



WASHINGTON
COUNTY
EST 1836
WISCONSIN

**EMPLOYEE
POLICY, PROCEDURE
AND BENEFIT
MANUAL**

Prepared by the
Washington County Human Resources Department
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INTRODUCTION

It is our hope that you will find this Manual a helpful reference source in becoming familiar with the general policies, benefits, and practices of Washington County Government.

With the realization that it is an impossible task to anticipate every question you may have, please consider this Manual as a guide, not an encyclopedia.

CERTAIN BENEFITS AND INFORMATION ARE HANDLED BY COLLECTIVE BARGAINING AGREEMENTS. WHERE THERE IS A DIFFERENCE BETWEEN THE PROVISIONS OF THIS MANUAL AND THE AGREEMENT, THE LABOR AGREEMENT SHALL GOVERN.

Your Department Head, Supervisor and the Human Resources Department stand ready at all times to answer any further questions regarding your employment with Washington County. All non-represented employees of Washington County are employed “at will.”

THIS MANUAL SHOULD NOT BE CONSIDERED A LEGAL BINDING CONTRACT AND IS SUBJECT TO CHANGE WITHOUT NOTICE.

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SEARCH TIP: A quick way to search for a topic is by right clicking on the document, click “Find”, (or “CTRL” “F”) and type the keyword which you are searching. If multiple words are in the document, continue to click the next button until you find the section you are searching.

AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE

Washington County hereby adopts an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity. Complaints should be addressed to: ADA Coordinator, Washington County Human Resources Department, 432 East Washington Street, West Bend, WI 53095-7986, (262) 335-4496, Toll Free 1-800-616-0446 (In State Only) or TDD (262) 335-4786.

1. A complaint should be filed in writing or verbally, containing the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within ten (10) days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow a filing of complaint. The ADA Coordinator shall conduct the investigation. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complainant and a description of the resolution, if any, shall be issued by the ADA Coordinator and a copy forwarded to the complainant no later than thirty (30) days after its filing.
5. The ADA Coordinator shall maintain the files and records of the county relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within thirty (30) days to the ADA Coordinator.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the appropriate Federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
 1. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and to assure that Washington County complies with the ADA and implementing regulations.

ANTI-RETALIATION POLICY

Retaliation of any kind is prohibited. Any employee who engages in or assists in retaliatory actions will be subject to disciplinary action up to and including termination of employment.

ATTENDANCE

The success and efficient operation of Washington County depends, to a large extent, on employees being at work and on time each day. Regular attendance is necessary to fulfill Washington County's Mission to provide efficient and effective public services for the well-being of our citizens. Excessive tardiness and absenteeism can have a disruptive impact on the public, providing good customer service and maintaining collaborative working relationships.

Employees are required to promptly notify their supervisor if they find they are going to be late for work (tardy) or if they are unable to report for work (absent). Your Department Head/Supervisor will provide the department specific notification procedure. Absences or incidents of tardiness that are not reported in a timely and proper manner may be subject to corrective and/or disciplinary action. Department Heads/Supervisors will review an employee's attendance when it is deemed a problem and will consult with Human Resources to determine the proper corrective and/or disciplinary action, up to and including termination of employment. If you believe your absence may be covered under the Family and Medical Leave Act (FMLA), it is your responsibility to notify your Department Head/Supervisor and the Human Resources Department of your intent to apply for FMLA leave.

Certain departments have a more specific attendance policy to guarantee customer and public needs are met. Please contact your Department Head or Supervisor for the details.

AUTOMATIC TERMINATION

Any employee absent from work for three (3) consecutive workdays without adequate notice or satisfactory explanation to his or her supervisor shall be deemed automatically terminated. For purposes of this section, workdays are deemed to be consecutive, notwithstanding their separation by scheduled days off or by approved leaves of absence. Failure to provide the County with required signed resignation forms shall be considered absence without adequate notice.

BACKGROUND CHECKS

It is the policy of Washington County that staff have certain qualifications, credentials, criminal or other background information verified as a condition of employment. The background check process is intended to assist Washington County evaluate whether a candidate is suitable for the position. All background information obtained will be applied or used in the employment/hiring process as allowed by law. We desire to promote fair and consistent methods to obtain, analyze, apply and retain background check information. All of the County's hiring practices emphasize the prevention of discrimination or harassment.

All employees must have completed Washington County's online application including the criminal history disclosure statement before an offer of employment can be made. In addition, employment verifications must be completed by either the hiring department or the Human Resources Department.

Certain positions including candidates for the Sheriff Department, those that fall under

Wisconsin's Caregiver Law, Department Head positions and positions designated by Human Resources due to the nature of the responsibilities, duties or functions of the position, may have the following additional background checks:

- a. Educational verification
- b. License or certification verification
- c. Criminal background check
- d. Fingerprint check

All information received in connection with any of the background checks mentioned herein will be treated as confidential and only disclosed as allowed or required by law.

Notification of Changes in Criminal Background or Investigations

Wisconsin's Caregiver Law requires that employees are required to notify their Department Head and Human Resources as soon as possible, but no later than their next work day, when an employee has been convicted of any crime or has been or are being investigated by any governmental agency for any other act, offense, or omission, including an investigation related to the abuse or neglect of, or threat of abuse or neglect to a child or the employee has a governmental finding substantiated against them of abuse or neglect of a client or misappropriation of a client's property.

You must also notify us immediately if you are placed in the Office of Inspector General's (OIG) List of Excluded Individuals/Entities (LEIE) database under the American Recovery and Reinvestment Act of 2009. If an employee fails to notify their supervisor, the employee will be subject to disciplinary action, up to and including discharge.

Washington County is required by law to recheck your background every four years. Washington County reserves the right to conduct background check as often as it deems necessary. Any discrepancies or omissions with prior checks will be investigated and may result in discipline up to and including termination.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

The Washington County Blood borne Pathogens Exposure Control Plan, in accordance with OSHA Blood borne Pathogens Standard, Title 29 Code of Federal Regulations 1910.1030, applies to all employees who may incur occupational exposure to blood or other potentially infectious materials. The policy identifies those job classifications that may have occupational exposure and how to reduce the exposure. The purpose of the policy is to protect employees against the risk of health hazards related to blood borne pathogens and to reduce or eliminate the risk of occupational exposure to blood borne diseases. Please see your Supervisor or contact the Human Resources Department for additional information.

BUILDING ENTRANCE

Keys

All keys are signed for in the Facilities Management Office upon authorization from the

Department Head.

If you wish to turn in the key currently assigned to you, you may do so; otherwise you assume the responsibility. No one is permitted to pass a key from one individual to another.

Clearance must be obtained from the Facilities Management Office for all keys assigned to an employee prior to the final paycheck. Any keys lost or not returned upon termination of employment will result in a charge of \$25.00 deducted from the employee's last payroll check or loss of the deposit.

Security Card Policy

(1) **Purpose.** The security card system is designed to protect employees by preventing unauthorized persons from entering the facilities.

(2) **Card Holders.** Certain employees are issued a security card upon employment with the County. Department Heads, in consultation with the Human Resources Department, are responsible for determining access levels for each of their employees. Employees should be granted minimally necessary access to buildings and facilities in order to fulfill job duties.

(3) **Lost Cards.** The first security card is issued to the employee at no charge. If a security card is lost, a new one will be re-issued at the cost of the employee. The County will use payroll deduction to recover the cost of any lost security card. If the original security card is later recovered, no refund will be issued for the cost of the replacement.

(4) **Damaged Cards.** A damaged security card, (split, cracked or worn from use) will be replaced at no cost to the employee. The card must be turned in to Human Resources Department for examination before a replacement card is issued. Intentional damage (cuts, chops, holes or unnatural bends) may result in assessing replacement cost to the employee.

(5) **Exchanging Cards.** No employee shall lend or allow another to use the County issued security card. Switching or borrowing of security cards is prohibited. Any employee borrowing or switching his or her security card is subject to disciplinary action. Any borrowed or switched card will be deactivated. Department Head approval is required to reactivate the card.

Security Doors

If you have a security card to access a security door, please make sure any individuals who do not have authorized access are not let into the building with you. Explain to the individuals that they may enter the building through the appropriate entrance and do not let them enter with you.

BULLETIN BOARDS

Bulletin boards are provided to inform you of important developments that will affect you or your job. All notices of interest and importance will be posted on the bulletin boards as well as all required State and Federal postings. Bulletin boards are property of Washington County. Posting on all bulletin boards is for the purpose of County business only. Any personal items posted will be removed.

CALL-IN-TIME

Hourly employees who are called to work by their Department Head or his/her designee other than their regularly scheduled starting time, shall be entitled to at least two hours of work at the appropriate overtime rate, regardless of the length of time actually worked. Employees may be required to work the full two hours. In order to qualify for call-in time, the employee is required to report physically to the job site or normal work location. Call-in time shall not apply to telephone contacts from the public or persons having specific business with the County.

CHANGE OF RECORDS

Keeping your personnel and payroll records up to date is important for both you and your Department. You should notify the Human Resources Department immediately of a change in any of the following: name, marital status, number of dependents, and insurance coverage for beneficiary changes. Any other changes such as address, email and telephone number should be done by the employee on the Employee Self Service website.

CIVIL RIGHTS COMPLIANCE

Equal Opportunity in Employment and Service Delivery Policy Statement

It is the policy of Washington County to comply with the equal opportunity policy and standards of the Wisconsin Department of Children and Families, the Department of Health Services and the Department of Workforce Development and all applicable state and federal statutes and regulations relating to nondiscrimination in employment and service delivery.

Employment

No otherwise qualified person shall be excluded from employment, be denied the benefits of employment or otherwise be subject to discrimination in employment in any manner on the basis of age (over 40), race, religion¹, color, sex, national origin or ancestry, disability or association with a person with a disability, arrest record, conviction record, sexual orientation, marital status, pregnancy or childbirth, military participation, genetic testing, submitting to honesty testing, or use or non-use of lawful products off the employers premises during non-working hours. Employees may not be harassed in the workplace based on their protected status nor retaliated against for filing a complaint, for assisting with a complaint, or for opposing discrimination in the workplace. All employees are expected to support goals and programmatic activities relating to nondiscrimination in employment.

Service Delivery

No otherwise qualified applicant for service or program participant shall be excluded from participation, be denied benefits, or otherwise be subject to discrimination in any manner on the basis of race, color, national origin, age, sex, religion, political beliefs or disability. No

¹ Exceptions: Under Section 702(a) of Title VII, 42 U.S.C. § 2000e-1(a), religious organizations are permitted to give employment preference to members of their own religion. The exception applies only to those institutions whose "purpose and character are primarily religious." These exceptions apply only to employment conditions.

employee or other person shall intimidate, threaten, coerce, or discriminate against any otherwise qualified individual for the purpose of interfering with any right or privilege secured under one of the applicable civil rights laws, or because they have made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing under one of the applicable civil rights laws. Program access for persons with disabilities is covered in the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 as amended. Under the Food Stamp Act and USDA-FNS policy, discrimination is prohibited also on the basis of religion and political beliefs or affiliation. This policy covers eligibility for access to service delivery, and to treatment in all of the programs, services and activities. All employees are expected to support the goals and programmatic activities relating to nondiscrimination in service delivery.

