

OZAUKEE COUNTY POLICY AND PROCEDURE MANUAL

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4.01. ADMINISTRATION OF ADMINISTRATION CENTER, JUSTICE CENTER, AND LASATA CAMPUS ⁽¹³⁻¹¹⁾

(1) Holidays: ⁽¹¹⁻⁷⁶⁾

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

1. January 1 (New Year's Day)
2. Last Monday in May (Memorial Day)
3. July 4 (Independence Day)
4. 1st Monday in September (Labor Day)
5. Thanksgiving Day
6. Day after Thanksgiving Day
7. December 24 Christmas Eve
8. December 25 Christmas Day
9. December 31 (New Year's Eve)
 - a. If January 1 (New Year's Day) or December 25 Christmas Day falls on a Saturday, December 24 Christmas Eve and December 31 (New Year's Eve) will be observed on the preceding Thursday.
 - b. If January 1 (New Year's Day) or December 25 Christmas Day falls on a Sunday or a Monday, December 24 Christmas Eve and December 31 (New Year's Eve) will be observed on the preceding Friday.
 - c. If a holiday falls on a Saturday, it will be observed on the preceding Friday.
 - d. If a holiday falls on a Sunday, it will be observed on the following Monday.
10. One floating holiday
 - a. This day off may be taken at any time, upon due notice to the employee's supervisor.
 - b. This provision shall only apply to employees who are working at least half-time.
 - c. Employees who do work at least half-time will be permitted to take time-off based on the hours normally worked in each week.
 - d. If this day off is not taken by the end of each year, the day will be forfeited and no compensation will be paid to said employee.

(b) County Offices open for business on Saturdays and Sundays shall observe the holiday's on the calendar date.

(2) Office Hours:

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- (a) The office hours of the Administration Center and Justice Center shall be Monday through Friday inclusive from 8:00 A.M. to 4:30 P.M. (20-43)
- (b) The office hours at Lasata Campus shall be Monday through Friday inclusive from 8:00 A.M. to 4:30 P.M.
- (c) Holidays listed above excluded.
- (3) Lunch Breaks: (11-76)
 - (a) Employees shall receive an unpaid lunch break of up to one hour during office hours.
 - (b) Employees at Lasata Campus shall receive a one half-hour unpaid lunch break during office hours.
- (4) Snow Emergency Procedure:
 - (a) If there has been a heavy snowfall during the night prior to a regular workday and the roads are impassable or travel would be considered hazardous, the following procedure shall be followed:
 1. On or before 7:30 A.M. the County Administrator shall communicate with the County Board Chairperson to reach agreement as to whether or not the Administration Center and Justice Center shall open for business on that day.
 2. In the absence of the Chairperson the Administrator shall contact the following to determine if a Snow Emergency is warranted in order of succession:
 - a. Vice Chairperson
 - b. Second Vice Chairperson
 - c. Chairperson of the Finance Committee
 3. Upon the determination that a Snow Emergency is warranted the County Administrator shall notify:
 - a. Radio Station WTMJ
 - b. The Ozaukee County Sheriff's Department
 - c. The County Clerk's Office
 4. County Board Members, Department Heads, and Staff may contact the County Clerk's Office to determine the status of the Snow Emergency.
 5. If the snowfall does not warrant a Snow Emergency employees must report for work by 9:30 AM
 6. An employee not reporting for work by 9:30 A.M. is required designate time off work as:
 - a. Compensatory time
 - b. Vacation time
 - c. Leave without pay

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- (b) In the event that an official weather forecast necessitates a Snow Emergency to be issued during a normal work day the following procedure shall be followed:
 - 1. The County Administrator shall determine the need for a Snow Emergency as defined above.
 - 2. Upon the decision that a Snow Emergency is warranted the County Administrator shall notify all department heads concerning the decision.
 - a. All time off after the designated time of closing shall be considered an excused absence.
 - b. If any individual leaves work before the designated closing time, all time off shall be handled as provided in section 5 above.
- (5) Power Outage Procedure:
 - (a) If electric power will be unavailable at County facilities for a period of at least two hours:
 - 1. Employees with adequate electric power furnished by the building emergency generator will be expected to carry on their normal duties.
 - 2. Employees with less than adequate electric power will be expected to stay on the job and perform as many of their normal duties as possible.
 - 3. At least one employee shall remain on the job in each department to answer telephone calls.
 - 4. Employees with no electric power will be permitted to leave work unless there is a possibility of performing their duties in another part of the building.
 - 5. Any employee wishing to leave the building contrary to the above procedures will be required to take vacation time, compensatory time off or unpaid leave.
 - 6. Notification of any anticipated power outage will be initiated by the County Administrator.
 - (6) Use of County Owned Property:
 - (a) Use of Offices and Meeting Rooms:
 - 1. The Ozaukee County Public Works Committee shall have responsibility for the use of the Ozaukee County Administration Center and Justice Center.
 - 2. The Administration Center and Justice Center buildings are to be used only by county departments or governmental bodies.
 - 3. A governmental body is defined as:
 - a. Federal, state or local office
 - b. Elected official
 - c. Agency, board, commission, committee, council, department or public body corporate and politic created by constitution, statute, ordinance, or rule or order, or a formally constituted sub-unit of any of the foregoing.

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4. The Public Works Committee may delegate authority to permit use of the buildings to the Facilities Manager or to any other person it deems appropriate.
- (7) Bomb Threat Procedure:
 - (a) Receipt of Threat (Justice Center, Administration Center or Lasata Campus)
 1. Telephone
 - a. Complete prescribed form
 - b. Keep caller on phone as long as possible to get as much information as possible
 - c. Pay attention to background noises
 - d. Listen for voice distinguishing characteristics.
 2. Written Message/Package
 - a. Determine identity of person making delivery.
 - b. Retain any envelope or wrapping.
 - c. Give message or package to responding authorities.
 - (b) Notification Procedures
 1. Call Police Department (911).
 2. Call building personnel as follows:
 - a. Buildings Superintendent (Administration Center; Ext. 8327; Justice Center, Ext. 8399).
 - b. County Administrator Ext. 8198.
 - c. One of the above mentioned building personnel will notify department personnel, as deemed necessary, using the tornado warning alerting procedure.
 - (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.
- (8) Tobacco-Free Policy: (13-11)
 - (a) Ozaukee County seeks to provide a tobacco-free environment for our visitors, elected officials and employees, protecting the public and employees from exposure to environmental tobacco smoke in and around County facilities.
 - (b) Tobacco products: This policy applies to all products containing tobacco or inhaled tobacco substitutes.
 - (c) This policy applies to the following County property:
 1. Ozaukee County Administration Center & Historic Courthouse

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2. Ozaukee County Justice Center
 3. Ozaukee County Highway Department and Highway Department satellite shops
 4. Ozaukee County Lasata Senior Living Campus
 5. All outside parking areas, property and grounds associated with the structures listed above items #1-4
 6. All County owned vehicles
 7. All County facilities listed in Section 5.04 of the County Code of Ordinances per the provisions of Section 101.123(2)(a)8r. of the Wisconsin Statutes.
 8. Columbia St. Mary's Center, Ozaukee County Pavilion and all buildings at Ozaukee County Fairgrounds
 9. All County owned vehicles
- (d) This policy does not apply to the exterior areas at the following County property and provides for the following exemptions:
1. Ozaukee County Fairgrounds
 2. Ozaukee County Parks and the Mee-Kwon and Hawthorne Hills Golf Courses
 3. Lasata Care Center residents may be grandfathered, effective as of the date of passage of this policy, according to the Federal Nursing Home Code F242, allowing them to continue smoking in designated outside areas.
- (e) Communication of Policy:
1. Signs bearing the message "Tobacco-Free" will be clearly posted at each building entrance and area where smoking is prohibited by this policy.
 2. No ashtrays, butt cans or smoking shelters will be provided on tobacco-free grounds.
- (f) Responsibilities:
1. The Human Resources Department is responsible for ensuring that all employees are notified of the tobacco-free policy and receive a copy of the policy.
 2. Adherence with the Ozaukee County tobacco-free policy is expected by all employees, understanding that a safe and healthy environment benefits staff, patients, and the public.
 3. It is the responsibility of all staff members to communicate and support this policy to all patients, visitors, general community and peers.
- (g) Support Programs:
1. Information is available through the Human Resources Department regarding the following support services for smokers and tobacco users:
 - a. Tobacco Quit Line
 - b. Smoking Cessation Programs

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- c. Employee Assistance Program

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Safety & Wellness Policy 4.02

4.02. SAFETY AND WELLNESS POLICY (15-10)

- (1) Employee Safety: 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) Staff Responsibilities: (15-10)
 - (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.
- (4) Employee Responsibility To Report To Work During an Emergency: (11-11), (15-10)
 - (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.

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- (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.
- (5) Employee Wellness: (15-10)
- (a) Ozaukee County strives to create a “Healthy Community” for our employees and their immediate families.
 - 1. The County Employee Wellness Program’s primary purpose is to promote healthy lifestyles by developing policies, activities, and impacting the work environment to improve the overall health and well-being of our employees.
 - 2. All employees are expected to take an active role in understanding the correlation between employee health and operational costs, including:
 - a. Decreasing direct healthcare costs;
 - b. Improving the utilization of preventive healthcare;
 - c. Increasing employee performance by lowering rates of pre-absenteeism and absenteeism;
 - 3. Employees actively engaging in the Employee Wellness Program will be eligible to receive various wellness incentives as determined by the County.
 - (b) Wellness Oversight: The County Finance Committee and Human Resources Department have the responsibility for the development and implementation of the County Employee Wellness Program.
 - (c) Wellness Goals:
 - 1. Reducing health care costs;
 - 2. Reducing obesity and other health related issues;
 - 3. Decreasing absenteeism due to illness, depression and stress;
 - 4. Increasing employee job satisfaction
 - (d) Human Resources Department Roles:
 - 1. Coordinate health and wellness programs at the worksite and outreach to employees;
 - 2. Promote utilization of health plan services and programs that contribute to good health practice, including the Employee Assistance Program;
 - 3. Monitor quality and accessibility for wellness programming;
 - 4. 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.

- (6) Safety and Wellness Committee: (15-10)

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- (a) The County Finance Committee will be responsible for approving the appointments of county employees to the Safety and Wellness Committee, as recommended by the Human Resources Director, appointments shall include the following representation.
 1. The Human Resources Director or designee
 2. One Public Health Department representative
 3. One Highway Department management representative and one Highway Department employee representative
 4. One Sheriff's Department Sworn management representative and one Deputy from the Sheriff's Department
 5. One Lasata management representative and one Lasata employee representative
 6. The Emergency Management Director
 7. Three At-Large Representatives from any County Department
- (b) Safety and Wellness Committee responsibilities:
 1. The Safety and Wellness Committee shall meet quarterly to assist in the development and design of safety and wellness programming.
 2. The Ozaukee County Safety and Wellness Committee shall provide general oversight to the County Employee Safety and Wellness Program making formal recommendations on strategies to meet the County's safety and wellness goals and suggesting policy creation based on the primary components below:
 3. Reviewing employee accident reports
 4. Engaging employees as partners in safety and wellness;
 5. Recommending incentives for participation in safety and wellness programming;
 6. Providing a supportive work environment that supports a healthy lifestyle, healthy eating, physical activity, stress management and the cessation of tobacco use;
 7. Establishing measurable objectives to assess the impact of safety and wellness programming;
 8. Recommending the sources of and allocation of safety and wellness resources to the Finance Committee, including budgeted wellness funds, grant writing and other fund raising

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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), (14-59)
 - (a) Regular and temporary employees shall be paid biweekly according to the county wage scales in Section 3.02 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 County may allow a higher entrance rate of up to 2% per year of job related experience beyond the minimum rate.
 3. Recruitment at any rate beyond the minimum rate requires the approval of the County Administrator.
 - (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.
 - (b) The Finance Committee may approve an earlier starting date for the replacement employee for the purposes of training.
- (6) Reinstatement: An employee who previously held a position in a class shall, upon reappointment to a position in the same class, be paid an initial or an intermediate rate

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within the range which is neither in excess of the maximum of the range nor in excess of the rate he/she formerly received.

