not to be used for:

19 (1) Personal business

20 (2) Self-profit

21 (3) Political endeavors

22 (4) Ozaukee County discourages any reference to an Ozaukee County
23 sponsored website in political ads.

24 (b) Virus Protection:

- 25 1. Virus infection is one of the most, well-documented threats of Internet use.
- 26 2. It is important that employees scan all incoming files for viruses, whether
27 downloaded or attached to electronic mail messages.
- 28 3. Users should not open or attempt to read any files received over the Internet
29 that they did not specifically request, and should immediately contact their
30 network administrator upon receiving an un-requested file.

31 (c) Intellectual Property:

- 32 1. Information placed on the Internet is the intellectual property of the person or
33 organization posting it.

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1 a. County employees participating in discussion groups or forums must be
2 related to research on topics of interest to county departments.

3 b. Departments are responsible for their employees who misrepresent official
4 county policy in any message posted to the Internet.

5 4. Use of County Website:

6 a. The official County website address is www.co.ozaukee.wi.us

7 b. Personal or departmental home pages require the approval of the County
8 Webmaster prior to publication as an external World Wide Web site.

9 (i) Review/Termination of Access:

10 1. When employment terminates or an employee assumes a new position or
11 responsibilities, his/her Internet authorization must be reviewed for continued
12 access.

13 2. Access termination is accomplished by departmental notification to the
14 Technology Resources Department.

15 3. The Department Head and/or Human Resource Department is responsible for
16 informing the Technology Resources Department of any change in access.

17 (j) Use of County Website for Political Means:

18 1. No county elected official who becomes a candidate for a national, state, or
19 local office may make any additions, deletions, or corrections to that official's
20 website within the time periods defined below:

21 a. Thirty (30), days prior to the first day authorized by law for circulation of
22 nomination papers as a candidate if the person is to be nominated by filing of
23 nomination papers;

24 b. If a candidate is nominated at a primary election by write-in votes, the day
25 the board of canvassers issues its determination that the person is nominated.

26 c. If the candidate is nominated by filing a declaration of candidacy, the first
27 date of the month preceding the month, which includes the last day for filing
28 the declaration of candidacy.

29 2. These restrictions shall apply until after the date of the election or after the date
30 of the primary election if the person appears as a candidate on the primary
31 election ballot and is not nominated at the primary election.

32 (k) Employee Responsibility:

33 1. Each individual is responsible for complying with all applicable state and
34 federal laws, and all county policies and standards when accessing the Internet.

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- 1 2. Violations of this policy may result in appropriate disciplinary action up to and
2 including termination and will result in blockage of access to the internet files
3 of the offending individual.
- 4 3. Abuse of Internet access by individuals can result in the revocation of Internet
5 privileges for the entire department.
- 6 4. Before being granted Internet access, each employee must sign an agreement
7 that they will comply with all of the requirements of this section.

8 (3) Procedural Manual

- 9 (a) Any department may develop a procedural manual insert that will describe the
10 procedures that are to be followed regarding a particular function of that
11 department.
- 12 (b) The Procedural Manual may be used to determine procedures regarding any
13 policy that has been or may be established by the County Board.
- 14 (c) The Procedural Manual is not intended to address the internal functions of any
15 particular department.
- 16 (d) The Procedural Manual will be maintained by the County Clerk's office and
17 distributed to all departments.

18 (4) Real Property Lister

- 19 (a) Pursuant to the provisions of Section 70.09 (1), of Wis. Stats., the Treasurer is
20 appointed as the county's Real Property Lister.
- 21 (b) Duties of the office are as follows:
 - 22 1. Serve as the coordinator between the county and the taxation districts in the
23 county for assessment and taxation purposes.
 - 24 2. Provide computer services related to assessment and taxation for the assessors,
25 clerks and treasurers of the taxation districts in the county, including but not
26 limited to data entry for the assessment roll, notice of assessments, summary
27 reports, tax roll and tax bills.
 - 28 3. Serve as the county designee, under the provisions of Section 70.09 (3), of Wis.
29 Stats. to procure the various required assessment and tax forms and to furnish
30 them to the assessors, clerks, and treasurers of the taxation districts within the
31 county, as needed.
- 32 (c) The Register of Deeds shall assist the Treasurer in performing the duties of the
33 Real Property Lister by preparing and maintaining accurate ownership and
34 description information for all parcels of real property in the county as provided
35 for in Section 70.09 (2),(a), of Wis. Stats.

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(5) Issuance and Control of Key and Key Card Access:

(a) Key Access

1. The Buildings Superintendent and such other personnel as deemed necessary by the Public Works Committee shall be given master keys for the Justice Center, Lasata Campus and/or Administration Center buildings.
2. The Buildings Superintendent shall be responsible for issuing outside door keys and shall maintain records concerning the issuance of these keys.
3. Department heads and employees, as necessary, will have keys to gain access to these buildings for conducting county business.
 - a. Department heads shall be responsible for the keys for their department.
 - b. The department head shall keep an accurate accounting of all keys within the department.