To assist us in complying with all applicable equal opportunity rules, regulations and guidelines, the Director of Human Resources, has been appointed the Equal Opportunity Coordinator. You are encouraged to discuss any perceived discrimination problems in employment or service delivery with the Equal Opportunity Coordinator. Information about our discrimination complaint resolution process is available to you upon request. The Director of Human Resources may be reached at the Washington County Human Resources Department, 432 E. Washington Street, P.O. Box 1986, West Bend, WI 53095-7986, Monday through Friday from 8:00 a.m. to 4:30 p.m., (262) 335-4496, Toll Free 1-800-616-0446 (In State Only), TDD (262) 335-4786 or e-mail Todd.Scott@co.washington.wi.us.

Discrimination against any person will be prohibited except where specific age, sex or physical requirements constitute a bona fide occupational qualification necessary for proper and efficient administration. All decisions regarding an individual's employment status in matters of promotions, demotions, transfers, layoff and return from layoff shall be based on the employee's ability to perform the work, previous work experience, physical fitness where this is a factor in performance, performance on the present job. The fact that Washington County is an equal opportunity employer shall be indicated on all recruitment/advertising. For questions concerning Washington County's Civil Rights Compliance Plan for meeting Equal Opportunity requirements, please contact the Human Resources Department.

Washington County enforces guidelines set forth by the Americans with Disabilities Act of 1990.

Limited English Proficiency Policy Statement

Washington County is committed to provide equal opportunity in all programs, services and activities to persons with limited English proficiency (LEP). Program access for LEP persons is covered in Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of national origin; these protections are further affirmed in Executive Order 13166. Services include providing written translation and oral interpretation, free of cost, to LEP persons to ensure meaningful, accurate, and equal access to programs, benefits, and activities. It is the policy of Washington County to discourage the use of family members or friends as interpreters because this may violate the person's privacy and disclose sensitive and confidential information. It is our policy to inform all LEP customers of the right to free language assistance/interpreter services at no cost to the LEP customer. LEP customers who decline such services and request the use of a family member or friend will be asked to sign a release form acknowledging that this practice could result in a breach of confidentiality and he/she will not hold the agency responsible for any inaccurate translation or miscommunication. This

organization prohibits the use of minor children (18 years of age or younger) as an interpreter and will not allow minor children to interpret under any circumstances.

This agency monitors its changing demographics and population trends on an annual basis to ensure awareness of the changing demographics and language needs in our service area.

All sub-recipients contracting with this agency are required to comply with the LEP policy requirements.

To assist us in complying with all applicable limited English proficiency rules, regulations and guidelines, the Director of Human Resources has been appointed the Limited English Proficiency Coordinator. LEP customers are encouraged to ask for language assistance or discuss any perceived discrimination problems with the LEP Coordinator. Information about our discrimination complaint resolution process is available to you upon request. The Director of Human Resources may be reached at the Washington County Human Resources Department, 432 E. Washington Street, P.O. Box 1986, West Bend, WI 53095-7986, Monday through Friday from 8:00 a.m. to 4:30 p.m., (262) 335-4496, Toll Free 1-800-616-0446 (In State Only), TDD (262) 335-4786.

How to File an Employment or Service Delivery Discrimination Complaint

If you feel that you have been treated differently because of your age, race, religion, color, sex, national origin or ancestry, disability or association with a person with a disability, arrest or conviction record, sexual orientation, marital status or pregnancy, political belief or affiliation, military participation, or use or non-use of lawful products off the employers or service providers premises during non-working hours, you may file a complaint. If you were wrongfully denied services, or if the treatment you received was separate or different from others, or if the program was not accessible to you, it may be discrimination.

IMPORTANT: If your application for service was not taken or you were told you were not eligible for a particular program, BUT you feel you are eligible, ask the provider for a pamphlet which explains how to request a local agency appeal process or State administrative hearing review. You're right to appeal a decision or to request a State administrative hearing does not need to be connected to a discrimination complaint.

You may file an informal discrimination complaint with your employer or service provider, or you may file a formal discrimination complaint with a state or federal agency. However, complaints alleging discrimination on the basis of age for the United States Department of Agriculture, Food and Nutrition Services (USDA-FNS) programs, this complaint will be forwarded to the appropriate FNS Regional OCR within 5 working days after receipt. FNS Regional OCR will refer the complaint to the Federal Mediation and Conciliation Services (FMCS) within 10 days of initial receipt by the agency. No one may threaten or harass you for making a complaint. No one may threaten or harass your witnesses because they are willing to say that they saw, heard or experienced.

All formal complaints must be filed within 180 days of the event or treatment you feel was discrimination. However, you should file the complaint as soon as possible after the action took place. If you file an informal complaint and you are not satisfied with the resolution, you can still file a formal complaint as long as you do it within filing time frame. Do not wait until after the

filing deadline to get an answer to the informal complaint if you plan to make a formal complaint.

To file an informal discrimination complaint with your provider or employer, request a discrimination complaint form by calling the Equal Opportunity Coordinator at (262) 335-4496 or TDD (262) 335-4786. Send the completed form back to your provider's Equal Opportunity Coordinator. His or her name should be on this form.

If you wish to file a formal discrimination complaint, you may send the completed complaint form directly to the appropriate state or federal agency listed below. Include a letter stating that you are making a formal complaint to their agency as the funding source. Staff of the state or federal agency will provide the results to you within 90 days.

PROGRAM

Wisconsin Works (W-2), (W-2) Transitions, Temporary Assistance to Needy Families (TANF), Brighter Futures Initiative, Child Support, Early Care and Education, Head Start, Child Care and Day Care Certification Programs, Child Welfare, Milwaukee Child Welfare and Integration Programs, Emergency Assistance, Families and Economic Security, Community Service Jobs, Job Access Loans, Adoption and Foster Care Programs, Safety and Permanence Programs (Out-of-Home Care, Safety and Well Being, Program Integrity), Child Placement Services, Child Abuse and Neglect, Protective Services, Kinship Care, Domestic Abuse/Domestic Violence Programs, and other programs administered by the Wisconsin Department of Children and Families. Refugee and Immigrant Services (Social Services, Older Refugee, Family Strengthening, Health Services, Preventative Health Services, Mental Health, Refugee Cash and Medical Assistance),

Medical Assistance Services, Medicaid, Badger Care Plus, Food Share (formerly Food Stamps Program in Wisconsin), TEFAP, Senior Care, Community Aid, Long Term Care, Mental Health and Substance Abuse, Services to the Deaf and Hard of Hearing, Blind and Visually Impaired and Persons with Disabilities, Family Care, Public Health Services, Community Health Center Programs, WIC (Women, Infants and Children), and other programs administered by the Wisconsin Department of Health Services

Wisconsin Workforce Investment Act, and other programs administered by the Wisconsin Department of Workforce Development.

STATE AGENCY

Wisconsin Department of Children and Families
201 E. Washington Ave, Second Floor
P.O. Box 8916
Madison, WI 53708-8916
Voice: (608) 266-5335
TTY: 1-800-864-4585

Wisconsin Department of Health Services
Office of Civil Rights Compliance
1 W. Wilson, Room 561
P.O. Box 7850
Madison, WI 53707
Voice: (608) 266-9372
TTY: 1-888-701-1251

Wisconsin Department of Workforce Development
ATTN: Equal Opportunity Officer
201 E. Washington Ave, Room G100
P.O. Box 7972, Madison, WI 53707-7972
Voice: (608) 266-6889 TDD: 866-275-1165

Unsubsidized and Trial Jobs Complaints. Any employment condition as an employee of DCF, DHS and or DWD funded entities and their subcontractors.

Equal Rights Office
P.O. Box 8928
Madison, WI 53708
Telephone: (608) 266-6860
TDD-Hearing Impaired: (608) 264-8752

Equal Rights Office
819 North Sixth Street, Room 255
Milwaukee, WI 53203
Telephone: (414) 227-4384
TDD: (414) 227-4081

U.S. Equal Employment Opportunity Commission
310 W. Wisconsin Ave., Suite 800
Milwaukee, WI 53203
Telephone: 414-297-1111, TDD: 414-297-1115

**The Office of Federal Contract Compliance
U.S. Department of Labor**
230 South Dearborn Street
Chicago, IL 60603
Telephone: 312-353-2158, TDD: 312-353-2158

PROGRAM

Formal Discrimination Complaint about any of the above services administered by the Wisconsin Department of Health Services.

FEDERAL AGENCY

HHS, Director, Office for Civil Rights
Room 506-F,
200 Independence Avenue, S.W.,
Washington, D.C. 20201
(202)-619-0403 (Voice) (202)-619-3257 (TTY)

U.S. Dept. of Health and Human Services
Office for Civil Rights
Region V, 233 N. Michigan Ave.
Chicago, IL 60601
Telephone: 312-886-2359, TDD: 315-353-5693

Formal Discrimination Complaint about any program receiving federal assistance.

Coordination and Review Section - NWB
Civil Rights Division
U.S. Department of Justice
950 Pennsylvania Avenue, N.W.
Washington, D.C. 20530
(888) 848-5306 - English and Spanish (ingles y español)
(202) 307-2222 (voice) (202) 307-2678 (TDD)

Title VI Hotline: 1-888-TITLE-06 (1-888-848-5306)
(Voice/TDD)

Disability Complaints:
U.S. Department of Justice Civil Rights Division 950
Pennsylvania Avenue, NW Disability Rights Section -
NYAV Washington, DC 20530
800-514-0301 (v) 800-514-0383 (TTY) (also in Spanish)

Formal Discrimination Complaint for the Supplemental Nutrition Assistance Program (SNAP) (Formerly known as the Food Stamp Program at the Federal level) Food Share (Formerly known as the Food Stamps in Wisconsin), WIC, TEFAP and the Food Stamp Employment and Training (FSET) Program.

USDA Director, Office of Civil Rights
1400 Independence Avenue, S.W.,
Washington, D.C. 20250-9410
(800)-795-3272 (Voice)
(202)-720-6382 (TTY)

Food and Consumer Services
Civil Rights Program
U.S. Department of Agriculture
77 Jackson Boulevard, 20th Floor
Chicago, IL 60604
(312)-353-1457(Voice)

CLASSIFICATION AND COMPENSATION PLAN

EMPLOYMENT CLASSIFICATION

1.0 FTE

Employees who work 40 hours per week throughout the year on a regularly scheduled basis.

0.6-0.9 FTE

Employees who work 30-39 hours per week throughout the year on a regularly scheduled basis.

0.5 FTE

Employees who work 20-29 hours per week throughout the year on a regularly scheduled basis.