- (7) Transfer: Whenever an employee is transferred to a position in the same grade in a different department or within the same department, there shall be no change in the rate of pay.
- (8) Promotions: (15-46)
 - (a) Promotions from within the service shall be encouraged where practicable.
 - (b) A promotion is defined as a change in pay grade.
 - (c) The pay rate new position must be higher than the current rate for the promoted employee's position.
 - (d) An employee being promoted may be paid at a rate which is 4% higher than their rate at the time of the promotion,
 1. Except that an increase beyond 4% may be granted to pay the minimum rate of the new grade
 2. Increases beyond 4% require the approval of the County Administrator
 - (e) Probationary Period: The probationary period for promoted employees shall be four (4) months.
 1. An employee who is determined by his or her Supervisor, or determines themselves, to be unable to do the work of the new position shall be returned to his or her former position.
 2. Reinstatement to the previous position is dependent on the position being available.
- (9) Regulation of the Pay Plan: (11-76), (13-77), (14-48)
 - (a) The County Board shall take action on a wage increase for the County Board, Constitutional Officers and non-represented employees. (09-78)
 1. The wage increases for the County Board and Constitutional Officers shall be approved by resolution before the earliest time for filing nomination papers for the elected office, per 59.22(1) Wis. Stats.
 2. The wage increases for non-represented employees shall be approved in the annual County budget.
 - (b) Non-represented employees shall be eligible for wage and step increases in pay as defined in Section 3.02 of the Policy and Procedure Manual.
 1. Employees who have reached the maximum step of the non-represented step pay plan shall not be eligible for step increase.
 2. The wage and step increases will be granted upon the completion of a satisfactory Ozaukee County Performance Development and Review.
 3. Employees deemed ineligible for the wage increase shall not be eligible for a step increase until the satisfactory completion of a Performance Improvement Plan.

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4. Upon satisfactory completion of the Performance Improvement Plan the employee may be eligible for the wage and/or step increase at the discretion of the department head in consultation with the Human Resources Director and/or County Administrator.
 - a. Ozaukee County Performance Development and Review System:
 - (1) All employees, shall be evaluated annually on or before their anniversary date.
 - (2) Anniversary date is defined as the employee's hire date or position changes in grade, whichever occurs last.
 - (3) Employees eligible for step increases shall be evaluated as defined in the Performance Development and Review guidelines available in the Human Resources Department
 - (4) Non-Supervisory employees shall be evaluated by their immediate supervisor, the review shall be approved by their department head
 - (5) Supervisors shall be evaluated by the department head.
 - (6) Department heads shall be evaluated by the County Administrator.
 - (7) Step increases will be granted for the first full pay period following the completion of a satisfactory Performance Development and Review.
 - b. Performance Improvement Plan:
 - (1) A Performance Improvement Plan is enacted when an employee receives a Performance Development and Review not meeting management expectations:
 - (a) Performance Improvement Plan must be approved by the manager's immediate supervisor before enacted.
 - (b) Performance Improvement Plans shall be completed in accordance with the guidelines included in the implementation manual.
 - (c) An employee is not eligible for a step increase until the completion of a satisfactory Performance Improvement Plan.
 - (c) Annual Wage Increase and Bonus System ⁽¹⁴⁻⁴⁸⁾
 1. The System covers all non-represented employees, it shall not apply to employees represented by collective bargaining agreements.
 2. Goals of the System
 - a. A system and process which is fair and rewards and motivates employees.
 - b. A process which is applied consistently throughout the County.
 - c. A system which uses objective criteria.
 - d. A system which is easily understood and communicated.
 3. Wage Increase:
 - a. A wage increase is an on-going monetary reward that reflects improved job proficiency, expressed as a percentage of the employee's salary.

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- b. To qualify for a wage increase, an employee's performance must be consistently satisfactory or better.
- c. The wage increase system is designed to encourage superior performance by employees.
- d. A wage increase is determined by the employee's performance as indicated on two portions of the evaluation:
 - (1) Performance on goals and objectives that have been established by the supervisor and employee.
 - (2) Performance on the job standards contained in the job description.
- 4. Annual Bonus:
 - a. The annual bonus is a lump sum amount received during the evaluation period, usually the budget/calendar year.
 - b. The annual bonus is for rewarding:
 - (1) Outstanding achievement and results during the evaluation period.
 - (2) Behavior that measurably exceeds the job expectations and standards established for the position.
 - c. Bonuses must recognize extraordinary or superior achievements and are not intended for meeting minimal job requirements.
 - d. Bonus payments are one-time payments and are not factored into the employee's ongoing base pay.
 - e. Bonus dollars cannot be used for wage increases as defined above.
- 5. Spot bonuses
 - a. Spot bonuses reward achievements that deserve special recognition for exceeding expectations for exceptional performance.
 - b. Spot bonuses must recognize actions or accomplishments that are beyond the scope of the employee's regular day-to-day activities and assignments.
 - c. Spot bonuses may not exceed \$50 in value and may be a direct monetary bonus or be a non-cash form, i.e., food, gift certificates or other approved awards.
 - d. Spot bonuses must be tied to a discrete action rather than awarded for a situation of consistently exceptional performance.
 - e. Spot bonuses may reward achievements of a single employee or groups of employees.
- 6. Wage Increase and Bonus Funding
 - a. Wage increase and bonus allocations are set annually by the County Board as part of the budget process.
 - b. Department supervisors shall make wage increase and bonus recommendations to the Department Head based on the individual employee evaluation process.

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- c. The County Administrator and Human Resources Director must approve the recommendations within each department's allocated funds for wage increases, annual bonuses and spot bonuses.
- 7. Evaluation Process
 - a. Wage Increase Process
 - (1) An employee's wage increase is determined utilizing the Performance Development and Review Forms and current job description to set employee objectives and evaluate employee performance.
 - (2) Performance Development and Review Forms must be submitted for eligibility for wage increases.
 - (3) Relative Weight:
 - (a) For performance evaluation purposes, measures of the employee's primary responsibilities and achievements are used to determine wage increases.
 - (b) Supervisors and employees must identify specific objectives and goals to include on the forms.
 - (c) The job description may be used to determine weights.
 - (d) Wage increases shall be granted per Section 4.04(9)(b) of the policy and procedure manual.
 - (e) Wage increases may be used in conjunction with a Performance Improvement Plan to improve employee performance.
 - (f) Wage increases are based upon the entire year's performance.
 - b. Annual Bonus Process
 - (1) A lump sum bonus may be awarded to an employee displaying outstanding performance generally on an ongoing, longer-term period or project basis.
 - (2) The bonus may not exceed two-percent of the employee's salary.
 - (3) The bonus may be granted upon as part of the Performance Development and Review process or for eligible achievements throughout the calendar/budget year.
 - (4) Potential bonus items include:
 - (a) Process improvement
 - (b) Improved efficiency and effectiveness
 - (c) Improved safety
 - (d) Extraordinary effort
 - (e) Outstanding teamwork
 - 1. Eligible suggestions include, but are not limited to improvements that:
 - a. Increase revenues or reduce expenses

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- b. Increase productivity, efficiency, or eliminate the need for new equipment or materials.
 - c. Reduce energy usage, eliminate waste, recycles materials, or eliminates fire or safety hazards.
- (5) The supervisor shall make a written recommendation for each employee's bonus to the Department Head.
- (6) The County Administrator, Human Resource Director and Department Head shall finalize the allocation of bonuses considering the scores of each employee.
- c. Spot Bonus Process
- (1) Spot Bonuses recognize discrete action that exceeds the scope of the employee's regular day-to-day activities and assignments.
- (2) Spot Bonuses may reward an individual employee or a group of employees.
- (3) Employees may be recommended for spot bonuses by any individual or employee who recognizes a reward worthy action.
- (4) The supervisor shall make a written recommendation for any employee's spot bonus to the Department Head.
- (5) The County Administrator, Human Resource Director and Department Head shall finalize the approval of spot bonuses considering the action of each eligible employee.
- (6) Spot bonuses should be awarded within 48 hours of the employee achievement.
8. All wage increase and bonus forms shall be maintained in the employees personnel file.
9. Performance Development and Review Process:
- a. It is recommended that the employee completes a self-evaluation on primary responsibilities and achievements and forward the completed forms to the supervisor before the performance evaluation.
 - b. The supervisor shall review employee's evaluation and meet with the employee.
 - c. The employee may comment and suggest final adjustments.
 - d. If there is a significant difference between the supervisor's evaluation and the employee's evaluation on any item, the form shall include an indication to the Department Head or Human Resources Director that there were issues or concerns with the evaluation and that special note of the information should be taken.
 - e. The Department Head shall review the evaluation.
 - f. If there are no issues with the evaluation, the Department Head shall sign the form and forward back to the Human Resources Department.
 - g. If there are issues with the evaluation, the Director, at their discretion, may discuss the issues with the supervisor and/or employee.

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- h. Comments by the supervisor and employee are mandatory for all standards and objectives.
 - i. Supervisors and employees must sign the forms.
 - j. Employees determined to meet or exceed the performance goals and objectives that have been established by the supervisor and employee are eligible for a wage increase.
10. Employee Recognition for Bonus Awards:
- a. Employee actions deemed eligible for annual bonuses and spot bonus awards shall be reported to the oversight committee of their county department. It is recommended that employees be asked to attend the Standing Committee meeting for proper recognition.
 - b. Employee actions deemed eligible for annual bonuses and spot bonus awards shall be reported quarterly to employees to highlight the eligible projects and actions among the workforce.
 - c. All documentation related to annual bonuses and spot bonus awards shall be maintained in the employee's individual personnel file.
11. Employees working to improve performance under a Performance Improvement Plan as defined under section (9)(b)(4)(b) of this section shall not be eligible for any wage or bonus increases until the successful completion of the Performance Improvement Plan.
- (10) Maximum Rate:
- (a) The salary paid to the incumbent of any position in a given grade shall not exceed the maximum rate in the salary range for that grade.
 - (b) If the classification of an individual changes, resulting in the employee having a salary in excess of the maximum for the new grade:
 - 1. The employee's salary shall only be increased by the amount of the cost of living increase granted other non-represented employees.
 - 2. Step increases shall not be granted.
 - (c) If an individual changes to a position with a lower classification, such individual may not receive a salary in excess of the maximum rate for the new position.
- (11) Holidays: (11-76)
- (a) The holidays specified in Section 4.01 of this manual shall be holidays for each full-time Administration Center, Justice Center and Lasata Campus employees.
 - (b) Each such employee shall receive the same pay for such holidays as for a regular workday.
 - (c) If an employee works less than full-time, but at least half-time, he or she will be paid for holidays based on the percentage of time (number of hours) normally authorized to be worked.

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- (d) In January of each following year, these employees will be compensated for additional hours worked during the previous year if these additional hours exceed the authorized hours by at least 10%.
- (e) Employees working on holidays shall receive their regular established salary, in addition to holiday pay, for the holidays defined in Section 4.01 of this manual.
 - 1. To be eligible for their salary these positions must be required to and perform the work.
 - 2. If these positions do not work on the defined holidays they are eligible for the holiday pay only.
- (12) Overtime Compensation: (11-50), (11-76), (17-5)
 - (a) All Department Heads and Managers must approve employee requests to work in excess of the normally scheduled work day.
 - (b) When the departmental workload allows Department Heads and Managers shall implement a flexible schedule for employee requests to work in excess of the normally scheduled work day.
 - (c) Upon prior approval of the Department Head, any time worked in excess of forty (40) hours per week shall be compensated at time and one-half pay for those hours.
 - 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, shall be paid a supervisory differential of \$6.00 an hour or the top pay rate for the Nursing Supervisor position, if the \$6.00 an hour would increase the acting shift supervisor's rate greater than the top pay rate for the Nursing Supervisor position.