(b) Key Card Access System

1. Purpose: The Key Card Access Control Policy is intended to provide protection for Ozaukee County facilities, assets and personnel while ensuring authorized access to this building and facilities necessary for the efficient performance of normal/routine duties and responsibilities.
2. The Ozaukee County Key Card Access system may include:
 - a. All electronic locking devices.
 - b. Exterior gate and door locks.
 - c. Interior area locks.
 - d. All other electronic locking devices.
 - e. Electronic card access devices including:
 - (1) Combination identification/access card.
 - (2) Key fob.
 - (3) Microprox tag.
 - f. The above locking system components are property of Ozaukee County.
3. The Public Works Committee is authorized to establish and administer regulations and procedures in order to:
 - a. Provide physical security to Ozaukee County property and their occupants.
 - b. Administrate and control of the Card Access System.

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- 1 4. Control of Key Card Access System.
 - 2 a. The Buildings Superintendent shall be responsible for the maintenance of
3 physical and mechanical electronic locking devices.
 - 4 b. The Sheriff's Office shall be responsible for the maintenance of the Justice
5 Center's:
 - 6 (1) Access Control System software.
 - 7 (2) Operating platform including the issuing of Key Card Access Devices.
 - 8 (3) Key Card control record keeping.
 - 9 (4) Lock change and security access authorizations.
 - 10 c. The Human Resources Department shall be responsible for the maintenance
11 of the Administration Center's:
 - 12 (1) Access Control System software.
 - 13 (2) Operating platform including the issuing of Key Card Access Devices.
 - 14 (3) Key Card control record keeping.
 - 15 (4) Lock change and security access authorizations.
 - 16 d. The Lasata Administration Office shall be responsible for the maintenance of
17 the Lasata Campus':
 - 18 (1) Access Control System software.
 - 19 (2) Operating platform including the issuing of Key Card Access Devices.
 - 20 (3) Key Card control record keeping.
 - 21 (4) Lock change and security access authorizations.
- 22 5. Electronic Access Authorization and Eligibility.
 - 23 a. Department Heads or their specific designees shall be the only individuals
24 authorized to request electronic access or changes within their respective
25 departments.
 - 26 b. Departmental designees shall have their authority delegated in writing to:
 - 27 (1) The Sheriff when requesting access to the Justice Center.

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- 1 (2) The Human Resources Department when requesting access to the
2 Administration Center.
- 3 (3) The Lasata Administrator when requesting access to the Lasata Campus
4 buildings.
- 5 c. Department Heads are requested to carefully consider all requests for access
6 devices so that the protection and security of Ozaukee County facilities and
7 property are maintained.
- 8 d. For the purpose of this policy, the County Board Chair will be deemed a
9 Department Head. County Supervisors; employees within that department.
- 10 e. Building access with electronic access devices will only be issued to
11 Ozaukee County employees if the employee's job responsibility requires
12 such assignment as requested by the appropriate Department Head.
- 13 f. Individuals accepting custody of an Access Card Device will sign a
14 statement acknowledging their responsibility for their care, use and return
15 upon retirement, change of title, resignation or separation from Ozaukee
16 County.
- 17 g. Key Card Access Devices for the Justice Center may be issued with proper
18 written justification to:
- 19 (1) Part time staff.
- 20 (2) Temporary employees.
- 21 (3) Contractors.
- 22 (4) Student Interns.
- 23 (5) Attorneys who agree to the security pass program.
- 24 (6) Regular volunteers.
- 25 6. Obtaining an Access Card and or Keys:
- 26 a. When access is requested, the Department Head or designee will fill out and
27 sign an Access Card Request form.
- 28 (1) When Justice Center access is requested the Sheriff's Office designee
29 will verify the requestor's authority and review the appropriateness of the
30 employee's access level being granted.
- 31 (2) Differences between access standards and requested access levels will be
32 reviewed and approved or denied by the Sheriff's Office. Access may be
33 denied for cause.

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- 1 (1) A lost Administrative Center Access Card Device shall be reported to the
2 Human Resources Department.
- 3 (2) A lost Justice Center Access Card Device shall be reported to the
4 Sheriff's Office.
- 5 (3) A lost Lasata Campus Access Card Device shall be reported to the Lasata
6 Administrator's Office.
- 7 b. If a replacement device is ordered, the request will be annotated "REPL"
- 8 c. The employee's personnel file will be noted that the original device was lost,
9 stolen or missing.
- 10 d. The costs for locks that are reprogrammed in order to restore security may be
11 charged back to the appropriate department.
- 12 e. The Sheriff's Office may investigate each incident of lost Access Card
13 Devices and may authorize lock changes needed because of a breach of
14 security.
- 15 f. Charges for replacement of Access Card Devices, new locks and hardware
16 may be appealed to the Public Works Committee.

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