Below 0.5 FTE

Those positions created by the County whose authorization will be on average, less than 20 hours per week of employment and not normally exceed five hundred eighty (580) hours of employment in one (1) calendar year shall be considered limited hour employees and shall be compensated at an hourly rate which is equivalent to or compatible with the appropriate rates established for similar regular full, three quarter and part-time job classifications.

Limited hour employees do not accrue benefits (e.g. PTO (Paid Time Off), ELB (Extended Leave Bank) leave) and do not receive holiday pay.

Pool

Employees who work on an as needed basis dependent upon the needs of various County Departments. Pool employees do not accrue benefits (e.g. PTO (Paid Time Off), ELB (Extended Leave Bank) leave) and do not receive holiday pay.

Temporary and Grant

Temporary and Grant Employees. Temporary and grant employees are entitled to the benefits of this section as follows:

(a) Definitions. In this subsection: 1. "Grant Employee" means an employee hired under a specific grant program which has been approved by the County Board pursuant to Section 4.31.

2. "Temporary Employee" means an employee hired for a specific period of time or as a temporary replacement for another employee on authorized leave where employment is expected to terminate upon return to duty of the employee on leave.

(b) A grant employee is entitled to the benefits of this section only to the extent that the grant provides for those benefits or as otherwise specifically approved by the Board of Supervisors, and where the employee meets all other benefit eligibility requirements of this section.

(c) Temporary employees are entitled to receive only statutorily mandated benefits unless otherwise specifically approved by the Board of Supervisors.

(d) Nothing in this subsection shall prohibit the provision of specific benefits to an employee under an individual employment contract.

Hours worked will be reviewed periodically to verify the accuracy of your employment classification.

WASHINGTON COUNTY STAFFING PLAN

Please see Packet for the complete staffing plan.

<https://packet.co.washington.wi.us/>

Miscellaneous Rates

Classification	Department	Current Rate
Seasonal Help	General	10.00 to 12.00/hr.
Administrative Pool	Human Resources Department	10.94/hr.
Interpreter Pool	Human Resources Department	25.00/hr.
Deputy Medical Examiner I	Medical Examiner	16.14/hr.
Conservation Intern (summer season)	Planning & Parks	10.00/hr.
Planning Intern	Planning & Parks	12.00/hr.
Accident Reconstruction Bonus	Sheriff	1.00/hr.***
Bailiff	Sheriff	16.90/hr.
Deputy Sheriff (Hiring Rate Only)	Sheriff	26.01/hr.
Field Training Bonus	Sheriff	1.00/hr.***
***Note: Members of the Sheriff's Department staff assigned by the Sheriff for Accident reconstruction or field training will be paid this additional rate for all hours assigned specifically to work on accident reconstruction and field training.		
Special Assignment	Sheriff	26.01/hr.
Special Deputy Sheriff	Sheriff	18.21/hr.*
* Note: Upon completion of the State Certification Program and/or eligibility for certification by the Law Enforcement Standards Board, will receive		
SWAT Team & Dive Team Bonus	Sheriff	19.51/hr. 1.00/hr.**

** Note: Members of the Sheriff's Department staff assigned by the Sheriff as a SWAT or Dive team member will be paid this additional rate for all hours assigned specifically to work as a SWAT or Dive Team member during SWAT or Dive Team calls

Undersheriff Sheriff 1.00/hr.*****

*****Note: The member of the Sheriff's Office staff designated as Undersheriff by the Sheriff pursuant to Wisconsin Statutes 59.26 will be paid this additional rate.

Administrative Intern UW Extension 12.00/hr.

(b) **Miscellaneous Rates – Samaritan Campus-Premiums.** For purposes of this section, the shift premium for the Nursing Staff listed in this subdivision is for any time worked on 2nd and 3rd shift, while other qualifying employees receive the shift premium between the hours of 3:00 p.m. and 5:00 a.m., or in accordance with Samaritan Campus policy on Family Care funding [see 49.45(47m), Wis. Stats.] The weekend premiums for all employees listed in this subdivision are the time period between 11:00 p.m. Friday to 11:00 p.m. Sunday, inclusive.

Classification	Description	Current Rate
Casual Certified Nursing Assistant	Hourly rate if hired prior to 1/1/2012	19.10/hr.
Casual Resident Assistant	Starting pay	17.66/hr.
	Hourly rate after 12 months of employment	17.66/hr.
	Holiday pay premium	3.04/hr.
Casual Licensed Practical Nurse	Day Shift	27.75/hr.
Casual Registered Nurse	Day Shift	31.21/hr.
Certified Nursing Assistant (Regular)	Shift/weekend premium	1.00/hr.
Charge Nurse (Registered)		2.50/hr.
Dining Services Cook	Shift/weekend premium	1.00/hr.
Dining Services Assistant	Shift/weekend premium	1.00/hr.
	Working in the role of Cook	1.00/hr.
Licensed Nursing Personnel (RN, LPN, Casual RN, Casual LPN)	Shift/weekend premium	2.00/hr.
Medication Assistant	Shift/weekend/premium	1.00/hr.
Therapeutic Recreation Assistant	Shift/weekend/premium	1.00/hr.

(4) (AM 99-25) (AM 00-2) (AM 01-8) (AM 01-49) (AM 02-1) (AM 04-2) (AM 06-1) (AM 08-3) (AM 10-1) (AM 11-22) (AM 13-15) (AM 15-17) (AM 17-43) Elected **Department Heads.** (a) Pursuant to §§59.13 and 59.22, Wis. Stats., the County Board shall establish the salaries of certain elected department heads before the earliest time for filing nomination papers for such elective offices. The annual salaries set forth herein shall constitute “total annual compensation” as that phrase is used in §59.22(1), Wis. Stats. Elected department heads’ salaries shall remain in effect unless duly changed by the County Board.

Elected Department Heads Salaries (*effective 01/01/18*)

	Annual Rate
Clerk of Courts	\$80,074.66
County Clerk	\$74,589.00
County Treasurer	\$74,589.00
Register of Deeds	\$74,589.00

Sheriff \$104,745.53

Elected Department Heads Salaries (*effective 01/01/19*)

	Annual Rate
Clerk of Courts	\$81,678.00
County Clerk	\$76,080.00
County Treasurer	\$76,080.00
Register of Deeds	\$76,080.00
Sheriff	\$107,893.00

Elected Department Heads Salaries (*effective 01/01/20*)

	Annual Rate
Clerk of Courts	\$83,312.00
County Clerk	\$77,602.00
County Treasurer	\$77,602.00
Register of Deeds	\$77,602.00
Sheriff	\$111,130.00

Elected Department Heads Salaries (*effective 01/01/21*)

	Annual Rate
Clerk of Courts	\$84,978.00
Sheriff	\$113,352.00

Elected Department Heads Salaries (*effective 01/01/22*)

	Annual Rate
Clerk of Courts	\$86,678.00
Sheriff	\$115,619.00

(b) Each elective official listed herein may be eligible and may elect to participate in the County’s health insurance plan under the same terms, conditions and coverages offered to full time non-represented County employees. It is expressly recognized that participation is voluntary and the terms, conditions and eligibility requirements are subject to change. Any such changes and adjustments in premiums, deductibles, co-pays and co-insurance shall be made irrespective of the total annual compensation set forth at (a).

(c) Each elective official listed herein is entitled to participate in the Wisconsin Retirement System (“WRS”) as authorized by law. Each elective official is required to pay the official’s share of the total WRS contribution. It is expressly recognized that the official’s share of the total WRS contribution may change from time to time as determined by the Wisconsin Employee Trust Fund and any such adjustments shall be made irrespective of the total annual compensation set forth at (a). WRS contributions referenced herein shall be made pre-tax.

(5) (AM 98-28) (AM 99-38) (AM 04-37) (AM 16-26) Mileage. Whenever mileage is reimbursed under authority granted by this Code, the reimbursement rate shall be the rate

allowed by the Internal Revenue Service (IRS) in determining business mileage costs unless the Code or Wisconsin Statutes provide a different reimbursement amount. When a trip in the discharge of county duties starts or ends at the residence of an employee, the number of miles driven shall be counted as either the distance between that residence and the destination, or between the county office and the destination, whichever is less.

Performance Appraisals

1. Every Washington County employee shall have his or her work performance reviewed annually by the direct supervisor or designee. Non-elected department heads shall have their performance reviewed once a year by the County Executive.
2. All employees shall have their performance reviewed within six months of their hire date. Employees obtaining a satisfactory rating or on the authorized appraisal form will be eligible for a pay increase on January 1st of the next year. Employees who did not obtain a satisfactory rating will not increase pay when available. Performance improvement plans will be established or continued for employees who did not obtain a satisfactory rating, as deemed appropriate by the Department Head in consultation with Human Resources. Employees demonstrating marked improvements during the pendency of a performance improvement plan may receive a pay increase at the discretion of the Department head in consultation with the Human Resources Director.
3. Completion of all appraisals shall be done on the SABA.
<https://global.hgncloud.com/washingtoncounty/welcome.jsp>

(1) Changes in Classification.

(a) Promotion. Promotion is the advancement of an employee. Promotions are judged on individual qualifications and consideration is given to such factors as demonstrated ability, performance, training, attitude and length of service. When an employee is promoted to a position in a higher classification, he or she shall service a 6-month introductory period. Promoted employees shall move to the next highest pay rate for the higher classification on the effective date of the promotion. The promoted employee may use earned paid time off leave, and other benefits during this introductory period. An employee who does not successfully complete the introductory period shall be restored to a position commensurate with his or her former status for which he or she is qualified as soon as one becomes available.

(b) Transfer. Transfer is a movement of an employee from one classification to another classification having the same job rate (maximum). There shall be no change in the pay rate of the employee who is transferred.

1. Any transfer should be acceptable to the employee's current Department Head, the new Department Head, the Director of Human Resources and must be consistent with any bargaining agreements involved. When transferring from one department to another, the employee carries to the new department all accumulated time off benefits. Only one lateral transfer is allowed per six months.

2. A six-month introductory period applies to transfers and must be satisfactorily completed in the new department. The employee may use time off leave during this introductory period.

(c) Demotion. Demotion is the movement of an employee from one classification to another classification having a lower pay rate. ***Employees may not apply for a voluntary demotion during their introductory period.*** When employees, either voluntarily or involuntarily, are demoted to a position in a lower classification, their pay may be adjusted to any pay rate for the lower classification not to exceed their current hourly rate. If the new rate is established at a rate below the pay maximum, employees shall have their pay increases at the designated intervals found in the pay plan until they reach the maximum. Demotions are considered permanent when a six (6) month introductory period is satisfactorily completed in the new position. The employee may use time off leave during this time.

(d) Changes to FTE. When an employee changes FTE, accrued time off hours will begin to accrue the day the change is effective. If the change is a promotion, or a lateral transfer a six (6) month introductory period must be served. If the change is made in the same job classification within the same department, no introductory period is required.