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- (h) Deputy Sheriffs acting as Corporal shall be paid a supervisory differential of \$1.00 an hour.
- (13) Group Health Insurance: (11-39) (12-46), (13-60), (13-84), (14-47), (15-35)
- (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 30 hours 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.
 - (3) In the event a part-time employee becomes a full-time employee, the County will pay the premium effective on the first day of the month following completion of 2 full months of employment.
 - (4) If any employee has insufficient earnings to cover the required 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. Failure to pay this premium amount will result in cancellation of coverage.
 - (5) Members of the County Board shall be eligible for group coverage for as long as they are members of the County Board, provided they pay the applicable premium by the due date.
 - b. Eligibility for Retirees:
 - (1) Employees who retire from County employment shall continue to be eligible for group coverage provided they pay the applicable premium by the due date.
 - (2) If the retired employee dies, the spouse of said employee shall be eligible for coverage under the same conditions.
 - (3) Retirees or their spouses who are eligible for Medicare will not be eligible for health insurance.
 - (a) Ozaukee County will make available Medicare supplemental packages for purchase.
 - (b) Medicare eligible employees are required to pay the full premium for supplemental packages.
 - 2. County Contribution: (21-37)
 - a. Ozaukee County shall pay either 88% or 80% of a single, employee/spouse, employee/child(ren), or a family plan, as applicable, for those permanent non-represented full-time officials and employees who are enrolled in the Ozaukee County Group Health Insurance Plan based on the following criteria:

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- b. Ozaukee County shall pay 88% for participants who enrolled to the group health insurance plan prior to January 1, 2012; and 80% for participants who enrolled on or after January 1, 2012.
 - (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.
- c. Effective January 1, 2023, for all participants regardless of hire date, Ozaukee County shall pay 88% if the participant completes the County's wellness program in the prior year, and 80% for those who did not complete the program in the prior year. The wellness program must be completed on an annual basis for the participant to continue receiving an 88% contribution from Ozaukee County in the next year.
- d. Effective January 1, 2022, if a participant is paying 20%, they shall be moved to 12% upon completion of a current year's wellness program on the following payroll deduction, if program completion is confirmed by the Human Resources Department by the Monday before the first payroll date of the month, if not confirmed by then the change to 12% will be effective the following month.
- 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: (21-36)
 - (1) Under the provisions of the Consolidated Omnibus Reconciliation Act of 1987, anyone who is covered by the County's group health, dental, vision, or flexible spending account (FSA) insurance contracts 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: (12-46), (13-60), (13-84), (14-47), (15-35), (17-36), (18-46)
 - a. The full plan design document is available in the Human Resources Department and details specific coverage levels.
 - b. Annual Deductible and Out of Pocket Maximums:
 - (1) Employees contributing the full employee contribution to the Wisconsin Retirement System per Ch. 40 Wis. Stats: (12-73), (14-23)
 - (a) Annual Deductible

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1. \$1,500/single plan and \$3,000/single plus one or family plan for services provided in-network. Some benefits may be processed at In-Network benefit levels when provided by an Out-of-Network provider. When Non-Network charges are covered in accordance with Network benefits, the charges are still subject to the Usual and Customary charge limitations.
 2. The deductible is waived and payable at 100% for annual physical exams, vision exams, immunizations and well child care.
- (b) Out of Pocket Maximums: \$6,850/single plan and \$13,700/single plus one or family plan.
- c. Coinsurance: 100%/0% for services provided in-network.
- d. Copayments: (15-35)
- (1) Primary: \$25 per office visit.
 - (2) Specialist: \$50 per office visit.
 - (3) The copayment will be waived for annual exams, immunizations, well child care and for other types of ongoing care as defined by the Group Health Trust.
 - (4) Emergency room Care:
 - (a) \$250 per visit
 - (b) The copayment will be waived if the individual is admitted to the hospital or the attending physician certifies the need for such emergency care.
 - (5) Urgent Care: \$50 per office visit
 - (6) Non-Emergency Advanced Imaging Copay: \$100 per office visit
- e. Prescription Drug Coverage:
- (1) Up to a 30-day supply will be \$0 value/\$10/generic; \$30/brand name; \$60/brand name non-formulary.
 - (2) 3-month supply will be \$0 value/\$30/generic; \$90/brand name; \$180/brand name non-formulary.
 - (3) 3-month supply order by mail will be \$0 value/\$20/generic; \$60/brand name; \$120/brand name non-formulary.
 - (4) Copayments for prescription drugs do not apply to the annual deductible for health insurance.
 - (5) Mandatory Generic Substitution:
 - (a) If Brand name drug chosen when Generic or Formulary is available, must pay cost difference plus Brand name copayment.
 - (b) Mandatory substitution will not apply when required by physician by a Dispensed as Written (DAW) order.
- f. In-network benefits will be payable for out-of-network providers services only if:

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- (1) An in-network Provider treats an injury or sickness and related covered expenses from that treatment are performed by an out-of-network provider that is a: provider, pathologist, anesthesiologist, radiologist, or emergency room physician.
 - (2) The insured is outside of the in-network service area and requires emergency medical care.
 - (3) A referral is made by an in-network provider to an out-of-network provider for required medical services.
- g. Employee Health Clinic:
- (1) The employee health clinic is created for the exclusive use of employees and dependents of Ozaukee County covered under the County's group health insurance plan.
 - (2) The employee health clinic will offer many of the services provided in a typical physician's office including:
 - (a) Occupational Medicine
 - (b) Chronic Disease Management
 - (c) Immunizations
 - (d) Exams and Screenings
 - (e) Lab Tests
 - (f) Prescriptions
 - (g) Diabetic Training
 - (h) Nutrition and Exercise Counseling
 - (i) Tobacco Cessation
 - (3) No deductible, co pay or co-insurance charges shall apply to the clinic services offered by the employee health clinic to employees and dependents of Ozaukee County covered under the County's group health insurance plan.
 - (4) The employee health clinic shall comply with all guidelines and regulations set forth in the Health Insurance Portability and Accountability Act (HIPAA).
- h. Wellness Reimbursement (14-47), (19-3)
- (1) Ozaukee County offers a significant wellness incentive to eligible plan participants covered under the family, single, and single-plus-one plans who complete the annual wellness program requirements.
 - (a) Eligible plan participants are defined as employees and their spouses for the purposes of the wellness reimbursement.
 - (b) Wellness incentive payments
 1. The incentive will total \$500 for insured employees covered by a single plan.

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2. If an insured employee is covered by the family or single-plus-one plans and has a spouse on the plan, the employee can earn \$500. The spouse may also participate and earn \$500. A spouse cannot earn an incentive if the employee does not complete the program.
 3. If an insured employee is covered by the family or single-plus-one plans and does not have a spouse on the plan, the employee can earn \$1,000.
 - (2) Employees may claim the incentive by:
 - (a) Submitting signed documentation from a medical provider demonstrating that eligible plan participants have received the annual wellness exam and a biometric screening to the Human Resources Department, and;
 - (b) Earn the required number of wellness points by participating in the preventative care and wellness activities available through the wellness program.
 - (3) The wellness incentives will be paid within the first quarter of the subsequent calendar year on the County's normal biweekly pay schedule and is subject to state and federal income taxes.
 - (a) The reimbursement will only be paid in whole and not split between plan participants.
 - (b) The wellness incentive will not directly reduce the annual deductible.
- (14) Charge for Travel & Expenses:
- (a) The rates of pay provided represent total remuneration to be paid to employees, including pay in every form, but do not include reimbursement for actual and necessary expenses authorized and incurred incident to employment or present car mileage allowances.
 - (b) Reimbursement for travel will only be made for mileage in excess of mileage normally traveled in driving to and from an employee's place of work.
- (15) Vacancies: (11-76), (13-48), (14-59), (17-58)
- (a) All vacancies must be administratively reviewed and studied.
 1. The County Administrator may approve the filling of vacancies when no modifications to the pay grade and/or annual hours of the vacant position are requested.
 2. When a change in the pay grade and/or annual hours of the position is requested, the County Administrator shall make a recommendation to the Oversight and Finance Committee, both of which shall approve the requested changes before permission to fill is granted.
 3. The review will determine whether the vacancy should be filled and how it should be filled.
 4. Janitors, on-call, seasonal, temporary and Lasata campus non-management and administrative employees are excluded from section (a) above.
 5. Changing Position Titles:
 - a. The title of the vacant position may be changed by the Finance Committee

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- b. The Committee shall direct the Human Resources Director to change the position title in Chapter 3 of the Ozaukee County Policy and Procedure Manual
- (b) Temporary Positions: Department heads may temporarily classify and fill a position to other than budgeted classification level to meet short-term or immediate staffing needs with a review of the wages and hours by Human Resources and the approval of the County Administrator.
 1. No temporary position will be approved if it would cause the department to exceed its budgeted personnel expense.
 2. Temporary position classifications shall be limited to twelve months and cannot be extended. Department heads shall be responsible for tracking and monitoring Temporarily Filled positions, and will work with the Human Resources department and County Administrator to ensure compliance with this policy, including adhering to time limits.
 3. Where there is a longer-term or permanent staffing need, departments shall utilize the Ozaukee County Policy and Procedure Manual Chapter 4.03 (15).
- (16) Uniforms: (11-76)
 - (a) Sheriff's Department:
 5. Ozaukee County may furnish uniforms for Sheriff's Office personnel.
 6. These uniforms are to be returned to the Sheriff of Ozaukee County upon separation from service.
 7. An additional \$30.00 per month clothing allowance shall be paid to Detectives required to wear a business suit to perform their duties.
 - a. The amount specified will be accumulated in a drawing account.
 - b. The amount will be paid to the individuals in June and December each year upon receipt of proof that expenditures were made.
 - (b) Planning and Parks Department: (08-44)(11-76)
 1. Reimbursement of Safety Shoes: Employees will be reimbursed up to \$40.00.
 2. The above reimbursement is to be made only on a one-time basis following the furnishing of a receipt indicating the purchase.
 - (c) Emergency Management:
 1. Members of the Ozaukee County Haz Mat Team and Water Safety Patrol Unit shall be furnished uniforms.
 2. The Public Safety Committee shall approve Water Safety Patrol uniforms.
- (17) Physical Examinations: (18-69)
 - (a) All individuals selected to become employees shall submit to a County subsidized physical examination prior to commencement of employment in the following Departments:
 1. Highway Department

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2. Full-time Park Commission employees
3. Special Deputy Sheriffs
- (b) Office and Clerical employees of the departments above shall be excluded from the requirement
- (c) The examination shall be made by a physician selected by the Finance Committee of the County Board.
 1. If the individual desires to have the examination made by another physician, County forms shall be used.
 2. The entire cost of the examination, made by another physician, shall be borne by the individual.
- (d) Additional Examinations:
 1. When employees satisfying the examination requirement above are required to undergo additional medical or physical examinations to:
 - a. Satisfy Federal or State requirements
 - b. Seek a second opinion
 - c. In any case when the County has reasonable cause
 2. The County will pay for the cost of any required medical examination or test not covered by the employee's health insurance program.
- (18) Use of Time Cards: (11-76), (13-27)
 - (a) All appointed officials, department heads, and employees shall use time cards as follows:
 1. Non-elected officials, Department Heads, Exempt Personnel:
 - a. Each position is designated, by the County, as either "Non-exempt" or "Exempt" from the federal Fair Labor Standards Act and state wage and hour laws.
 - b. Employees in "exempt" positions are generally paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws and are not eligible for overtime pay.
 - c. Employees should contact the Human Resources Department if they are unsure of their position's designation.
 - d. Exempt Employees are not covered by the overtime provisions of the Fair Labor Standards Act. There are several categories of exempt employees, including those in bona fide executive, administrative, and professional positions. Exempt employees do not receive compensatory time regardless of time worked.
 - e. Exempt employees shall utilize a time report accounting for periods of absence.
 - (1) Any period of absence must be covered by a written remark on the card, indicating:
 - (a) The number of hours absent.
 - (b) The type of time off using the codes listed on the reverse side of each time card.

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2. All other personnel shall account for time worked on a daily basis by recording the actual work time:
 - a. Starting time
 - b. Lunch times
 - c. Quitting time
 3. All other Lasata Campus personnel shall use the timecards and punch clock system in place at Lasata.
 4. For employees using electronic time keeping systems:
 - a. The electronic systems shall serve as the system of record.
 - b. Submission of time worked via the electronic system shall serve as authentication and identification of the individual employee and hours worked.
 - c. No changes to the time record may be made unless the timekeeper system notes all revisions.
- (b) Falsification of hours on a time card shall be cause for dismissal.
- (19) Breaks: (11-76)
- (a) Employees are entitled to one (1) fifteen (15) minute break for each four (4) hours of work unless specified by departmental work rules.
 1. The break will commence when the individual leaves their work station and the individual is to be back at the work station by the end of the break.
 2. If an individual is unable to take a break, break time will not accumulate.
- (20) Jury Duty:
- (a) Full-time and part-time employees working more than 50% of the work week serving as a juror during regular work hours shall receive their regular rate of pay from the county.
 - (b) The amount paid shall be the regular salary or wage less the jury fee.
 - (c) As an alternative, an individual performing jury duty may elect to take vacation leave for the period of such jury duty.
- (21) Standby Duty:
- (a) The Finance Committee shall designate personnel subject to standby duty.
 - (b) Professional personnel, in departments who are subject to standby duty for night and weekend emergencies, shall be compensated as follows:
 1. Employees will receive .12 hours of compensatory time for each hour of standby duty.
 2. When performing actual work employees will receive straight-time pay.
 - a. The minimum credit when performing work on standby duty shall be of (2) hours for each case.