(e) 1.0 FTE to .5 FTE. When an employee moves from 1.0 FTE to a .5 FTE position their ELB (Extended Leave Bank) will transfer with them.

(f) 1.0 FTE to .4 FTE or Below. When an employee moves from 1.0 FTE to a 0.4 FTE or below, pool or temporary position (voluntary or involuntary), accrued ELB (Extended Leave Bank) leave will be lost the day the change is effective. Any outstanding PTO (Paid Time Off) will be paid out accordingly. Pool and limited employees are not eligible for pay increases. Please contact the Human Resources Department for further details on benefits affected by this change. *If an employee returns to regular status, service with the County used to calculate benefits will begin the day the employee moves to regular status.*

(g) Union Status to Non-Union Status. Employees moving from a union position to a non-union position will move to the next highest pay rate in the non-union pay table. A six (6) month introductory period must be served in the new position.

(h) Non-Union to Union Status. Employees moving from a non-union position to a union position will begin at the first tier of the union pay table in place at that time. An introductory period must be served based on the contract language.

The County will not compensate employees for interviewing with another County Department during their regular work hours. The employee may use approved PTO (Paid Time Off) or with the approval of the Department Head, may be allowed to make up the time lost at some other time during the pay period. Additionally, the employee can use their lunch or break time in order to take part in an interview, provided that the time does not exceed the normal lunch or break time.

(2) **Annual Pay Adjustments.** The authorized pay rates shall be adjusted annually on 01/01 of that year as follows:

(a) Each year the Executive Committee shall determine the kind and amount, if any, of general cost of living pay increase that should be granted to employees. The committee shall then submit their recommendations to the County Board for action.

(3) **Procedures for Additional Position Requests.** The following procedure shall apply to all County departments:

(a) All requests for additional positions shall be submitted by the department head to the Human Resources Department.

(b) All requests must be in writing and must be accompanied by a completed job description form as supplied by the Human Resources Department.

(c) The Director of Human Resources and the County Executive shall meet to evaluate the need for the position.

(d) It shall be the responsibility of the County Executive to tentatively approve or reject funds for additional positions.

(e) If it is determined that a need exists to create new position, the department head requesting the new position shall seek approval of the Standing Committee and County Board of Supervisors to add the position to the staffing plan. Standing Committee's approval of funds for additional position(s) shall constitute approval of the request for position(s).

(4) **Refilling Authorized Positions.** Requests to refill authorized positions shall be made through the Human Resources Department. The Director of Human Resources shall review each request to determine the following:

(a) The position is authorized.

(b) The position is funded and review of the source of position funding to assure that positions created using State or Federal grant monies are still eligible for those funds.

(c) If the classification and compensation levels assigned to the position remain appropriate.

(d) If the Human Resources Director determines that refilling the position is justified, the department head may recruit.

(e) If it is determined that the position, duties or funding requires modification, the Human Resources Director shall take the necessary actions to adjust the position parameters so that it meets the needs of the Department.

(f) If the Human Resources Director determines that filling the position is not justified, the Human Resources Director shall propose an ordinance amendment removing the position from the staffing plan.

CODE OF ETHICS

(1) **Declaration of Policy.** Public officials and employees as defined in this section are committed to the highest standards of ethical conduct in the performance of their public duties, and affirm that individual and collective adherence to the highest ethical standards is central to maintaining the public trust and vitality of the democratic process.

Serving the public trust is an honor that confers a sacred trust on the office holders to serve the public purpose by exercising their judgments for the benefit of the public, and binds them to uphold the Constitution of the United States, the Constitution of the State of Wisconsin, and to carry out impartially the laws of the Nation, State and County.

While County officials may agree on the need for proper conduct, it is recognized that as representatives drawn from a representative democratic society, they may experience personal conflicts and hold differing views, values and loyalties.

(2) **Ethical Principles.** This Code of Ethics contains principles that provide valuable guidelines and encourage ethical reflection in reaching decisions which are governed ultimately by the individual conscience and commitment to the public good.

(a) A public official is dedicated to the democratic ideals of honesty, openness and accountability in all matters involving County government and should:

3. Exert a good faith effort to communicate the full truth about County matters and avoid structuring information to achieve a personal advantage.
4. Accept responsibility for his or her public conduct as well as the actions of the County Board, even when mistakes occur.
5. Commit to the spirit of open government, characterized by the broadest possible provisions for public access and information sharing, qualified only by those instances when meetings or certain public records are shielded by State law.
6. Accept the obligation to report suspected illegal misconduct by another elected official to the proper investigative authorities.

(b) A public official models decorum, respect for others and civility in all public relationships and should:

1. Honor public office by behaving with courteous behavior and respect for the dignity of others in interactions with elected officials, employees, citizens and media.
2. Promote exemplary conduct at County Board, committee meetings, public hearings and other public activities that may present a prime opportunity for civil discourse.

(c) A public official actively practices stewardship of the County's fiscal and natural resources and should:

1. Conserve natural resources by supporting public policy for the best

use of land, water and air consistent with the public interests, community need and a vision for the future.

2. Adopt fiscal policies that promote the most effective, efficient and ethical use of public funds.

(d) A public official performs the duties of the office with fairness and impartiality to build public confidence in government and should:

1. Promote County business practices which contribute to public perception of the impartiality of County decisions.
2. Support the principle of equal employment and oppose discrimination in all County operations.
3. Avoid the appearance of impropriety by choosing the ethical course of action to sustain the public trust.
4. Seek and consider citizen input, questions, concerns and ideas.
5. Effectively and efficiently work with government agencies, political subdivisions and organizations to further the interests of the County.

(e) A public official strives for excellence and continuous learning in all operations of County government and should:

1. Seek opportunities to acquire skills and knowledge needed to perform the varied work of public office most effectively.
2. Dedicate the time necessary to adequately attend to the assignments and duties of the office.
3. Advocate and appropriate resources for County employees to establish a work environment which will expand performance capacities.

(3) **Definitions.** The following terms in this subsection mean:

(e) Advisory Opinion. – An interpretation requested by a public official and issued by the Ethics Board regarding the propriety of any matter to which the public official is or may become a party.

(b) Anything of Value. – Any money or property, favor, gift, service, payment, advance, forbearance, loan, or promise of future employment, including, without restriction by enumeration, tickets, passes, lodging, travel, recreational expenses, and admission offered and provided by persons doing business, or interested in doing business, with the County. "Anything of Value" DOES NOT INCLUDE compensation and expenses paid by the County, political contributions which are reported under Chapter 11, Wis. Stats.; occasional meals and beverages, unsolicited advertising or promotional material such as pens, pencils, note pads, calendars, and other items of nominal value; or hospitality of nominal value or extended for a purpose unrelated to County business; or business related seminars, trade shows or other training related activities.

(c) Associated. – When used with reference to a person, includes any organization in which a person or member of his or her immediate family is a director, officer or

trustee, or owner, or controls, directly or indirectly and severally or in the aggregate at least 10% of the outstanding equity.

(d) Board. – The Ethics Board created by this Code of Ethics.

(e) Confidential Information. – Written material or oral information related to County government which is not otherwise subject to the Open Records Law and which is designated by statute, ordinance, court decision, lawful order or custom, as confidential and not subject to disclosure.

(f) Conflict of Interest. – A public official's action or failure to act in the discharge of his or her official duties which could reasonably be expected to produce or assist in producing a substantial economic or personal benefit for such official, his or her family or an organization with which he or she is associated.

(g) Contract. – All agreements executed between the County or a sub-unit thereof and another party or parties for the provision of goods, materials, supplies, construction, or services in exchange for valuable and sufficient consideration.

(h) County Facilities. – All buildings that are owned, leased, or rented by Washington County.

(I) Economic Interest. – Any interest that will yield directly or indirectly a monetary or other material benefit to the public official or to any person employing or retaining the services of the public official, or any member of the family of said public official, except as set forth by §946.13, Wis. Stats.

(j) Employee. – All persons filling a 1.0-0.5 FTE position of County employment.

(k) Family. – Any individual related to a public official as spouse, parent, child, sibling, grandparent, grandchild, parent-in-law, sibling-in-law and step relations of the above, or as a legal designee of the public official for tax purposes.

(l) Immediate Family. – Any individual related to a public official as spouse or legal dependent for federal income tax purposes.

(m) Income. – The meaning given under the federal internal revenue code.

(n) Incompatibility. – A conflict between one's official responsibilities and personal or economic interest which would prevent the public official from the complete and proper discharge of his or her official County duties.

(o) Organization. – Any corporation, partnership, proprietorship, firm, enterprise, franchise, association, trust or other legal entity other than an individual, body politic, or charitable entity.

(p) Person. – Any natural person, corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, joint venture, trust, or other legal entity

recognized as such by the laws of the State of Wisconsin.

(q) Personal Interest. – Any interest arising from a blood, marriage or adoptive relationship.

(r) Principal Income. – Earnings which constitute at least one-half of total annual earnings.

(s) Private Business. – Those activities related to non-Washington County government employment in which the public official has an economic interest as defined herein.

(t) Public Official. – Any person holding an elected County office and candidates for elected County office or any person holding an appointed County office, County department heads, all County employees, and all citizens appointed by the County Board such as consortiums, boards or commissions.

(4) Standards of Conduct Enumerated.

(a) Economic and Personal Interest. No public official shall engage in any business or transaction or shall act in regard to economic or personal interest, direct or indirect, which is incompatible with the proper discharge of his or her official duties or which would tend to impair his or her independence of judgment or action in the performance of his or her official duties. This section is not intended to interfere with public officials having duties or employment in addition to those related to Washington County, provided those duties or employment do not cause violations of this Code of Ethics and are disclosed to his or her supervisor.

(b) Gifts. It shall be a breach of ethical standards for any public official to solicit, demand, accept or agree to accept anything of value if it is in relation to a particular contract, solicitation, or proposal, therefore, or if it could reasonably be expected to influence his or her independence of judgment, action or inaction in the performance of his or her official duties. In addition, the acceptance of a gift offered in relation to any proceedings such as decision, approval, disapproval, recommendation, rendering of advice, investigation, auditing or any other advisory capacity is also prohibited.

(c) Campaign Contributions. No public official shall use his or her position to influence other public officials to make political campaign contributions.

(d) Contracts with County. Except as set forth by §946.13, Wis. Stats., no public official shall, in his or her official capacity, negotiate, bid for, participate in the making of a contract or enter into a contract in which he or she has a private economic interest.

(e) Use of Public Property. No public official shall request or knowingly permit the use of County services or of County-owned vehicles, equipment, materials or property for non-authorized non-governmental purposes or personal profit or benefit, except when such services or uses are available to the general public.

(f) Use and Disclosure of Confidential Information. No public official shall knowingly use or disseminate confidential information for actual or anticipated personal gain or for the actual or anticipated gain of any other person. Nor shall a public official, without proper

legal authorization, disclose confidential information gathered in the course of public employment or during closed meetings to an unauthorized person.