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- b. The two (2) hour minimum credit provision for each case shall not apply when it is known in advance that more than one (1) case will be handled during the callout period.
 - c. When performing actual work, employees shall not be eligible for compensatory time as defined above
- (22) Psychological Examinations:
- (a) Each applicant for a department head or other supervisory position may be required to submit to a psychological examination by a Wisconsin licensed psychiatrist and/or psychologist.
 - (b) The examiner shall provide a written report on the results of the examination to:
 - 1. County Board Chairperson
 - 2. County Administrator
- (23) Demotions:
- (a) When an employee is placed in a lower pay classification, such employee shall have his or her pay rate reduced four (4) percent.
 - (b) If the four (4) percent reduction results in a rate that exceeds the maximum rate for the position, a greater reduction will be made to place the employee at the maximum rate of the new position.
- (24) Work Rules:
- (a) Departments may establish work rules for employees in their department
 - (b) No such rule may conflict with any provision contained in this manual, the Code of Ordinances, or any State or Federal law.
- (25) Removal Procedure: An individual appointed or designated as a department head, or an individual appointed or designated to fill any statutory position, may only be removed from such position as provided for in Secs. [17.10](#) and [17.16](#) Wis. Stats., unless another section of the Statutes or the Code of Ordinances provides for a different removal procedure.
- (26) Administrative Leave:
- (a) Administrative leave will be ordered anytime an employee must be removed from duty due to:
 - 1. Any type of suspected misconduct
 - 2. Being considered emotionally or physically unfit for duty
 - 3. When authorized by Sheriff's Department Policy and Procedures
 - (b) The leave will be ordered in situations where leaving the employee on the job would create an unreasonable liability or safety issue for the County.
 - (c) Implementing Administrative Leave:

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1. A department head, or an immediate supervisor in the absence of the department head, may place an employee on administrative leave.
 2. The action shall immediately be reported in writing to the Human Resources Department.
 3. The Human Resources Department shall by the end of the next business day following commencement of such administrative leave, conduct an investigation to determine that such leave is justified.
 - a. The Human Resource Department shall report on the results of the investigation to the Finance Committee.
 - b. In the case of an extended absence by the Human Resources Department, the Corporation Counsel shall conduct said investigation.
 4. If it is anticipated that the administrative leave will extend beyond 3 weeks, the Finance Committee will meet to review the matter and to approve additional administrative leave time.
 5. Employees on administrative leave shall be paid for their normal scheduled work hours.
 6. If it is deemed necessary to place a department head on administrative leave:
 - a. The action shall be taken by the Chairperson of the Standing Committee responsible for oversight of that department upon agreement with:
 - (1) County Board Chairperson
 - (2) County Administrator
 - b. Once administrative leave is deemed necessary for a department head, the procedures outline above shall be followed
- (27) Compensatory Time Worked/Taken: (11-76)
- (a) Eligibility: All appointed officials, department heads in pay grade 110 and under of this manual may accrue compensatory time as set forth below.
 - (b) Reporting: The weekly time reporting shall account for compensatory time accrued and taken.
 - (c) Compensatory Time Accrual:
 1. Compensatory time may only be accrued for hours worked over forty (40) hours weekly.
 2. No compensatory time may be accrued by employees missing, or working through, a meal period to extend the work day.
 3. Compensatory time cannot be accrued for County recreational or social events.
 4. Compensatory time of less than seven minutes may not be claimed or accrued.
 - (d) Maximum Accrual:

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1. The maximum number of hours of compensatory time that may be accrued is 75 hours if working 37.5 hours per week or 80 hours if working 40 hours per week.
 2. Any compensatory time worked beyond the maximum permitted accrual will not be credited to the individual employee.
 - (e) Upon termination, an employee will be paid for all accrued compensatory time earned, subject to the maximum number of hours of compensatory time that may be accrued.
- (28) Education and Tuition Assistance Program:
- (a) Purpose:
 1. Ozaukee County encourages continuing education by offering Education and Tuition Assistance as part of the fringe benefit package.
 2. Education and Tuition Assistance is intended to provide assistance to employees to voluntarily participate in on-going education for the mutual benefit of the employee and Ozaukee County.
 3. It is the policy of the County to support on-going education programs which encourage employees to expand knowledge and job performance skills relevant to the employee's current or a possible future job with the County.
 - (b) Eligibility:
 1. All Ozaukee County full-time employees are eligible (37.5 or 40 hours weekly).
 2. Employees must have completed their initial probationary period prior to the start of a class.
 - (c) Criteria for Participation:
 1. An employee's participation in the program is voluntary, subject to the following provisions:
 - a. Funds must be approved and available in the annual budget for Educational and Tuition Assistance before an employee's participation may be approved.
 - b. The course(s) must be one, or more, of the following:
 - (1) Directly related to the employee's current position.
 - (2) Prepare the employee for a promotion to an existing position with the County.
 - (3) Be of direct and immediate benefit to the County.
 - 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.

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- (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.
 - (a) In the case of course approval, an Ozaukee County Tuition Reimbursement Request Form will be attached.
 - (b) In case of non-approval, the reason will be clearly stated. Everyone in the approval signature process will be notified.
 - (3) One application for approval must be completed for each class.
- f. Reimbursement:
- (1) Once the approved course has been completed, the employee should submit the following documentation to the Human Resources Department:
 - (a) A signed Tuition Reimbursement Request Form.
 - (b) A copy of their grade report.
 - (c) Original paid receipts for expenses.
 1. Expenses which may be reimbursed under this program include:
 - a. Tuition
 - b. Books
 - c. Materials
 - d. Lab Fees
 - (d) These materials must be submitted no later than forty-five days after course completion.

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- (2) Maximum reimbursement amounts are \$250 per semester, with a maximum reimbursement of \$500 per calendar year.
 - (3) Reimbursement will be made only after satisfactory completion of the course(s) defined as:
 - (a) A grade of "C" or better for an undergraduate course
 - (b) A grade of "B" or better for a graduate level course
 - (4) Employees are required to maintain employment with the County for one year after course completion.
 - (5) If an employee does not remain employed with the County for one year, they must repay 100% of the Educational Tuition Assistance provided to them during those twelve months.
 - (6) Reimbursement of educational expenses will not be made to an employee who terminates employment with the County before completion of the course(s) or who withdraws from the course(s) due to personal reasons.
- g. Exclusions:
- (1) The following are not covered by the Educational and Tuition Assistance Program, but may be covered under departmental budgets for Registration/Seminars:
 - (a) Non-credit courses
 - (b) Training for continuing education units (CEU's)
 - (c) Workshops
 - (d) Seminars
 - (e) Conferences
 - (f) In-service training
 - (2) This program does not include training required by the County or training mandated by state or federal regulations for employees to maintain their qualifications, proper certification, or licensure.
- h. Funding:
- (1) Funding for the County's Educational and Tuition Assistance Program is at the discretion of the County.
 - (2) The Program may be curtailed or discontinued by the County at any time.
 - (3) Curtailment of the program will not affect payment for a course that has been previously approved.
- (29) Employee Identification Badge Policy:
- (a) Purpose:

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1. Ozaukee County is committed to providing a safe and secure environment for the employees of Ozaukee County and for the security of the public utilizing Ozaukee County services.
 2. This policy will outline the responsibility, identification badge information, requirements for wear, new employee process, replacement of badges and use of employee identification badges.
- (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.

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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.
 2. An Identification Badge Authorization form will be completed and signed by the new employee at the time when their photo is being taken.
 3. If an employee transfers to another department, the employee will be issued a new identification badge with the new department name.
- (e) Replacement and Use:
 1. Ozaukee County will provide the first badge and badge holder at no cost to the employee.
 2. Replacement of lost cards and cardholders will be the employee's responsibility. The cost for a replacement card is \$10.00.
 3. If an employee has a name change, the employee must contact the Human Resources Department for a new identification badge at no cost to the employee.
 4. If an identification badge is broken or worn, the employee should contact the Human Resources Department for a replacement card at no cost to the employee, provided the damage was not a result of the employee's negligence.
- (f) When An Employee Terminates Employment with The County:
 1. The department head or supervisor is responsible for collecting the identification badge from the terminating person on the last day of employment and forward the card to the Human Resources Department.
 2. The card will be filed in the terminating employee's personnel file.
- (30) Wisconsin Retirement System Participation (08-66) (11-76) (12-47)
 - (a) The County participates in the Wisconsin Retirement System plan that is offered to eligible employees, and administered in accordance with Ch. 40 Wis. Stats.
 - (b) All eligible employees shall be enrolled in the Wisconsin Retirement System in accordance with Ch. 40 Wis. Stats.
 1. The County shall enroll protective employees, as those defined by Wis. Stat. §40.02(48) as employed for the purpose of detecting and preventing crime and enforcing laws or ordinances and authorized to make arrests for violations of the laws or ordinances and meeting all of the following requirements:
 - a. Involvement in active law enforcement or active fire suppression or prevention;
 - b. Frequent exposure to a high degree of danger or peril; and
 - c. A high degree of physical conditioning.
 2. The County shall enroll eligible Local Elected Officials, as those defined by Wis. Stat. § 40.02(24)

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3. The County shall enroll all other employees, not defined above, into the General Employment category.
- (c) All Sworn Management positions defined below in the Ozaukee County Sheriff's Department shall contribute the Employee Contributions to the Wisconsin Retirement System per Ch. 40 Wis. Stats: (12-73)
1. Undersheriff
 2. Captain
 3. Lieutenant
- (31) Mandated Furlough Policy: (09-30)
- (a) Applicability:
1. All County employees will be subject to unpaid furlough days under the mandated furlough policy when approved by the County Board Chairperson, County Administrator and Finance Committee.
 2. To ensure continuity of operations, to maintain adequate levels of public service, and avoid overtime, management retains the right to schedule furlough days for County staff.
 3. Mandatory furloughs must be implemented in full-day or half-day increments.
 - a. Eight (8) or four (4) hour increments for employees normally scheduled to work forty (40) weekly hours.
 - b. Seven and one-half (7.5) or three and three-quarter (3.75) hour increments for employees normally scheduled to work thirty-seven and one-half (37.5) weekly hours.
 - c. Employees normally scheduled to work part-time shall have their mandated furlough days prorated in full-day or half-day increments equivalent to their normally scheduled workday.
 4. No more than eight (8) furlough hours may be taken by an employee in a seven (7) day period.
- (b) Salary and Benefit Provisions:
1. No paid time off, including but not limited to accrued compensatory time, paid holidays, sick time, or vacation time may be used in lieu of mandatory furlough hours.
 2. Overtime and Compensatory Time: the terms and conditions of the Fair Labor Standards Act, the County Policy and Procedure Manual, and collective bargaining agreements will continue to control the payment of overtime and accrual of compensatory time. Mandatory furlough hours will not be considered hours worked for the purposes of calculating overtime and compensatory time.
 3. Employee Anniversary Dates: Employee Anniversary dates will not be impacted by the implementation of furlough days and will not impact employee performance reviews and salary advancements.

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4. Call in: In the event that an employee is called into work during scheduled furlough hours they will be compensated for the hours worked and employees will be required to reschedule furlough hours.
5. Employee benefits defined below will not be impacted by the implementation of furlough hours:
 - a. Health insurance and dental benefits;
 - b. Benefit calculation dates;
 - c. Life insurance and Long-Term Disability benefit amounts;
 - d. Sick leave and vacation accruals;
 - e. Unemployment benefits: eligibility will be determined by the State of Wisconsin Unemployment Compensation Division;
 - f. Workers compensation benefits:
 - (1) Workers compensation benefits shall be paid in accordance with the State of Wisconsin's Workers Compensation Law;
 - (2) If the healing period extends beyond the fiscal year and the employee has not completed the mandated furlough hours, the employee will be required to schedule furlough hours upon his or her return to service.
 - 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)

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- (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.
- (34) Long Term Disability Insurance: (11-52)
- (a) Ozaukee County will provide group long-term disability insurance for all permanent full-time officials, non-union employees and members of the Law Enforcement Union.
 - (b) Officials and employees shall be eligible for this benefit upon completion of 6 full months of employment.
 - (c) The monthly benefit will be 60% of the monthly salary.
 - (d) There shall be a period of elimination of 90 consecutive days for sickness and accidents.
 - (e) Benefits payable as a result of sickness may be continued for 5 years. If an employee is totally or partially disabled after attainment of age 69, the benefit period will be one year.
 - (f) Employees will be responsible for any personal income tax liability incurred with the County funded portion of this benefit.
- (35) Mandatory Direct Deposit: (13-31), (15-10)
- (a) Ozaukee County requires mandatory, direct deposit of bi-weekly or monthly paychecks for all employees, elected and appointed officials as a condition of employment.
 - (b) The County shall provide an individual statement each pay period showing the number of hours worked, the wages earned and the deductions made from that paycheck.
 - (c) An Authorization Agreement Form for Direct Deposit must be signed and provided to the Human Resources Department upon hire, including the following information:
 - 1. The employee name
 - 2. Name of banking institution
 - 3. Account routing number
 - 4. Account number
 - 5. Account type
 - a. Checking
 - b. Savings
 - c. Money Market
 - (d) Employees may elect the financial institutions to receive the funds of the employee's choice via direct deposit.

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- (e) It is the responsibility of the employee to notify the Human Resources Department regarding any change that affects direct deposit.
 - (f) If an employee changes his or her financial institution or closes an account, the employee must complete another Authorization Agreement for Direct Deposit form and provide the form to the Human Resources Department.
- (36) Residency Requirements – Sheriff Deputies (18-65)
- (a) Full-time sworn deputies of the Ozaukee County Sheriff's Office are required to reside within 15 miles of the County border.
 - (b) All deputies hired or promoted to full-time sworn status must establish and maintain residence within 15 miles of the County border in compliance with subsection (a) by the end of 6 months after completion of any probationary period.
 - (c) Full-time sworn deputies residing outside of the residency boundary in subsection (a) as of March 20, 2019 are not subject to the residency requirement until a change of residence occurs.
 - (d) Full-time sworn deputies failing to comply with this residency requirement will be deemed to have resigned from their position.