(g) Influence Peddling. No public official shall use or attempt to use his or her public position to influence or gain unlawful benefits or to influence or gain advantage or privileges for himself or herself or others.

(b) Personal Services. No public official shall require another public official to perform any private work or private or personal service.

(l) Issuance of Permits. No public official empowered to issue a discretionary permit under either the state or local laws or regulations shall issue any such permit to himself or herself or to any member of that public official's immediate family without first revealing in writing the request for such permit to that public official's immediate supervisor.

(j) Conducting Private Business on County Time. No public official shall engage in his or her private business while he or she is engaged in his or her public duties.

(5) Process for Obtaining Advisory Opinion Relating to Potential Conflict of Interest.

(a) Any public official who, in the discharge of his or her official duties, is involved in or is about to be involved in any matter that could result in this Code of Ethics being applicable to the circumstances, on his or her part, shall prepare a written statement describing such matter and the nature of the possible breach. This statement shall be delivered to the Washington County Clerk for transmittal to the Ethics Board Chairperson for the Ethics Board review and recommendation, in the case of employees, this statement shall be delivered to their department head and in the case of department heads, to the County Board Chairperson. The public official is to withdraw from further participation in the potential breach involved until such determination is made.

(b) Any public official to whom this Code of Ethics applies may request from the Ethics Board an advisory opinion and shall be guided by the opinion rendered. The requesting public official shall have the opportunity to present his or her interpretation of the facts at issue and of the applicability of provisions of this Code of Ethics before the advisory decision is made or rendered. The Board's deliberations and action upon such requests shall be in meetings not open to the public. The Board may make public a summary of an advisory opinion after making sufficient alterations in the summary to prevent disclosing the identities of individuals and Departments involved.

(c) Non-Washington County government employment which may be related to the public official's County duties and membership in social, political, fraternal, charitable, or religious organizations are not prohibited. However, it is the responsibility of the public official to ensure that non-Washington County government employment or membership does not conflict or interfere with the complete and proper discharge of his or her duties for the County. Any non-Washington County government employment or membership which could potentially lead to a conflict situation should be discussed with the County Ethics Board in the case of a public official, or in the case of an employee, with the employee's immediate supervisor, to determine the best means of preventing conflict situations from developing.

(d) If the conflict of interest matter reported by an employee in writing to the department head cannot be resolved at a departmental level through reassignment of specific duties or other means and/or further clarification is needed, the matter shall be referred on behalf of the employee by the department head to the Ethics Board for an advisory opinion.

(e) It is prima facie evidence of intent to comply with the Code of Ethics when a public official seeks advice from supervisory personnel and/or from the Ethics Board on how to resolve a real or potential conflict situation and abides by that advice.

(6) **Disclosure of Legislative Interest.** Any public official who has or whose family has a personal or economic interest in any proposed legislation before the County Board and who participates in discussion with or gives an official opinion or recommendation to the County Board on that proposed legislation shall make disclosure of the nature and extent of such personal or economic interest to be recorded in the journal of proceedings prior to or during the initial discussion of the particular legislation.

(7) **Ethics Board.**

(a) Creation. There is hereby created an Ethics Board to consist of 3 members and one alternate. The members of the Ethics Board shall be residents of the County and shall not be County public officials during the time of their service. The members of the Ethics Board shall be appointed by the County Board Chairperson, subject to approval by the County Board. The County Attorney shall provide legal advice, secretarial support and assistance to the Board. The Office of the County Clerk shall be the official designee for receipt and maintenance of all official papers and records of the Board.

(b) Term and Membership. The terms of office shall be 3 years, except that when the initial appointments are made, one member shall be appointed for 1 year, one for 2 years, and one for 3 years. The alternate shall serve on the Board when one of the members of the Board is unavailable. The term of the alternate shall be 3 years. A Chairperson of the Ethics Board shall be elected by the members of the Board and shall serve until replaced. In the event that a member or alternate leaves the Board prior to the completion of his or her term, a new member or alternate shall be appointed in the same manner to serve the balance of the term.

(c) Quorum. A quorum of the Ethics Board shall be 3 members. A majority vote of the Board shall be required for any action taken by the Board, with the exception that action taken by the Board pursuant to a hearing conducted under this section shall require a unanimous vote.

(d) Rules. The Ethics Board shall develop and promulgate written rules of procedure which shall be filed with the Office of the County Clerk and which shall be distributed to all candidates for public office and all public officials affected by this Code of Ethics.

(e) Compensation. Each member of the Board shall be compensated for services and mileage as provided in Sec. 4.20 of this Code.

(f) Supplies. The County Board shall provide a suitable meeting room and all other necessary supplies and conveniences to enable the Board to perform its duties.

(g) Duties. The Ethics Board shall perform all duties specified in this section including but not limited to issuing advisory opinions, upon proper request, as set forth in §4.31(5) of this Code, and to review and hear properly filed, verified complaints alleging violations of the Ethics Code described herein.

(h) Complaint Procedure. 1. The Board shall accept from any identified person a verified complaint in writing which states the name of the public official alleged to have committed a violation of this Code of Ethics and which shall set forth the particulars thereof. The verified complaint shall be filed in the Office of the County Clerk, which is the office designated to receive documents on behalf of the Board. The Board shall forward within 10 workdays a copy of the complaint to the accused public official. The Board may meet within 30 days of receipt of a verified complaint to determine appropriate action. If the Board determines that the verified complaint does not allege facts sufficient to constitute a violation of the Code of Ethics, it shall dismiss the complaint and notify the complainant and the accused. If the Board determines that the verified complaint alleges facts sufficient to constitute a violation of the Code of Ethics, it may make an investigation with respect to any alleged violation after notifying the accused public official in writing. Such notice shall state the exact nature and purpose of the investigation, the public official's specific action or activities to be investigated and a statement of the public official's due process rights. If the Board determines that the verified complaint was brought for harassment purposes, the Board shall so state.

2. If after investigation the board finds that probable cause exists for believing the allegations of the complaint, then not later than 30 work days after such finding is made the Board shall announce that it will conduct a hearing. The Board shall give the complainant and the accused at least 20 workdays notice of the hearing date. The hearing shall be closed to the public unless the accused requests that it be opened. All evidence, including certified copies of records and documents which the Board considers, shall be fully offered and made part of the record of the case. Every party shall be offered, during all stages of any investigation or proceeding conducted under this Code of Ethics, adequate opportunity to rebut or offer countervailing evidence. The accused or his or her representative shall have an adequate opportunity to examine all documents and records to be used at a hearing under this section at a reasonable time prior to the date of the hearing. During the hearing the parties shall have the opportunity to present witnesses, confront and cross-examine adverse witnesses, and establish all pertinent facts. The evidence presented shall be limited to the scope of the charge(s) made in the complaint.

3. The burden of proving the violation(s) alleged in the complaint shall be on the complainant. Violations shall be proved by evidence that is clear, satisfactory and convincing.

4. The Board shall keep a record of the hearing. The Board shall have the power to compel the attendance of witnesses and to issue subpoenas as granted to other boards and commissions under §885.01(3), Wis. Stats.

5. Within 5 work days of the conclusion of the hearing, the Board shall file its written findings and recommendations signed by all participating Board members, together with findings of fact and conclusions of law concerning the propriety of the conduct of the public official. If the Board determines that no violation of the Code of Ethics has occurred, it shall dismiss the complaint, and if requested to do so by the accused, issue a public statement.

6. No recommendation of the Board becomes effective until 20 work days after it is issued, or while an application for rehearing or a rehearing is pending, expressly or by implication, or the Board has announced its final determination on rehearing.

7. Penalties. If after investigation and a hearing, the Ethics Board determines that a violation of the Code of Ethics has occurred, it shall refer its findings and a recommendation for sanction to the appropriate supervising authority. In the case of a county employee, the referral shall be made to the employee's department head, and in the case of a department head, the referral shall be made to the County Board Chairperson or County Executive, as appropriate, and in the case of an elected official, the Executive Committee for referral to the County Board. The recommendation may be private reprimand, public reprimand, suspension without pay, discharge or forfeiture, (private reprimand, public reprimand and forfeiture pursuant to the Washington County Code will be the only sanctions which apply to elected officials and appointees to boards, commissions, committees and panels) as is appropriate for the category of public official being sanctioned. However, other statutory procedures and penalties may apply. Any action taken by a public official in violation of this code may be deemed void.

8. Appeals Process. The accused public official shall have the right to a rehearing with the Ethics Board upon the service of a decision by the Ethics Board to the accused public official, and provided a request for rehearing is filed with the Board within 10 work days of service. Only one rehearing shall be granted by the Board for each case. An application for rehearing is governed by such general rules as the Board may establish. The rehearing will be done in closed session within 30 workdays of the Ethics Board receiving the application for rehearing. The accused and the complainant will have a minimum of 10 workday's notice prior to the rehearing date. Both the complainant and the accused shall have the opportunity to present arguments to the Ethics Board.

(c) Opinion from County Attorney Available. In the event that the Ethics Board is unable to timely convene in order to render an advisory opinion, an advisory opinion may be requested from the County Attorney following the same submittal procedure as set forth in §4.31(5).

(k) Records and Proceedings of the Board. Records of the Board's opinions, opinion requests, hearing records, complaints, investigative materials, closed session meeting minutes and other records of violations shall be closed to public inspection. The Board may, however, make such records or proceedings public with the consent of the individual requesting an advisory opinion or the accused in the case of an alleged violation.

(8) Rights Not Restricted. Nothing in this code shall deny any County public official or employee the right as a citizen under the Constitution of the United States of America, Constitution of the State of Wisconsin, Wisconsin Statutes or any other bona fide regulations of the State.

(9) Notice of Requirements. County public officials and employees shall be made aware of this section at the time of election, employment or appointment.

(10) Enforcement. Violations of any of the provisions of this section that may constitute a cause for suspension, removal from office or employment or other disciplinary action shall be brought only under the authority of the applicable Wisconsin Statutes.

(11) **Severability.** If any portion of the Ethics Code (this section) is adjudged unconstitutional, invalid or unenforceable by a court of competent jurisdiction, the remainder of this chapter shall not be affected thereby.

(12) **Abrogation.** The provisions of the Ethics Code (this section) supersede all other provisions relating to ethics, except where an ordinance or state statute is more restrictive, then that provision shall continue in full force and effect to the extent of greater restriction.

COMPUTER, ELECTRONIC AND TELEPHONIC MEDIA

All computing hardware and electronic and telephonic media provided to you by Washington County are the property of Washington County and are to be used for County business purposes only. Communications via these media are not considered private. Any use of the County's equipment is considered consent by the user to have such use monitored by the County at its sole discretion with or without prior notice to the user. The use of private passwords or access codes shall not be considered a user's withdrawal of consent to such monitoring. This policy is to ensure that users have no expectation of privacy whatsoever in regard to electronic communications.