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4.04. LEAVES

- (1) Vacation: (12-27), (19-16)
- (a) The following classes of employees shall accrue vacation leave as defined in this manual:
 - 1. Full-time non-represented employees.
 - 2. Part-time non-represented working 18.75 of a 37.5-hour workweek or 20 hours of a 40-hour or more 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 vacation 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, based on the table below:
 - 2. Part-time non-represented working more than 18.75 of a 37.5-hour workweek or 20 hours of a 40-hour workweek shall accrue vacation at a prorated rate based on their regularly scheduled weekly hours.

	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

- (d) Accrual Limits:

1. No employee's vacation leave account shall contain more than twenty-four (24) months credit.
 - a. If at the end of a month an employee's vacation account already contains twenty-four (24) months credit, such employee will not be granted additional credits for that month.
 - a. Any employee having a vacation balance on September 2, 1992, in excess of the maximum hours permitted, will be permitted to retain this balance and use such hours as provided in this section, but no such employee may be paid for any such excess hours in the event of termination.
 2. Employees must be paid 10 or more days per month to be eligible for the accrual.
- (e) Use of Accrued Time:
1. Employees, with the approval of the department head, may in one year use as many hours of vacation leave as have been earned in a two year period.
 2. Vacation leave shall not be taken prior to the time it is accrued.
 3. Lasata Campus employees must request vacation time at least 30 days prior to the date(s) off.
- (f) Accrued Time Upon Termination:
1. An employee will be paid for all accrued vacation leave, subject to a maximum of the number of hours of vacation leave that have been earned in a two year period.
 2. There will be no accrual after the date of termination.
 3. Accrued leave will be paid at the rate of pay in effect on the date of termination.
 4. Employees must give 2 weeks notice of termination to be eligible for the benefits of sub-section (f).
 5. Accrued vacation will not be paid if employee terminates within their probationary period.
- (g) Accrual Exceptions:
1. When a vacancy in a position is filled the County Administrator may grant the individual appointed to the position a maximum vacation leave opening balance of not more than four weeks or a higher monthly accrual rate.
 2. Vacation time shall then accrue as defined above, based on the initial grant of vacation time.
- (2) Sick: (12-27), (19-16), (21-10)
- (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.

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- (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.
 - 2. Part-time non-represented working more than 18.75 of a 37.5-hour workweek or 20 hours of a 40-hour workweek shall accrue sick leave at a prorated rate based on their regularly scheduled weekly hours.

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) Granting of Sick Leave:
 - 1. Probationary Period:
 - a. Sick leave shall not be granted prior to the time it is accrued.
 - 2. Sick leave may be granted for the reasons below:
 - a. When it is established that an employee is incapacitated for the performance of duty because of sickness or injury.
 - b. If the sickness or injury results from performance of job duties for Ozaukee County, sick leave may be used to receive pay for 80% of the difference between the regular salary or wage and the amount paid under Worker's Compensation.
 - c. Long term disability insurance benefits will be applied to this payment when applicable.
 - d. A maximum of 12 days of sick leave may be used for this reason per calendar year.

- (1) If the provisions above do not apply and if the period of disability extends beyond 90 consecutive days, long term disability insurance coverage shall be used by covered employees.
- (2) In such a case, an employee may receive a maximum of 70% of their regular salary or wage, with sick leave being used, as necessary, to bring total benefits to 70% of the regular salary or wage.
- e. Administration and Justice Center employees may be granted sick leave for medical, dental or optical examination or treatment.
- f. When through exposure to a contagious disease the employee by being at work would jeopardize his or her fellow employees.
3. Employees are eligible for family sick leave:
 - a. Family Sick Leave is Granted when a member of the immediate family of the employee, living in the employee's home, requires the care and attendance of the employee.
 - b. In such case the maximum absence shall not exceed ten working days per calendar year.
- (f) Application for Leave:
 1. Employees are required to complete an Application for Leave form immediately upon return to work for any absence in excess of 3 days.
 2. The department head shall approve the leave and forward the form to the Human Resources Department without delay.
 3. Medical Certificates: (reverse side of the Application for Leave) will be required under the following conditions:
 - a. For absence in excess of three (3) working days.
 - b. For absence for short periods at frequent intervals
 - c. Whenever there is reason to believe that the sick leave privilege is being abused.
 - d. In expected cases of abuse, a medical certificate will be required to support any future grant of sick leave regardless of duration.
- (g) Separation from employment, by resignation or for cause, shall cancel all unused accumulated sick leave allowances, except as provided in (h).
- (h) Health Insurance Escrow Accounts: (15-28)
 1. If an employee leaves County employment after completing at least 10 years of service with the County, has the minimum accruals as established by the schedule below of unused accumulated sick leave remaining in his/her account and has reached the Wisconsin Retirement System's minimum retirement age for their category (i.e. general or protective), the County will establish a health insurance escrow account.
 2. The County shall place accumulated sick days in the account based on the 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 escrow account will be used only for the payment of qualified medical expenses in accordance with applicable federal and state laws.
 4. The above provision shall not apply to employees terminated for cause but 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. Any sick leave earned in excess of 1,200 hours which is not used in the calendar year earned will be banked at one hundred percent (100%) of the excess sick leave to be used solely for health care costs.
 6. If a health insurance escrow account is not used by a retiree for a three (3) consecutive year time period, the remaining funds will be forfeited and the account permanently closed.
 7. All sick leave available for conversion to a health insurance escrow account under this section will be reduced to a cash value on the employee's last day of employment. The cash value will be calculated by multiplying the available hours by the applicable percentage (as established by the schedule above) by the employee's current rate of pay.
 8. The employee may elect to continue in the County's group health care plan or purchase insurance on an individual basis subject to the policy for Retiree Insurance as defined in this manual.
- (i) 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.
 - (c) Active Duty Health Insurance Benefits:
 - 1. An employee who is on active military duty shall have their health insurance benefits extended while on duty.
 - 2. The employee will be eligible to pay the same percentage of the monthly health insurance premium as if he or she were physically at work.
 - (d) Any employee on military leave may elect to use earned annual leave time in lieu of the above.
- (4) Leave of Absence Policy:
 - (a) Requests for Leaves of Absence:
 - 1. All requests for leaves of absence for personal reasons shall be made in writing to the Administrator or Department Head.
 - 2. Upon receipt of a written request the Administrator or Department Head shall forward to the Human Resources Department and Finance Department.
 - (b) Approval of Leaves of absence:
 - 1. Leaves less than ten (10) days:
 - a. The Administrator or Department Head may grant any employee of the County a leave of absence of 10 days or less consecutive, without further authority.
 - b. The Finance Committee shall be notified in writing, by all Administrators or Department Heads involved, at the time such leave of absence is recommended, denied or authorized.
 - 2. Leaves of absence of more than ten (10) days:
 - a. Any request for a leave of absence of more than ten (10) days shall be referred to the Finance Committee for approval
 - b. The Administration, Department Head and Human Resources Department shall provide the Committee with a recommendation including a specific period of time.
 - (c) Requirements for Use of a Leave of Absence:
 - 1. A leave of absence shall not be granted for the purpose of seeking other employment.

2. An employee must exhaust all paid time (vacation, sick leave, personal holiday, comp time, etc.) before requesting an unpaid leave.
3. All leaves of absence shall be granted without pay.
4. Accrual of Fringe Benefits:
 - a. If a leave of absence results in less than half-time employment for any given month, all fringe benefits shall be forfeited for that particular month.
 - b. If the leave of absence covers parts of two months and results in less than half-time employment for a thirty (30) day period, fringe benefits shall be forfeited for one month, as above.
 - c. In these instances, health, disability and life insurance premiums shall be paid by the employee.
- (d) Leaves of absence due to personal illness or disability due to accident:
 1. Said leaves will be granted for a period up to one (1) year.
 2. Medical proof of illness and/or disability is required before the leave may be granted.
 3. Any additional time beyond the one year limit herein prescribed, may be granted by mutual consent, provided medical information substantiates the continued disability of the employee.
- (5) Funeral Leave:
 - (a) Funeral leave for County employees (temporary, part-time working less than fifty percent (50%) of the applicable work week, and employees covered by a collective bargaining agreement excepted) shall be granted as follows:
 - (b) All regular full time employees will be granted funeral leave as defined below with pay, provided they are scheduled days of work between the date of death and the day after the funeral.
 1. A maximum of three (3) days for the death of a parent, step parent, spouse, child, brother, sister or a relative living in the same household.
 2. A maximum of one (1) day for the death of a brother-in-law, sister-in-law, parent-in-law, grandparent, grandson, granddaughter, son-in-law and daughter-in-law.
 3. Lasata Campus employees shall not receive funeral leave for the death of a relative living in the same household.
- (6) Medical Leaves Policy: (10-21)
 - (a) Family Medical Leave Act (FMLA)
 1. It is the policy of Ozaukee County to grant up to twelve (12) weeks of family and medical leave during a twelve (12) month period to eligible employees, in accordance with the Federal Family and Medical Leave Act and the Wisconsin Family Leave Act.

2. When an employee is eligible for both State and Federal Leave the Family Leave will run concurrently.
 3. All leave qualifying as Family Leave will be deducted from the employee's entitlement total allowed under State and Federal law.
 4. The County will coordinate FMLA leave and adhere to all of the requirements of both laws.
 5. The leave may be paid, unpaid, or a combination of paid and unpaid, depending on the circumstances and as specified in this policy.
- (b) Eligible family members
1. Federal FMLA
 - a. Parent: biological, adoptive, or in loco parentis
 - b. Child:
 - (1) Under the age of eighteen (18) biological, adopted, foster, step, legal ward, in loco parentis
 - (2) Over the age of eighteen (18) incapable of self care because of a mental or physical disability
 - c. Spouse: legal husband or wife
 2. State FMLA
 - a. Parent: biological, adoptive, foster, step or legal guardian of an employee
 - b. Child: biological, adopted, foster, step or legal ward;
 - (1) Under the age of eighteen (18)
 - (2) Over the age of eighteen (18) incapable of self care because of a serious health condition
 - c. Spouse: legal husband or wife;
 - d. Domestic partner; as defined in §40.02 (21C) or §770.01 (1) Wis. Stats.
- (c) Eligibility: Eligibility for leave is determined by the following conditions:
1. The employee must have been employed for at least twelve (12) months.
 2. The twelve (12) months of employment need not have been consecutive. Under Federal FMLA, the break in service cannot exceed seven (7) years.
 3. The employee must have worked at least 1250 hours for Federal leave during the twelve (12) month period immediately before the date when the leave would begin.
 4. The employee must have worked at least 1000 hours for Wisconsin leave during the twelve (12) month period immediately before the date when the leave would begin.
 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
 - (2) Under State FMLA, leave can be used in the same increments as other non-medical leaves are permitted
- d. The serious health condition of the employee:
- (1) A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice, or residential medical care facility, or a condition that requires continuing care by a licensed health care provider.

- (2) This policy also covers illnesses of a serious and long-term nature resulting in recurring or lengthy absences.
 - (3) Generally, a chronic or long-term health condition which, if left untreated, would result in a period of incapacity of more than three days, would be considered a serious health condition.
- e. FMLA Notice Requirements:
- (1) Any employee requiring FMLA for more than three (3) consecutive work days must make application for leave from the Human Resources Department
 - (2) The completed forms shall be returned to the Human Resource Department
 - (3) The Human Resource Department shall coordinate the FMLA leave with the employee's department
 - (4) The employee shall provide advance notice for FMLA leave or as soon as practical
 - (a) Employees requiring FMLA for the birth/adoption of a child, foster care placement or other planned medical treatment, must provide the County with thirty (30) days notice
 - (b) Employees requiring planned FMLA must first consult with their Department Head to schedule the leave to minimize the disruption of operations
 - (c) Employees requiring FMLA in emergency situations are expected to notify their Department Head within two (2) business days or as soon as practical
 - (5) The County requires an employee to provide a doctor's certification of a serious health condition.
 - (6) Certification of the Serious Health Condition:
 - (a) Certification of the serious health condition shall include:
 - 1. Information regarding the health care provider; name and type of practice
 - 2. The date when the condition began
 - 3. The expected duration of the condition
 - 4. Medical facts regarding the health condition:
 - a. The extent to which the employee is unable to perform his or her own employment duties
 - b. The serious health condition of an eligible family member
 - c. The medical facts must be sufficient to support the request for leave
 - d. If the request is for intermittent leave, information on the planned medical treatment and possible episodes of incapacity are required
 - 5. The County has the right to ask for a second opinion, paid at the County's own expense

6. In the event that a conflict exists between the original and the second opinion, the County may require a third and final opinion, paid at the County's own expense. The third opinion will be provided by a doctor agreed upon by the first two physicians.
- (b) Failure to provide certification may result in a denial of the leave.
 - (c) Recertification of the serious health condition:
 1. The County may request a recertification within thirty (30) days or after the expiration of the indicated minimum duration of the condition
 2. The thirty (30) day limit may be waived if:
 - a. The employee requests an extension
 - b. There is reason to believe the leave is being abused
 3. The employee must provide the recertification within fifteen (15) days of the request
 - (7) Failure to provide certification may result in a denial or delay of the leave
- f. Married employees:
 - (1) If a husband and wife both work for Ozaukee County, and each wishes to take leave for the birth of a child, adoption or placement of a child for foster care, the husband and wife may take a combined total of twelve (12) weeks of leave.
 - (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
- 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.
 - (b) Duration of Leave:
 - 1. Personal leave will generally be granted in 30-day increments.
 - 2. The total period for any one personal leave of absence, including any portion which may qualify as FMLA leave, may not exceed six months.
 - 3. It is the responsibility of the employee to request an extension at least three days in advance of the date upon which the approved leave will expire.
 - (c) Qualifying for Leave:
 - 1. To qualify for personal leave, the County may require documentation of the underlying reason for the leave.
 - 2. If the leave involves care of a family member who is ill, the County may require a certificate from a health care provider regarding:
 - a. The medical condition
 - b. The requirement for employee leave
 - 3. Recertification of these facts for each extension of the leave.
 - 4. The County reserves the right to have a second, and if necessary, third opinion rendered by an independent health care provider as to these matters.
 - (d) Continuation of Pay and Benefits:
 - 1. In the absence of paid vacation or paid personal days, all personal leave will generally be unpaid.
 - 2. Medical and dental coverage may be continued at the regular employee contribution rate.
 - 3. If the employee fails to return to work at the end of the leave, the leave period is considered a period of COBRA continuation entitlement.
 - 4. Service Related Benefits:
 - a. Said benefits such as seniority and comp time may accrue during medical leave.