This Acceptable Use Statement is the controlling document for Information Services policies. Each user must regard each and every statement within this document. The County will regard this document as the basis for decision-making when working with staff, users and equipment.

The County's standard software and service providers shall be used for accessing and using internet resources for performing County business. Personal internet/email accounts and/or personal internet addresses shall not be used to conduct County business. This does not apply to professional organizations or professional networking sites used for County business purposes that may be associated with the individual. (i.e.: LinkedIn; Wisconsin Nurses Association.)

1. SECURITY

- A. Passwords must be kept secret. No user shall give their password to anyone either internal or external to Washington County. Users are held accountable for all activity that occurs under their password and/or account code. If there is an emergent business need to gain access to another person's account, please contact IS for assistance.
- B. If you feel that your password has been compromised, contact the Information Services Help Desk immediately at IThelpdesk@co.washington.wi.us.
- C. It is your responsibility to change your password when required by the systems. If you are locked out of your account due to difficulties in doing so, contact the Help Desk to regain access.
- D. Users are prohibited from using another person's password to gain access to any of the County's computer systems including another user's files.

- E. For security purposes, you must sign off or lock your workstation when you leave your immediate area. You are responsible for any changes made with your sign-on.
- F. Any security breaches must be reported immediately upon discovery to Information Services at IThelpdesk@co.washington.wi.us.

2. COMPUTER USE

- A. Personal use of Washington County systems is restricted and Washington County expects that users will use the system for business purposes only. Personal use, when necessary, should be extremely limited, tempered by good judgment at all times, and shall not interfere with work responsibilities.
- B. Users are prohibited from manipulating data input, eavesdropping and tapping of telecommunications lines. Employees are put on notice that a violation of this rule is considered of the utmost gravity and may result in termination for first offense.

C. Wisconsin State Statutes 943.70(2) states:

- a. Whoever willfully, knowingly and without authorization does any of the following may be penalized as provided in paragraph (b) and (c):

1. Modifies data, computer programs or supporting documentation.
2. Destroys data, computer programs or supporting documentation.
3. Accesses computer programs or supporting documentation.
4. Takes possession of data, computer programs or supporting documentation.
5. Copies data, computer programs or supporting documentation.
6. Discloses restricted access codes or other restricted access information to unauthorized persons.

- b. Whoever violates this subsection is guilty of:

1. A Class A misdemeanor unless sub 2, 3 or 4 applies.
2. A Class I felony if the offense is committed to defraud or to obtain property.
3. A Class F felony if the damage is greater than \$2,500 or if it causes an interruption or impairment of governmental operations or public communication, of transportation or a supply of water, gas or other public service.
4. A Class F felony if the offense creates a substantial and unreasonable risk of death or great bodily harm to another.

- c. Wisconsin State Statutes 943.70(3) states:

Whoever willfully, knowingly and without authorization does any of the following may be penalized as provided in paragraph (b):

1. Modifies computer equipment or supplies that are used or intended to be used in a computer, computer system or computer network.
2. Destroys, uses, takes or damages a computer, computer system, computer network or equipment or supplies used or intended to be used in a computer, computer system or computer network.

d. Whoever violates this subsection is guilty of:

1. A Class A misdemeanor unless sub 2, 3 or 4 applies
2. A Class I felony if the offense is committed to defraud or to obtain property.
3. A Class H felony if the damage to the computer, computer system, computer network, equipment or supplies is greater than \$2,500.
4. A Class F felony if the offense creates a substantial and unreasonable risk of death or great bodily harm to another.

D. User owned personal computer peripherals (i.e. printers, cd-drives, speakers) shall not be connected to the Washington County network.

E. No user-owned or non-County purchased/owned software is to be installed on County owned computer equipment. Demonstration software needs prior approval from Information Services.

F. Software, databases or custom applications created or compiled by Washington County users with Washington County resources remain the sole property of the County and cannot be sold, distributed or otherwise used in any way for private gain and may subject the violator to criminal penalties and/or County and State ethics code investigation.

G. It is the user's responsibility to maintain files, directories, data and email consistent with the County's record/retention policy set forth at section 4.33 of the Washington County Code. Removing unneeded files is critical to the performance of all systems.

H. Use of the system or network from Washington County facilities to access, view, store or distribute obscene or pornographic materials is prohibited, may be a crime, and will result in disciplinary action. The only exception to this is when an employee is authorized to do so in the performance of an official law enforcement investigation or a formal complaint.

3. SOFTWARE

A. Only Information Services or its designee shall buy and install software. The media and license for the software will be retained by Information Services. In no case shall individual users install software on any County computer.

B. Violation of software licensing agreements is a serious action and will subject the violator to appropriate discipline. Unauthorized software will be deleted upon discovery with or without prior notice from Information Services.

- C. Any media received from another department or agency shall be scanned for viruses before used.
- D. Violation of software license agreements could result in employee discipline and/or civil or criminal prosecution under one or more following laws:

U.S. Copyright Law: Illegal reproduction of software can be subject to civil damages and criminal penalties including fines and imprisonment.

No Electronic Theft Act: Infringement of software copyright may result in prison and/or fines.

4. ELECTRONIC MAIL (E-MAIL)

- A. The electronic mail system hardware, software and data are County property. All messages composed, sent or received on the electronic mail system are and remain the property of the County. Email messages are not the private property of any user. All communications may be public records subject to disclosure under Wisconsin's Public Records law, with certain exceptions.
- B. The County reserves the right to access, monitor and disclose the contents of all messages created, sent or received using its e-mail system without the consent of the user. Users are expected to communicate in a professional manner reflecting positively on them and Washington County.
- C. E-mail messages shall not contain content that may be considered offensive or disruptive. Offensive content includes, but is not limited to: obscene or harassing language or images, racial, ethnic, sexual, or gender-specific comments or images, or other comments or images that would offend someone on the basis of their religious or political beliefs, sexual orientation, national origin, or age.

5. INTERNET

- A. Personal use of the internet service furnished by or through the County should be extremely limited, tempered by good judgment at all times, shall not interfere with work responsibilities or impact network performance (i.e.: streaming or high bandwidth use).
- B. Users shall not: commit any crime using the internet; make any threats against another person or institution; mount an attack on the security of any system (i.e. hack); download, upload, access or post material containing the following: derogatory, racial or religious content, sexual content, offensive language, material which would negatively reflect Washington County, material prohibited by law and confidential or privileged information.
- C. The County has the right to monitor internet websites visited by all users while using County computers. Users will be held accountable for all activity that occurs under their password and/or account code.

- D. Copying copyrighted materials shall be done with the express written permission of the owner.
- E. The internet is an unsecured network. Confidential or privileged information shall be protected and secured at all times.
- F. All use of the internet shall be in conformity with local, state, and federal laws as well as Washington County policies and procedures.

6. CONFIDENTIALITY

All information received by the user that is confidential in nature shall be protected and secured at all times in accordance with applicable federal, state and local laws and regulation, and departmental policies. Confidential information shall not be disclosed or re-disclosed by the user except as allowable by law.

7. GAMES

Games of any kind are prohibited on Washington County equipment, including online and/or internet games.

8. SOCIAL MEDIA

Unless you receive advance permission from your department head, you may not engage in social media activity using County equipment.

- A. Respect the law, including those laws governing defamation, discrimination, harassment and copyright. Think before you post and use common sense.
- B. Ensure that your social networking conduct is consistent with policies in the Employee Policy, Procedure and Benefit Manual, and also Washington County's Social Media Policy, which may change from time to time. The most current version of the policy may be found at www.co.washington.wi.us under Administration Department.
- C. You may not use or disclose any client/patient identifiable information of any kind in any social media without the express written permission of the client/patient. Even if an individual is not identified by name within the information that you use or disclose, if there is a reasonable basis that the person could still be identified from that information, then its use or disclosure could constitute a violation of HIPAA and this Acceptable Use Statement.

9. TEXTING

In addition to adhering to the policies in this Statement, users who use County owned wireless devices and have the ability to text acknowledge that the texts are property of the County. Text messages are not private property of the user. Users are prohibited from

texting or using data services on their County owned wireless devices while operating a motor vehicle.

10. REMOTE ACCESS

- A. Any non-exempt employee will report any hours worked on the designated timekeeping system consistent with Washington County Code and policy. All overtime must be authorized and approved by the employee's department head or designee.
- B. Remote users must take all necessary precautions off-site to minimize any inadvertent disclosure of information, including but not limited to keeping my computer screen out of sight of others, logging off the computer when I have completed my tasks, and logging off and securing the computer when it is not being used.
- C. If equipment is lost or stolen or any other suspected violations occur, immediately contact the IS Department.

11. WIRELESS NETWORK

User acknowledges that Washington County has a Wireless Policy, and that policy may change from time to time. The most current version may be found at www.co.washington.wi.us under Administration Department.

- A. Washington County provides wireless access to the Internet for employees and guests. Users should be aware that there is security, privacy and confidentiality risks inherent in wireless communications and associated technology and Washington County does not make any assurances or warranties related to such risks. No information you consider confidential should be transmitted via this system. By using the system, you agree to be solely responsible for the content of all information you disseminate.
- B. Technical support will be provided on a limited basis but is not managed by Washington County IT staff. Technical support can be reached by contacting 855-261-5784.
- C. Washington County does not warrant that wireless access to the Internet system will be uninterrupted, error-free or free of viruses or other harmful components.
- D. Internet accessibility may be disabled at the discretion of Administration.
- E. Washington County reserves the right to deny or restrict access to any user who abuses the network, such as by excessive bandwidth consumption or acts that deliberately waste computer resources or unfairly monopolize resources to the exclusion of others. Examples include excessive time spent on the internet, engaging in online chat groups, accessing streaming audio and/or video files or creating unnecessary loads on network traffic associated with non-business related uses of the Internet. Additionally, Washington County reserves the right to deny or restrict any type of activity or purpose deemed by Washington County to be unlawful, harassing abusive, criminal or fraudulent.

12. VIOLATIONS OF THIS ACCEPTABLE USE STATEMENT

Violators may have their privileges revoked and may face disciplinary action up to and including termination.

CONCEALED CARRY

Washington County recognizes Wisconsin's Concealed Carry Law, signed into law on July 8, 2011, this, in part, created a process for obtaining a permit to conceal carry certain weapons.

All County employees shall observe and comply with §175.60(16) (a), Wis. Stats., which prohibits anyone (except for law enforcement), including persons with a carry permit, to knowingly carry a weapon (firearm, electric weapon, a knife or a Billy club) in the following locations:

1. Any portion of a building that is a police station, sheriff 's office, state patrol station, or the office of a Division of Criminal Investigation special agent of DOJ.
2. Any portion of a building that is a prison, jail, house of correction, or secured correctional facility.
3. The Sand Ridge Secure Treatment Center, the Wisconsin Resource Center, or any secured unit or secured portion of a mental health institution, including a facility designated as the Maximum Security Facility at the Mendota Mental Health Institute.
4. Any portion of a building that is a county, state, or federal courthouse. *
5. Any portion of a building that is a municipal courtroom if court is in session.
6. A place beyond a security checkpoint in an airport.