- b. Other non-service related benefits, such as life insurance, may cease while the employee is not actively at work.
- (e) Return to Work: The return to work policy is defined in the Medical Leave section above.
- (8) Employee Time Donation Policy for Catastrophic Illness or Injury:
 - (a) Introduction:
 - 1. This program is intended to provide financial assistance and support to regular full-time and regular part-time employees of the County who have exhausted all paid time off benefits and are unable to return to work due to a catastrophic illness or injury suffered by themselves or a family member.
 - 2. Ozaukee County employees may donate a portion of their earned and unused vacation, compensatory time or floating holiday time as a way to provide income continuation for eligible employees.
 - 3. The Human Resources Department will administer this program in accordance with the procedures outlined below.
 - (b) Definitions:
 - 1. Employee: An individual who is employed with the County in a regular full-time or regular part-time position, has been employed for a minimum of six (6) months, and is eligible to use accrued benefit leave balances.
 - 2. Catastrophic Illness or Injury: A prolonged non-occupational illness or injury which is life threatening as determined by the program administrator and supported by medical substantiation from the employee's or family member's treating physician, and would result in the employee having to go on unpaid leave of absence or terminate their employment.
 - 3. Donated Leave: The amount of vacation, compensatory time or floating holiday time an employee donates of their accrued and unused vacation, compensatory time or floating holidays.
 - 4. Program Administrator: The Human Resources Department will be responsible for the administration of this program.
 - (c) Program Eligibility and Requirements:
 - 1. Employment Status/Severity of Illness:
 - a. An individual must be employed as a regular full-time or regular part-time employee for at least six calendar months and be eligible to utilize accrued benefit balances.
 - b. An employee must be suffering from a catastrophic illness or injury.
 - 2. Exhaustion of Paid Benefit Balances:
 - a. An employee must have exhausted all accrued and paid benefit balances before being eligible for Catastrophic Illness and Injury Time Donations.

- b. An employee or their designee may submit the required program documents prior to the exhaustion of their leave when it is anticipated that the remaining benefit balances will be exhausted as a result of the catastrophic illness or injury.
- 3. Documentation to Request Donations:
 - a. An employee must submit the following documents when requesting Catastrophic Illness and Injury Time Donations:
 - (1) An Employee Time Donation Application for Catastrophic Illness and Injury
 - (2) Physical Medical Certification
 - (3) Release and Authorization to Contact Health Care providers
 - b. All documentation shall be submitted to the Human Resource Department.
- 4. Use of Donated Benefit Time:
 - a. An employee who has been granted the use of Catastrophic Illness and Injury Time Donations will have the donated vacation, compensatory time or floating holidays credited to their benefit balances.
 - b. An employee must utilize any available donated vacation, compensatory time or floating holiday hours within their statutory Wisconsin and Federal family and medical leaves.
- 5. Worker's Compensation:
 - a. An employee will not be eligible for Catastrophic Injury or Illness Time Donations if they have applied for worker's compensation benefits and a determination has not been made as to their eligibility.
 - b. If a determination has been made that the employee is not eligible for worker's compensation and there is no pending appeal, the employee may submit an Application for Catastrophic Illness and Injury Time Donations.
- 6. Unused Donated Time:
 - a. If an employee returns to work, terminates, or applies for a WRS disability retirement, the unused vacation, compensatory time and floating holiday hours that were donated will be returned to those employees who donated the benefit time.
 - b. The Human Resources Department is required to account for unused time.
- 7. Status Updates:
 - a. The Human Resources Department is required to monitor the use of donated leave under the program.
 - b. Program participants shall periodically provide updates and additional medical documentation to ensure ongoing eligibility.
- 8. Decisions of Program Administrator:

- a. All decisions made or actions taken by the Program Administrator shall not be grievable or arbitrable under any labor contract or County policy, including but not limited to the following:
 - (1) Determination of eligibility
 - (2) The documentation required
- b. Any decision or action made or taken in the administration, modification or termination of the benefits under the program are final and binding on all parties.
- 9. County Right to Modify or Terminate: The County reserves the right to modify or terminate this policy at anytime after providing reasonable notice to all applicable labor organizations.
- (d) Donated Benefit Time:
 - 1. Regular full-time and regular part-time employees are eligible to voluntarily donate for use in the program accrued and unused:
 - a. Floating Holidays
 - b. Compensatory Time
 - c. Vacation Time
 - 2. Employees may not donate more than twenty-four (24) hours of compensatory time or vacation in a calendar year.
 - 3. Employees are required to be eligible at the beginning of the calendar year for a minimum of two (2) weeks of vacation to voluntarily donate accrued and unused vacation time.
 - 4. Any donated time must be done in one-half day (3.50, 3.75 or 4.00 hours) or in full day increments (7.50 or 8.00 hours).
 - 5. Documentation to Provide Donation:
 - a. Any employee donating vacation, compensatory time or floating holiday time must complete a Catastrophic Illness and Injury Time Donation form.
 - b. The form shall specify:
 - (1) The type of leave being donated
 - (2) The amount of hours the employee wishes to donate
 - (3) The designee for the donated leave
 - (4) A statement certifying that the vacation, compensatory time or floating holiday hours are being donated on a voluntary basis
 - (5) That within limited circumstances the donation is irrevocable
 - 6. Value of Donation:
 - a. Donations shall be done on a day for day basis.

- b. The program administrator will not be assessing the value of the donation with respect to the value it has to the program participant.
 - c. The total hours donated will be credited to the appropriate benefit balance and the recipient will take the time off and be paid at their current rate of pay when the time is taken.
7. Unused Donated Time:
- a. The Program Administrator will record the receipt of donations and will allocate the donations to the program participant on a first in, first out basis.
 - b. If a program participant terminates employment or returns to work with the County prior to the exhaustion of the donated time, the remaining balances will be returned to those employees whose benefit time had not yet been allocated.
 - c. These hours will be credited back to the employee's appropriate benefit balance.
 - d. If the employee is unable to take the return vacation, compensatory time or floating holiday hours before the end of the calendar year they will be allowed to carryover those hours into the next calendar year.
 - e. Program participants retiring while utilizing donated time will not be eligible for payout of any donated hours.
 - f. Program participants with a balance of donated time at the end of the calendar year may carryover the balance.
8. Maximum Donation Received:
- a. Program participants will be eligible to receive a maximum of 2080 hours of donated benefit time per illness or injury.
 - b. Participation ends once an employee or family member is either medically determined to be totally and permanently disabled or becomes eligible for other County income continuation benefits.
9. Earning/Use of Benefit Time While Utilizing Donations:
- a. A program participant may be eligible to earn additional benefit time when using Catastrophic Illness or Injury Time Donations.
 - b. Employees will be required to utilize any eligible and earned sick leave, holiday, or floating holiday time before using the donated vacation, compensatory time or floating holiday hours.
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

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- (4) Any supporting documentation
- b. The Finance Committee may review any documentation upon their request.

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CHAPTER 4

Attendance at Conventions 4.05

4.05. ATTENDANCE AT CONVENTIONS, CONFERENCES, INSTITUTES, SEMINARS OR TRAINING SESSIONS (18-44)

- (1) Travel Approval:
 - (a) In-state travel includes travel within the State of Wisconsin and travel within 100 miles driving distance of the State line. Out-of –state travel is travel that is beyond 100 miles of the State line.
 - (b) County officials, including elected officials, and employees must obtain authorization for out-of-state travel from the Administrator.
 - (c) County Board Supervisors must obtain authorization for out-of-state travel from the County Board Chairperson per the Policy and Procedure manual 2.05(5)(a)(2)(c).
 - (d) All out-of-state travel shall be periodically reported to the Finance Committee and include the costs and purpose of travel.
 - (e) Employees must obtain authorization from their Department Head for in-state travel.
 - (f) County Board Supervisors must obtain authorization for in-state travel from the County Board Chairperson per the Policy and Procedure manual 2.05(5)(a)(2)(c).
 - (g) Travel expenses exceeding a Department’s travel budget line item must be pre-authorized by the Department Head, the Standing Committee and the Finance Committee and may not cause the Department to exceed its annual budget.
- (2) Reimbursement:
 - (a) Unapproved travel and related expenses shall not be reimbursed.
 - (b) The Finance Committee has discretion to approve reimbursement, notwithstanding this policy.
 - (c) Reporting of Expenses:
 1. Travelers shall be reimbursed for authorized travel only after submitting a statement of actual and necessary expenses consistent with this policy, submitted on the proper form. Note: unless otherwise specified, the term “travelers” as used throughout this policy is intended to include both County employees and elected officials. Where the traveler is a County Board Supervisor, any reference to the Department Head shall mean the County Board as a whole.
 2. All submissions for travel reimbursement shall be filed no later than the 15th day of the month following the travel dates.
- (d) Eligible expenses include:
 1. Transportation:
 - a. Use of a personal automobile: personal automobile use, reimbursed at the Internal Revenue Service mileage reimbursement rate.
 - b. Mileage incurred while using a County-owned vehicle is not reimbursable.

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- c. Taxi or other transportation costs as may be required in the conduct of the business of the County. If possible, a receipt shall accompany such transportation related expense reimbursement requests.
 - d. Reasonable air travel expenses:
 - (1) Requirements for reimbursement:
 - (a) Air travel shall be at coach class or the lowest commercial discount fare at the time the ticket is purchased.
 - (b) First class air travel shall not be reimbursed unless there is a medical reason document by HR and approved by a Department Head.
 - (c) Memberships in flight clubs are not reimbursable.
 - (d) Cost of flight insurance is not reimbursable.
 - (e) Cost of upgrade certificates, early check-in fees, or other upgrades are not reimbursable.
 - (f) Cost of cancellation and rebooking is not reimbursable without documentation that the change was required for legitimate business reasons (e.g., a changed meeting date).
 - (g) Cost for baggage fees required by the airline to check or carry-on luggage are allowable and reimbursable.
 - (2) Exceptions to (4)(d)1.d(1)(a) may be allowed where the fare would:
 - (a) Require circuitous routing
 - (b) Require travel during unreasonable hours
 - (c) Excessively prolong travel
 - (d) Result in additional costs that would offset the transportation savings
 - (e) Offer accommodations not reasonably adequate for the traveler's medical needs.
 - (3) Any exceptions or deviations from this policy, including those in (4)(d)1.d(2) require prior approval of both the Department Head and County Administrator, after written explanation of why such exceptions or deviations are reasonable.
 - e. Automobile rental expenses. These shall only be reimbursed with an itemized receipt, and only if other forms of land transportation are unreasonable from a time and use perspective or if no less expensive option is available. Only compact or subcompact models will be reimbursed unless the traveler can document that these models were unavailable.
2. Registration fees when required for approved travel reasons.
 3. Hotel or motel expenses:

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- a. The maximum lodging amount permitted per day, excluding tax, shall follow the provisions of Article 5.00 “Hotel and Motel Expenses,” of Section F – *Uniform Travel Schedule Amounts of the State of Wisconsin Division of Personnel Management Compensation Plan*, as amended from time to time. The Finance Department will post current rates on an annual basis.
- b. The lodging facility where a traveler lodges may exceed the maximums, provided the traveler has prior authorization from the Department Head to attend a conference, convention, or other County business with the lodging facility directly connected to the event.
- c. The reimbursement to the traveler shall be limited to the lower of the maximum daily lodging allowances or the single room rate. If travelers share a room, the reimbursement may be divided equally but cannot exceed the maximum amount permitted for each traveler to stay in a single room. Travelers shall pay the difference between single and double rates if lodging is shared with a non-County traveler.
- d. When registering in hotels or motels, County travelers shall use their business address and identification, and provide tax exemption documentation to the hotel. Travelers should also inquire about government or negotiated rates.
- e. Expenses for lodging at homes of relatives or friends are not reimbursable.
4. Telephone expenses as may be required in conducting the business of the County.
5. Tips and sales tax for meals or lodging: sales tax-paid-on out of state lodging amounts within the specified limits. In state lodging is expected to be tax exempt.
6. Meals:
 - a. The expenses for meals of County travelers while engaged in County business will be paid on a per diem basis inclusive of sales tax and gratuity. The amounts stated below will be paid for any qualifying meal. No receipts will be necessary nor will recording the actual cost of the meal. If, for example, a traveler qualifies for reimbursement of breakfast, \$10.00 will be paid for that qualifying meal regardless of actual cost.
 - (1) Breakfast maximum \$10.00
 - (2) Luncheon maximum \$15.00
 - (3) Dinner maximum \$25.00
 - b. Meals within Ozaukee County and/or meals within 30 miles of a traveler’s home or office will generally not be considered reimbursable. If extenuating circumstances arise for meals within Ozaukee County, travelers will need to document the necessity of in-County meals and obtain direct supervisory approval from the Department Head or County Administrator, as applicable. County travelers shall not be reimbursed for in-County meal expenses when the traveler, at his/her own discretion, chooses to remain at work or to conduct County business outside of normal office hours.
 - c. To be eligible for reimbursement for meals, a traveler must be engaged in conducting County business requiring that a traveler:

- (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.
- d. Claims for out-of-County meals taken in conjunction with overnight travel shall be reimbursed according to the schedule above. Partial days and non-overnight travel shall be reimbursed at the appropriate meal rate (e.g. – a traveler attending an out of County training seminar requiring the traveler to leave before 6:00am but arriving home prior to 7:00pm will be eligible to claim a per diem amount of \$25.00 for breakfast and lunch).
- e. Travelers may not claim a per diem allowance/reimbursement for any meal which is provided, or otherwise available to the traveler with the lodging or event, whether or not there is an actual charge for the meal. For example, if lunch is provided at the event attended or breakfast (including continental breakfast) is included in the cost of lodging, the traveler may not claim a per diem allowance or request reimbursement for eating elsewhere. The traveler is responsible for complying with this policy, as the included meals may not be clear in the travel approval. Travelers violating this provision will be subject to reimbursing the County and possible disciplinary action.
- f. The County policy does not allow reimbursement for the cost of alcohol while conducting County business.

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CHAPTER 4

Expense Vouchers 4.06

4.06. SUBMISSION OF EXPENSE VOUCHERS (18-44)

- (1) All claims shall be submitted on the prescribed forms and specify the nature and particulars of the claim.
- (2) Claims shall be based on expenditures necessarily incurred in the performance of duties required by the County.
- (3) Itemized receipts shall be attached for all items of travel expenditure in excess of \$2.00, except meals.
 - (a) Other satisfactory evidence may be accepted by the auditing officer.
 - (b) Receipts shall be attached for all non-travel expenditures, excluding meals, regardless of amount.
 - (c) Unless the expenditure is also made on behalf of another County official or employee, the receipt is to only indicate the expenditure made by the County official or employee.
 - (d) In the case of hotel or motel expenses, the individual room rate must be indicated on the bill.

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.

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

(1) Definitions:

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

- (2) Applicability:
 - (a) The discipline and grievance procedure shall apply to all regular full and part-time employees, with the exception of sworn Sheriff's Deputies covered by a collective bargaining agreement.
 - (b) This policy is not a guarantee of employment, a guarantee of any rights or benefits, does not create or grant covered employees with a property interest in their employment or tenure rights of any kind and does not constitute a contract of employment, express or implied.
 - (c) Unless specifically required by another statute or code, the County's employment relationship with employees eligible to use this procedure is at will and employment may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the County or the employee.
- (3) Disciplinary Action: Employee discipline is issued at the sole discretion of management
 - (a) Grievance Procedure:
 - 1. Applicability and Administration:
 - a. Any regular full-time or part-time employee has the right to grieve disciplinary action taken in regard to their employee suspension, termination or workplace safety.
 - b. All employee grievances shall be administered by the Human Resources Department
 - c. Every effort shall be made to mediate and resolve an employee grievance as early in the process as practicable
 - d. The failure of an employee to file or advance a grievance to the subsequent steps in the grievance process, within the required time limits, will result in the termination of the grievance
 - e. An employee may advance the grievance to the subsequent step if the required response is not provided within the required time limits
 - f. The required time limits may be extended by mutual agreement
 - g. The employee and the County have the right to representation at any step in the grievance process, at the party's expense
 - h. The employee's representative may not be a material witness to the suspension, termination or workplace safety issue
 - i. Any employee who files a grievance that is false or misleading or for the purposes of intimidation, annoyance or harassment or who otherwise files a grievance in bad faith is subject to disciplinary action.
 - 2. All employee grievances must be presented in writing on the Employee Grievance Form and include the following:
 - a. The date of the incident
 - b. The rule or order violated

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

- (7) Not less than seven (7) days before the scheduled hearing, the employee and the County shall exchange lists of all witnesses and exhibits that may be introduced at the hearing
- (8) Burden of proof:
 - (a) The County has the burden of proof in grievances regarding suspension or termination, proving by a preponderance of evidence standard supporting the employment action
 - (b) The employee has the burden of proof in grievances regarding workplace safety, proving that clear and convincing evidence that corrective action is required
- (9) Role of the impartial hearing officer: the hearing officer conducts the hearing and shall:
 - (a) Administer oaths and affirmations as necessary
 - (b) Take the testimony of witnesses and admit evidence
 - (c) Make an audio recording of the hearing
 - 1. The County shall provide the recording equipment
 - 2. A copy of the audio recording may be requested by the County or employee and will be provided in an acceptable electronic format
 - (d) Accept oral or written arguments: written arguments shall be limited to two (2) typewritten pages in 12 point font.
 - (e) Order a remedy to the grievance
 - 1. Such order shall comply with all pertinent sections of the County Policy and Procedure Manual
 - 2. In matters of employee suspensions or terminations, orders shall be limited to reinstatement and the provision of full or partial back pay
 - 3. In matters of workplace safety, the orders shall recommend a remedy, but may not require any expenditure of County funds
 - (f) Within twenty-eight (28) days of the hearing provide a written decision and contain the following:
 - 1. The case description
 - 2. Summary of facts
 - 3. The final decision
 - 4. In the event that the County's decision is overturned an remedy
- (10) The hearing shall be closed to the public
- c. Appeal to the County Board

- (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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4.09. VEHICLE USE POLICY (09-39)

- (1) Each employee required or authorized to drive a County owned or leased vehicle, shall submit to the Human Resources Department, upon hire or at the required time a valid Wisconsin driver's license for the type of vehicle to be driven.
 - (a) The validity of the employee's license will be checked through the Wisconsin Department of Transportation.
 - (b) Any employee performing work, which requires the operation of a vehicle, must notify his/her immediate supervisor forth with in those cases where his/her license is expired, suspended or revoked and/or the employee is unable to obtain an occupational permit from the State of Wisconsin Department of Transportation and shall not drive a County owned or leased vehicle until said condition is corrected.
- (2) Personal Use of County Vehicles: (21-61)
 - (a) Definitions:
 1. "Commuting trip" means a one-way trip from either the home to the job site or the job site to the home, as the case may be, and not a round trip of home to job site to home.
 2. "Personal use" means any use which is for the benefit or enjoyment of the employee, or is not in pursuit of the business or interests of the county, or is in pursuit of a business or trade other than that of the county.
 - (b) Take Home County Vehicles: take home county vehicles may be assigned to specific positions in order to enhance public safety and/or where it can be clearly shown to improve the efficiency of county operations.
 - (c) Take home County vehicles are not intended as an employee fringe benefit.
 - (d) The County Administrator's Office shall approve a list of positions eligible for take home county vehicles and file it in the Human Resources Office.
 1. The list of positions assigned a take home vehicle shall be reviewed annually by the County Administrator's Office to ensure that each assignment continues to comply with this policy.
 2. The list of positions assigned a take home vehicle and the personal use valuation calculated per subsection (h) of this policy shall be reviewed annually by the Finance Committee.
 - (e) Requests for adding additional positions to the list shall be made to the County Administrator in writing explaining the positive impact the take home vehicle will have on public safety and/or operational efficiency.
 - (f) This section shall not forbid employees using county vehicles to commute to and from work from making stops or minimally deviating from their normal commuting route to attend to personal business.
 - (g) Employees may be permitted to drive a county vehicle to commute to and from work for official business purposes with prior approval of their Supervisor or Department

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Head, this section shall not apply to employees who regularly use a vehicle for commuting purposes. (10-52)

- (h) Personal use valuation:
 - 1. Each employee who is required to commute to and from work with a county vehicle shall have included as gross income one of the following:
 - a. The sum of \$1.50 per commuting trip
 - b. A sum equal to the same automobile travel allowance established for other officials and employees in a resolution annually adopted by the County Board per mile actually driven in so commuting to and from work
 - 2. This sum shall be reported as ordinary income for federal income taxes, state income taxes, and social security taxes.
- (i) No unauthorized persons will be allowed to either operate or ride in the vehicle.
- (j) Transporting family members in County vehicles shall be allowed only when the family member is accompanying an employee to a business meeting or official function.
- (k) All use of the vehicle assigned to the Sheriff, Undersheriff, County Administrator and Emergency Management Director shall be considered an official function.
- (3) Recordkeeping by county officers and department heads:
 - (a) Any employee that is given the use of a county automobile and uses such automobile to commute to and from work, shall maintain a logbook showing the business or personal use, by mile, of the car.
 - (b) Such logs shall be maintained at least weekly by said individual, and a report regarding utilization of the county owned vehicle for commuting and/or personal use shall be deposited with the Payroll Manager by the 5th day of the following month.
 - (c) Such logs shall be used to determine the value of using said automobile and such value will be reported on the individual's W-2 form utilizing US Treas. Reg. §1.61-21(e)(1).
 - (d) This section does not apply to use by employees, which is not subject to taxation by virtue I.R.S. Code §402(1)(4)(C) public safety officers as such may be amended.
- (4) Property Damage and Violations:
 - (a) All applicable motor vehicle laws are to be followed.
 - (b) All vehicle accidents and/or incidents, when possible personal or property damage occurs, are to be reported immediately.
 - (c) An incident is an event, intentional or unintentional, that resulted in or contributed to, or could have resulted in or contributed to a loss, damage or harm to persons or property.
 - (d) Failure to give such notification shall subject the employee to disciplinary action.
 - (e) Any parking or moving traffic citations shall be the responsibility of the operator.
- (5) Automobile Allowances to Certain Employees:

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- (a) Pursuant to the authority granted by Sec. 59.52 (10) Wis. Stat., the Highway Commissioner, shall be granted an automobile allowance in the amount of \$120.00 per month and fuel and minor maintenance and repairs.
- (6) Marking of County Vehicles:
 - (a) All county owned or leased vehicles, shall display the approved County Logo.
 - (b) Law enforcement vehicles as designated by the Sheriff and any other vehicle with the approval of the County Board Chairperson may be specifically exempted from displaying the logo.

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4.10. GENERAL POLICY AND PROCEDURES (10-74), (21-11)

- (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
 - (3) Gender-specific comments
 - (4) Other comments that offensively address:

- (a) Age
 - (b) Sexual orientation
 - (c) Religious or political beliefs
 - (d) National origin or disability
 - (5) Any comment which in any way defames another person
 - (6) Any comment intended to frighten, intimidate, threaten, abuse, annoy, or harass another person.
- b. In the event an employee receives an offensive or disruptive message the procedures outlined in the County Harassment Policy shall be followed.
3. The electronic communications systems are not to be used to send or receive copyrighted materials, trade secrets, proprietary financial information or similar materials without prior authorization.
- (c) Monitoring of Electronic Communications:
- 1. The County has the right to, and will exercise the right to, monitor all electronic communications.
 - a. This includes the County's right to access messages which have been deleted but not fully erased from the system.
 - b. Legitimate business need includes, but is not limited to:
 - (1) The right to inspect the contents of electronic messages in the course of an investigation triggered by indications of impropriety
 - (2) To locate substantive information that is not more readily available by some other means.
 - c. The contents of electronic communications properly obtained for legitimate business needs may be disclosed within the County to those with a legitimate need to know or to law enforcement officials without the permission of an employee.
 - 2. Misuse of the County's communications systems will result in appropriate disciplinary action up to and including termination.
- (d) Confidentiality of Electronic Communications:
- 1. Notwithstanding the County's right to retrieve and read any electronic messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient.
 - 2. Employees should not attempt to gain access to another employee's electronic messages without the latter's permission.
 - 3. Computer pass codes are not a guarantee of confidentiality or privacy.
 - a. All computer pass codes must be provided to supervisors.
 - b. No pass code may be used that is unknown to the County.