*In Washington County, the Justice Center is considered the "portion of a building that is a county courthouse" as stated in #4 above. Signage has been posted at all access points to the Justice Center.

County employees possessing valid/active concealed carry permits who choose to carry in the workplace are expected, while in the workplace or during the course of their workday, to comply with any and all permit conditions, local and state laws governing concealed and open carry of weapons, including but not limited to observing and complying with the signage posted on buildings within the community when their work takes them off county premises. County employees possessing valid/active concealed carry permits who choose to carry in the workplace are expected to adhere to all permit conditions, to keep the weapon on his or her person at all times, to practice safe weapon handling, and refrain from storing the weapon in a desk, cabinet, or other office storage containers. Failure to abide by this policy shall lead to disciplinary action up to and including termination and may result in criminal prosecution.

DEFENSE AND INDEMNIFICATION

Every elected official, officer and employee shall be saved harmless from any and all liability, which may arise against him or her during the good faith performance of such employee's duties and other hazards, which traditionally confront such persons in the course of said job duties. In the event it becomes necessary for an elected official, officer or employee to defend against legal charges, he or she shall have the services of the County Attorney's office made available which shall undertake the defense of such charges without any cost to the employee.

Costs of the trial or other costs connected with the defense of charges made shall be promptly reimbursed by the County to the elected official, officer or employee. Any officer or employee will be promptly compensated at the regular rate of pay for any time which is required to be away from employment duties for deposition, trial or other hearings necessary in connection with the defense of such charges. A judgment for money damages, costs and attorney's fees of a plaintiff or claimant in such a matter will be paid for by the County without the elected official, officer or employee being in peril of having his or her property subject to execution or other collection device.

DISCIPLINARY ACTION

It is expected that you will work in a competent and conscientious manner that will reflect favorably upon you, your department, and your employer. Instances may occur, however, when an employee has exhibited questionable behavior and corrective action is necessary.

Examples of such factors that could justify corrective action are as follows:

- A) Fraud in securing appointments
- B) Incompetence
- C) Inefficiency
- D) Unauthorized or excessive absences or tardiness
- E) Neglect of duty
- F) Insubordination or willful misconduct
- G) Dishonesty
- H) Intoxication due to alcohol or drug abuse on duty
- I) Conviction of a felony or misdemeanor under certain circumstances
- J) Negligence or willful damage to public property
- K) Discourteous treatment of the public or fellow employees
- L) Loss of driver's license if required for the job
- M) Violation of any lawful order, direction or policy
- N) Possession of firearms or other weapons
- O) Harassment
- P) Participating in or encouraging threatening and/or violent behavior
- Q) Gambling during work hours on County property
- R) Inappropriate use of electronic/wireless mobile devices (personal or County owned) including, but not limited to, cell phones, pagers, Blackberries, personal digital assistants, etc.

Types of corrective action may include an oral reprimand, written reprimand, suspension or discharge. Some situations may warrant bypassing some or all of the steps outlined.

According to the Fair Labor Standards Act, exempt employees who are disciplined, and given an unpaid suspension, must serve a minimum of a five-day unpaid suspension. Any additional days added to the minimum five-day suspension must be in five-day increments.

DRESS AND GROOMING

All employees are to dress and groom appropriately for the job in accordance with department requirements and health and safety standards. Employee's clothes or uniforms will be neatly pressed and clean. Management reserves the right to discuss with employees any inappropriate attire and take whatever action may be necessary.

DRUG-FREE WORKPLACE ACT

Illegal drugs in the workplace are a danger to us all. They impair safety and health, promote crime, lower productivity and quality, and undermine public confidence in the work we do. Washington County will not tolerate the illegal use of drugs. Under the federal Drug-Free Workplace Act of 1988, in order for this County to be considered a "responsible source" for the award of federal contracts, we have developed the following policy:

Any location, at which County business is conducted, whether at this or any other site, is declared to be a drug-free workplace. This means:

> All employees are **absolutely prohibited** from unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances in the workplace. The following is a partial list of controlled substances. The Human Resources Department can provide a listing of controlled substances.

- * Narcotics (heroin, morphine, codeine, etc.)
- * Cannabis (marijuana)
- * Stimulants (amphetamines, cocaine, etc.)
- * Depressants (barbiturates, methaqualone, etc.)
- * Hallucinogens (PCP, LSD, etc.)

Any employee violating the above policy is subject to disciplinary action up to and including termination for the first offense.

Employees have the right to know the dangers of drug abuse in the workplace, the County's policy about them, and what help is available to combat drug problems. This document states the County's policy.

We will educate employees on the dangers of drug abuse in the workplace. To assist employees in overcoming drug-abuse problems, the County may offer the following:

- > Medical benefits for substance-abuse treatment.
- > Information about community resources for assessment and treatment.
- > Counseling programs.
- > Employee Assistance Program.

In addition, the County will provide supervisory training to assist in identifying and addressing illegal drug use by employees.

Any employee convicted of any criminal drug violation occurring in this workplace must inform the County of such conviction (including pleas of guilty and nolo contendere) within **five days of the conviction occurring**. Failure to inform the County subjects the employee to disciplinary action up to and including **termination for the first offense**. By law, the County will notify any appropriate contracting agency within 10 days of receiving such notice from an employee or otherwise receiving notice of such conviction.

The County reserves the right to offer employees convicted of any criminal drug violation in the workplace, participation in an approved rehabilitation or drug-abuse assistance program as an alternative to discipline. If such a program is offered and accepted by the employee, the employee must satisfactorily participate in the program as a condition of continued employment.

DUAL EMPLOYMENT PROHIBITED

Due to the operational difficulties of complying with the wage and hour laws and to appropriately manage an employee working in multiple departments, no individual shall hold more than one (1) position within the Washington County Departmental Staffing Plan Section.

EMERGENCY PROCEDURES

Washington County Department Heads shall ensure that all employees follow emergency procedures for their Department.

Personal Threat/Suspicious Person

Personal Threat

- If a threat is delivered in person (not via email, telephone or letter) and appears to be imminent, this should be considered an emergency situation and the duress alarm at your location should be activated or you should dial 9-911.
- If a threat is received via mail, email, or some other source, common sense and experience should be used to determine the nature of the threat. If threat appears valid, contact the **Sheriff's Department by dialing 335-4411 (Courthouse employees)** or contact the **West Bend Police Department by dialing 335-5000 (PAC employees)**.
- Use the Incident Form to collect information and to document incident. The Incident Form is located at the end of the Employee Manual.

Suspicious Person or Activity

- If a suspicious person or activity is observed, please contact the **Sheriff's Department by dialing 335-4411 (Courthouse employees)** or contact the **West Bend Police Department**

by dialing 335-5000 (PAC employees).

Lock-Down/Sheltering in Place Procedures

Notification: Automated messages via the public address system. Authorization to activate the Lock-Down message or the Sheltering in Place message will come from Law Enforcement and activated by either Courthouse Security or the Washington County Dispatch Center.

Lock Down Action: A lock-down indicates that an incident involving an active threat in the building is occurring. Move to your Department's pre-determined safe area if possible. If this is not possible, move to a location to conceal yourself away from windows and doors. Suite doors that are not automated will need to be manually locked, if safe to do so.

Sheltering Action: Sheltering in place indicates that an incident outside of the building or in close proximity poses a threat. Remain in your area and avoid exposure to exterior windows. You should not attempt to exit the building until an all-clear has been issued.

All-Clear: Await Law Enforcement instructions to return to your normal work area.

This may be verbal instruction in person or automated message via the public address system.

Courthouse Employees: Reference the Washington County Courthouse Security Manual for more information.

Medical Emergency Procedures

Notifications: Dial 9-911 and provide them with the appropriate information for the emergency and the location. Contact your Supervisor or Manager immediately.

Primary Action: Follow all instructions given by the 911 dispatcher. If safe to do so and trained personnel are available, provide first aid assistance.

Secondary Action: Make contact with the Administration Department to inform them of the incident.

- Automated External Defibrillators (AED) are located in different locations throughout the building. These locations are:

Courthouse: 1st Floor Corridor West - Outside of the County Board Room
Courthouse Security Office
Government Center - Information Desk
Justice Center - Clerk of Courts Reception

Public Agency Center: 1st floor outside of 1113A Meeting Room
 2nd floor Elevator Area
 3rd floor Elevator Area

- Spill Kits may be obtained from the Facilities Department by dialing 335-4766. Spill Kits are also located in each public meeting room. Spill kits are used for cleaning up infectious waste/bodily fluids. The kits contain general instructions for use.

Other Emergencies

Power Outage

1. Remain in your location and do not panic.
2. If you think that the outage is localized to your area, contact the Facilities Dept. by dialing 335-4766 or contact the Sheriff's Dispatch at 4411 and ask them to contact Facilities.
3. Wait for instructions. Facilities or the Administration Dept. will contact the Department Manager to give further instructions
4. An assessment will be made to determine length and extent of outage. Once the information is assessed, a determination will be made regarding further instructions.
5. The emergency generator will power emergency lighting and various equipment in the buildings. The elevators, however, will be out of service during this time.

Flood

1. In the event of a flood, move to a safe location quickly.
2. Contact Facilities Dept. by dialing 335-4766 or contact the Sheriff's Dispatch at 4411 and ask them to contact Facilities.
3. Wait for instructions. Facilities or the Administration Dept. will contact the Department Manager to give further instructions.
4. An assessment will be made to determine extent of the damage. Once the information is assessed, a determination will be made regarding further instructions.

Severe Weather Procedures

Notification: Automated message via the public address system. Authorization to activate the severe weather message will be made by the Administration Department and activated by the Courthouse Security Office or the Facilities Office.

Actions: Move to the designated shelter location in your building. Shelter locations are posted in each Department above the Emergency Clipboard. Familiarize yourself with this location. Do not use the elevators. Suite doors that are not automated should be locked on the way out.

Meeting Locations: Shelter locations are typically on the lowest level and identified by signs (Tornado Shelter).

Roll-Call Roll call is not required; however, Department Managers or the designated person should be certain that everyone is evacuated from their department.

All-Clear An all clear will be issued via an automated public address message. The all clear decision will be determined by the Administration Department and activated by the Facilities Office.

- If safe– assist other employees and public in need of assistance.
- Always follow instructions of any law enforcement.
- Occupants of meeting rooms should follow instructions located on the Emergency Clipboards located in each meeting room.

After Business Hours

- **The shift Supervisor or meeting organizer should monitor weather conditions and take appropriate action to shelter employees or attendees. There is no after hours' notification or all-clear issued in the buildings after regular business hours.**

Fire Evacuation Procedures

Notification: Fire alarm horns, strobe lights and automated voice message. Activation is automated via detectors or is manually activated by pull stations located throughout the building.