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- c. Employees shall not use a pass code, access a file, or retrieve any stored information, unless authorized to do so.
- (e) Use of Personal Software:
 - 1. No employee shall install or reinstall “games” software or install any personally owned software on any county owned computer.
 - 2. The Finance Committee can approve exceptions to the installation of personal software on a case-by-case basis.
- (2) Internet Access Policy:
 - (a) Internet services are provided by Ozaukee County to support open communications and exchange of information and the opportunity for collaborative government-related work.
 - 1. County Internet access is for county business only.
 - a. It is not to be used for:
 - (2) Personal business
 - (3) Self-profit
 - (4) Political endeavors
 - (5) Ozaukee County discourages any reference to an Ozaukee County sponsored website in political ads.
 - (b) Virus Protection:
 - 1. Virus infection is one of the most, well-documented threats of Internet use.
 - 2. It is important that employees scan all incoming files for viruses, whether downloaded or attached to electronic mail messages.
 - 3. Users should not open or attempt to read any files received over the Internet that they did not specifically request, and should immediately contact their network administrator upon receiving an un-requested file.
 - (c) Intellectual Property:
 - 1. Information placed on the Internet is the intellectual property of the person or organization posting it.
 - 2. Users must be sure to cite their sources when using any text, ideas, software, or graphics copied from the Internet.
 - (d) Purchase of Fee Based Internet Resources:
 - 1. When access to resources requires that an additional fee be paid, Department Head Approval is required.
 - 2. In the absence of the Department Head, the County Administrator may provide approval.
 - (e) Downloading Procedures:

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1. Large file transfers should be done at times when it will not degrade the performance of the county network.
 2. Non-peak hours are generally from 5:00 P.M. to 8:30 A.M. weekdays and any time on Saturday or Sunday.
- (f) External Connectivity: (12-56)
1. Unless approved by the Information Technology Department, employees are not to connect directly to the Internet or to any other external computer system via a PC modem.
 2. Employees must use the county's central modem pool and Internet gateways.
 3. Requests from outside the county for access to electronic files should be handled through the same procedure as requests for any other public record.
- (g) Internet E-mail Security:
1. The security of internet email cannot be guaranteed.
 2. Employees should choose a more secure method for the transmittal of information deemed sensitive or confidential.
 3. As representatives of the county, use of e-mail should be of a professional nature.
- (h) Monitoring Internet Use:
1. All Internet transmissions sent from or received by county computers are county property.
 2. County and departmental management reserve the right to examine, at any time and without prior notice the following:
 - a. All E-mail
 - b. Directories, files and other information stored on data disks, computers, or tape.
 3. Internet Chat Rooms and Discussion Forums:
 - a. County employees participating in discussion groups or forums must be related to research on topics of interest to county departments.
 - b. Departments are responsible for their employees who misrepresent official county policy in any message posted to the Internet.
- (i) Review/Termination of Access: (12-56)
1. When employment terminates or an employee assumes a new position or responsibilities, his/her Internet authorization must be reviewed for continued access.
 2. Access termination is accomplished by departmental notification to the Information Technology Department.
 3. The Department Head and/or Human Resource Department is responsible for informing the Information Technology Department of any change in access.
- (j) County Website: (21-47)

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1. The official County website address is www.ozaukeecounty.gov
 2. Use of County Website for Political Means:
 - a. No county elected official who becomes a candidate for a national, state, or local office may make any additions, deletions, or corrections to that official's website within the time periods defined below:
 - (1) Thirty (30), days prior to the first day authorized by law for circulation of nomination papers as a candidate if the person is to be nominated by filing of nomination papers;
 - (2) If a candidate is nominated at a primary election by write-in votes, the day the board of canvassers issues its determination that the person is nominated.
 - (3) If the candidate is nominated by filing a declaration of candidacy, the first date of the month preceding the month, which includes the last day for filing the declaration of candidacy.
 3. These restrictions shall apply until after the date of the election or after the date of the primary election if the person appears as a candidate on the primary election ballot and is not nominated at the primary election.
- (k) Employee Responsibility:
1. Each individual is responsible for complying with all applicable state and federal laws, and all county policies and standards when accessing the Internet.
 2. Violations of this policy may result in appropriate disciplinary action up to and including termination and will result in blockage of access to the internet files of the offending individual.
 3. Abuse of Internet access by individuals can result in the revocation of Internet privileges for the entire department.
 4. Before being granted Internet access, each employee must sign an agreement that they will comply with all of the requirements of this section.
- (3) Social Media Policy: (14-84)
- (a) Social media is any web or mobile based platform for interaction and networking among users.
 - (b) Ozaukee County social media includes web or mobile based platforms used to post information and interact with the public on behalf of Ozaukee County.
 - (c) Responsible use of social media is expected of all employees, elected officials and volunteer personnel.
 - (d) This policy applies to both electronic and printed copies of any social media.
 - (e) Ozaukee County social media:
 1. Ozaukee County social media accounts and activities are County property.
 2. Social media accounts used to communicate with the public on behalf of Ozaukee

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County must be created in the County's name and approved by the County Administrator prior to use. The following information must be reported for each social media account:

- a. Account type, username, and password.
 - b. Names of employee or employees administering the account.
 - c. Changes in approved users, usernames and passwords must be reported to the County Administrator.
3. Ozaukee County social media content must adhere to a high level of quality, consistency and usability based on the following criteria:
 - a. Content provides timely and accurate information of interest to the public regarding Ozaukee County's programs and services.
 - b. Content is useful to current or potential residents, businesses and visitors.
 - c. Content follows a standard format throughout and is easily navigated by users.
 4. Ozaukee County social media is a public record and must be used for business purposes only.
 5. Ozaukee County social media must comply with all applicable federal, state and county laws, ordinances and policies, including laws regarding copyright and plagiarism, records retention, Wisconsin Open Records laws and the Americans Disabilities Act.
 6. Approved users of Ozaukee County social media must conduct themselves as representatives of the County, take the utmost care to conduct all county business in a professional manner and have no expectation of privacy.
 7. Ozaukee County reserves the right to remove information deemed inappropriate, or in violation of federal, state and county laws, ordinances and policies from County social media without notice.
- (f) Inappropriate use of Ozaukee County social media is prohibited.: Inappropriate use includes, but is not limited to:
1. Content that violates the Ozaukee County anti-discrimination policies of Section 4.04 or harassment policies of Section 4.041 of the Ozaukee County Code of Ordinances and related state and federal laws and regulations.
 2. Content that directly or indirectly endorses any person or organization not directly associated with the County, unless previously approved by the County Administrator.
 3. Content that violates legal ownership interests of others or is under copyright, unless permission is obtained for its use.
 4. Content that is political in nature, personal opinions or personal commentary.

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5. Information that could compromise the security or safety of the public or public systems or services.
 6. Information relating to legal matters, litigation or any parties the County may have a dispute with.
 7. Content determined to be obscene, indecent, illegal or libelous.
- (g) Personal social media accounts:
1. The County acknowledges Constitutional protections of free speech which protects employees' rights to personal social media activity.
 2. Personal use of social media should not appear to be endorsed by or attributed to the County.
 3. Employees, elected officials and volunteers who identify themselves as a County employee or associate themselves with the County shall be deemed to be acting in an official capacity and their personal social media communications must comply with this social media policy.
 4. Employees and elected officials discussing County matters on social media networks are bound by confidentiality obligations and compliance with all applicable laws and County policies.
- (h) Compliance and Discipline
1. Department heads are responsible to ensure that their approved users comply with all aspects of this policy.
 2. Lack of adherence to this policy will result in discipline up to and including termination.
- (4) Procedure Manual (17-57)
- (a) Any department may develop a procedural manual insert that will describe the procedures that are to be followed regarding a particular function of that department.
 - (b) The Ozaukee County Policy and Procedure Manual may be used to determine procedures regarding any policy that has been or may be established by the County Board.
 - (c) The Ozaukee County Policy and Procedure Manual is not intended to address the internal functions of any particular department.
 - (d) The County Clerk's office shall be responsible to maintain Chapters 1, 2, 4 and 5 of the Ozaukee county Policy and Procedure Manual, post to the website and distribute accordingly.
 - (e) The Human Resources Department shall be responsible to maintain Chapter 3 of the Ozaukee County Policy and Procedure Manual, post to the website and distribute accordingly.
- (5) Real Property Lister
- (a) Pursuant to the provisions of Section [70.09 \(1\)](#), of Wis. Stats., the Treasurer is appointed as the county's Real Property Lister.

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- (b) Duties of the office are as follows:
 - 1. Serve as the coordinator between the county and the taxation districts in the county for assessment and taxation purposes.
 - 2. Provide computer services related to assessment and taxation for the assessors, clerks and treasurers of the taxation districts in the county, including but not limited to data entry for the assessment roll, notice of assessments, summary reports, tax roll and tax bills.
 - 3. Serve as the county designee, under the provisions of Section 70.09 (3), of Wis. Stats. to procure the various required assessment and tax forms and to furnish them to the assessors, clerks, and treasurers of the taxation districts within the county, as needed.
- (c) The Register of Deeds shall assist the Treasurer in performing the duties of the Real Property Lister by preparing and maintaining accurate ownership and description information for all parcels of real property in the county as provided for in Section 70.09 (2),(a), of Wis. Stats.
- (6) 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:

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- (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.
4. Control of Key Card Access System.
 - a. The Buildings Superintendent shall be responsible for the maintenance of physical and mechanical electronic locking devices.
 - b. The Sheriff's Office shall be responsible for the maintenance of the Justice Center's:
 - (1) Access Control System software.
 - (2) Operating platform including the issuing of Key Card Access Devices.
 - (3) Key Card control record keeping.
 - (4) Lock change and security access authorizations.
 - c. The Human Resources Department shall be responsible for the maintenance of the Administration Center's:
 - (1) Access Control System software.
 - (2) Operating platform including the issuing of Key Card Access Devices.
 - (3) Key Card control record keeping.
 - (4) Lock change and security access authorizations.
 - d. The Lasata Administration Office shall be responsible for the maintenance of the Lasata Campus':
 - (1) Access Control System software.
 - (2) Operating platform including the issuing of Key Card Access Devices.
 - (3) Key Card control record keeping.
 - (4) Lock change and security access authorizations.
5. Electronic Access Authorization and Eligibility.
 - a. Department Heads or their specific designees shall be the only individuals authorized to request electronic access or changes within their respective departments.
 - b. Departmental designees shall have their authority delegated in writing to:
 - (1) The Sheriff when requesting access to the Justice Center.

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

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- (3) The Lasata Administration Office shall issue key card devices to the Lasata Campus Buildings.
- c. All Access Card Devices must be picked up and signed for by the individual named on the Access Card Request Form.
- d. As approved by the Sheriff's Office certain individuals may be issued more than one type of access card device for use at the Justice Center.
- e. Recipients of Ozaukee County access cards will be responsible for their safekeeping.
- f. The Department Head shall notify the proper agent of any change in status of an employee, intern, volunteer or other individual who has been granted access that should result in modification or termination of access.
7. Employee Responsibilities:
 - a. Employees shall not loan or transfer their Access Card Device to any other individual.
 - b. Employees shall insure that unauthorized individuals do not follow them through any access-controlled entrance.
8. Return of Access Cards Devices
 - a. All Access Card Devices shall be surrendered to the employee's immediate supervisor upon:
 - (1) Termination of employment
 - (2) Transfer to another department
 - (3) Upon the request of the Department Head or the Sheriff's Office.
 - b. It is the immediate supervisor's responsibility to return the Access Card Device.
9. Lost Access Card Devices
 - a. The loss or suspected loss of any Access Card Device is to be reported immediately.
 - (1) A lost Administration Center Access Card Device shall be reported to the Human Resources Department.
 - (2) A lost Justice Center Access Card Device shall be reported to the Sheriff's Office.
 - (3) A lost Lasata Campus Access Card Device shall be reported to the Lasata Administrator's Office.
 - b. If a replacement device is ordered, the request will be annotated "REPL"
 - c. The employee's personnel file will be noted that the original device was lost, stolen or missing.
 - d. The costs for locks that are reprogrammed in order to restore security may be charged back to the appropriate department.
 - e. The Sheriff's Office may investigate each incident of lost Access Card Devices and may authorize lock changes needed because of a breach of security.

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- f. Charges for replacement of Access Card Devices, new locks and hardware may be appealed to the Public Works Committee.

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