Exits: Exit routes are posted in each Department above the Emergency Clipboard. Note that there is a primary and a secondary exit route. Look for EXIT signs when in common areas. Suite doors that are not automated should be locked on the way out. Do not use elevators. **Move away from the building.**

Meeting Locations: A meeting location has been assigned to your Department. Proceed to this location and remain there until an authorized person instructs otherwise. Be prepared to move to a secondary sheltering location if instructed. Your meeting locations are identified on your Department Emergency Clipboard.

Roll-Call: Roll-call should be taken by a designated person using the employee listing located on the Department Emergency Clipboard. If it is determined that an employee is unaccounted for, this information should be called into the **Sheriff's Department at 335-4411 (Courthouse employees)** or the **West Bend Police Department 335-5000 (PAC employees)**. Departments should review and update this listing frequently.

Re-Entry: Re-entry to the building should only occur following instructions from fire/law enforcement or an automated message via the public address system.

- If fire or smoke is observed, pull fire alarm located near the stairwells and exit building.
- If safe– use a fire extinguisher. These are located throughout the building.

- If safe– assist other employees and public in need of assistance.
- If you are unable to navigate stairs, remain at the top landing and wait for assistance from the Fire Department.
- Always follow instructions of any law enforcement or fire department personnel.
- Occupants of meeting rooms should follow instructions located on the Emergency Clipboards located in each meeting room.

General Evacuation Procedures

- Notification: Automated message via the public address system. Authorization to activate the Evacuation message will be made by the Administration Department, Courthouse Security, the West Bend Police, or the Facilities Office and activated by the same.
- Exits: Exit routes are posted in each Department above the Emergency Clipboard. Note that there is a primary and a secondary exit route. Look for EXIT signs when in common areas. Suite doors that are not automated should be locked on the way out. **Move away from the building.**
- Meeting Locations: A meeting location has been assigned to your Department. Proceed to this location and remain there until an authorized person instructs otherwise. Be prepared to move to a secondary sheltering location if instructed. Your meeting locations are identified on your Department Emergency clipboard.
- Roll-Call: Roll-call should be taken by a designated person using the employee listing located on the Department Emergency Clipboard. If it is determined that an employee is unaccounted for, this information should be called into the **Sheriff's Department at 335-4411 (Courthouse employees)** or the **West Bend Police Department 335-5000 (PAC employees)**. Departments should review and update this listing frequently.
- Re-Entry: Re-entry to the building should only occur following instructions from law enforcement personnel or an automated message via the public address system.
- If safe– assist other employees and public in need of assistance.
 - Always follow instructions of any law enforcement or fire department personnel.
 - Occupants of meeting rooms should follow instructions located on the Emergency Clipboards located in each meeting room.

General Evacuations may include:

- Chemical Spills
- Bomb Threat
- Flooding

Emergency Procedures – Bomb Threat

(1) **Policy.** It is the policy of the County Board of Supervisors that all reasonable measures be taken to assure the safety of public officers, employees and visitors in all public buildings and further to protect publicly owned property from bomb threats.

(2) **Delegation of Authority.** The County Executive is hereby authorized and directed to promulgate emergency procedures designed to implement the policy contained in this section.

(3) **Employee Discipline.** In addition to or in lieu of enforcement of this section by forfeiture, violations of this section by County employees and officers may be punished by appropriate discipline as determined by the supervisor of the employee or the Liaison Committee of the officer.

(4) **Tenant Compliance.** All tenants and other occupants of any building subject to this policy shall be bound by this policy. Failure to comply shall be considered a breach of the respective lease pursuant to the County rule making authority as landlord contained in each lease.

(5) **Enforcement and Penalties.** Any person who violates or refuses to comply with this section shall be subject to a forfeiture of not less than \$10 nor more than \$200 per offense together with the taxable costs of the action.

Please contact your Department Head or Supervisor if you have not been informed of the emergency procedures for your Department.

If the County Emergency Plan is activated, employees are required to report for work should the Emergency Management Office deem their presence necessary. In the event of such a situation, employees must understand and accept that the specific job duties they may be required to perform may not correspond to their normal job descriptions.

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is an employer sponsored benefit designed to assist employees and their families in solving various personal problems that may be affecting the employee's well-being as well as job performance. Employees and family members can appreciate **confidential** assistance in gaining access to help. The result is that Washington County is enabled to retain valuable employees and increase their effectiveness. Occasionally, when deemed to be in the best interest of the employee and the County, mandatory participation in the EAP program may be ordered with proper documentation from the Department Head or immediate Supervisor. The Aurora Employee Assistance Program currently manages the EAP. You may contact the EAP by calling 1-800-236-3231. The EAP offers you or your family member up to five counseling sessions per year. These sessions are used when short-term counseling is an appropriate approach to a problem. If assistance is needed beyond the services of the EAP, you will be referred to appropriate resources, including those covered by your insurance plan.

EMPLOYEES' RIGHT TO KNOW LAW/HAZARD COMMUNICATION

Under the Wisconsin Employee Right to Know Law, all employees have the right to be informed about hazardous chemicals and substances used under normal working conditions. The Washington County Hazard Communication Program, in accordance with OSHA Hazard

Communication Standard, Title 29 Code of Federal Regulations 1910.1200, ensures that all employees receive the information they need regarding hazard properties of chemicals used on the job site. The Program includes maintaining the identification and list of all hazardous chemicals in the workplace, access to Material Safety Data Sheets (MSDS), ensuring that all purchased containers are properly labeled, tagged or marked with the identity of the chemical and appropriate hazard warnings and employee information and training. The goal of this Program is to protect employees from the hazards that may be associated with particular chemical products, thereby making Washington County a safer place in which to work. Please see your Supervisor or contact the Human Resources Department for additional information.

EMPLOYMENT FILES

Employment files are the property of Washington County. An employee may request to inspect his or her employment file in the Human Resources Department. Washington County shall provide the employee with the opportunity to inspect their employee personnel record within 7 working days after the employee makes the request for inspection. Copies of documents in an employee's employment file may be obtained for a nominal copying fee. Please contact Human Resources for more information.

EXIT INTERVIEW

In the event your position with Washington County should terminate either through resignation, layoff, or discharge, the Human Resources Department encourages you to request an exit interview with the Director of Human Resources or his designee. Your input will provide the County with information to determine areas where we may seek self-improvement in policies and procedures. The interview will be confidential.

EXTENDED LEAVE BANK (ELB)

An ELB is created for each employee active on June 30, 2014 and will consist of earned, unused sick leave hours as of the end of the day June 30, 2014, which will be deposited in the ELB and used in accordance with the following:

ELB shall be granted when an employee is required to be absent from work because of:

1. *Illness of the employee only.*
2. **Employee** dental, doctor and chiropractic appointments that cannot be scheduled during non-working hours provided that usage is approved in advance by the Department Head. (Employees are expected to make every effort to schedule such appointments outside of regular work hours)
3. Proof of the appointment may be required in advance by the department head.

Employees may use up to three days of accrued ELB leave per calendar year for the illness or

injury of the employee's minor child, parent, and spouse.

No claim for ELB shall be allowed which occurs during PTO. To justify the granting of long term sick leave, a doctor's certificate is required for all absences due to illness or injury of five (5) or more consecutive workdays. Such statement must certify as to the employee's inability to work due to illness or injury. Deputy Sheriff's, Corrections Officers and Communications Officers currently on probation status shall be required to provide such statement when absent for three (3) or more consecutive workdays. To comply with the Family and Medical Leave Laws, the Employee Benefits Manager must be notified by all employees of an absence of three (3) or more consecutive workdays. The Supervisor/Department Head may also notify the Employee Benefits Manager of the employee's absence.

Except for unusual circumstances, employees unable to report for work are required to give notice of injury or illness one-half (1/2) hour prior to the scheduled work period in all 24 hour services and no more than one-half (1/2) hour after the beginning of the work period in all other services. Department specific call in times supersede this existing policy.

Employee's daily usage of ELB will be limited to their normal scheduled workday and their regularly scheduled work hours for that day. The use of ELB leave cannot result in overtime on **the day** it is used.

Willful misuse of ELB leave or willful making of false reports regarding illness or injury shall subject employee to disciplinary action and shall be considered sufficient cause for demotion or discharge.

Employees who retire after their 65th birthday may convert 30% of their unused accumulated ELB into cash as retirement pay. This pay is to be provided either on a bi-weekly basis covering the number of days the employee has accumulated or as a lump sum payout at the employee's option. Employees who retire after their 55th birthday and have a minimum of 20 years of credited County service are also eligible for this benefit. Protective Service employees who retire with a minimum of 20 years of credited County service and have attained age 53 are eligible for this benefit.

In the event of the death of an employee, an amount equal to 30% of his/her unused accumulated ELB shall be paid in a lump sum to his/her estate.

FALSE CLAIMS LAWS

Purpose: To provide information about the role of certain federal and state laws in preventing and detecting fraud, waste, and abuse in federal health care programs and to comply with Section 6032 of the Deficit Reduction Act of 2005.

Scope: This policy applies to employees, including management, contractors, vendors and agents of Washington County.

Policy: It is the policy of Washington County to provide health care services in a manner that complies with applicable federal and state laws and that meets the high standards of business and professional ethics. To further this policy, Washington County provides the following

information about its policies and procedures and the role of certain federal and state laws in preventing and detecting fraud, waste, and abuse in federal health care programs. Washington County will consistently and fully comply with all laws and regulations pertaining to the delivery and billing for services on account of participation in Medicare, Medicaid, and other government payers. It is the responsibility of every Washington County employee, contractor, vendor and agent to abide by applicable laws and regulations to support all compliance efforts.

Summary of Federal and State Laws: The following is a summary of the Federal False Claims Act, the Program Fraud Civil Remedies Act, and Wisconsin’s Medicaid Fraud Statute, and their role in preventing and detecting fraud, waste, and abuse in federal health care programs.

Federal False Claims Laws

1. *False Claims Act; 31 U.S.C. §§3729-3733*

The federal False Claims Act imposes liability on any person or entity who:

- Knowingly files a false or fraudulent claim for payments to Medicare, Medicaid or other federally funded health care program;
- Knowingly uses a false record or statement to obtain payment on a false or fraudulent claim from Medicare, Medicaid or other federally funded health care program; or
- Conspires to defraud Medicare, Medicaid or other federally funded health care program by attempting to have a false or fraudulent claim paid.

“Knowingly” means:

- Having actual knowledge that the information on the claim is false.
- Acting in deliberate ignorance of whether the claim is true or false; or
- Acting in reckless disregard of whether the claim is true or false.

A person or entity found liable under the False Claims Act is, generally, subject to civil money penalties of between \$5,500 and \$11,000 per claim plus three times the amount of damages that the government sustained because of the illegal act. In health care cases, the amount of damages sustained is the amount paid for each claim that is filed that is determined to be false.

Anyone may bring a *qui tam* action under the False Claims Act in the name of the United States. The case is initiated by filing the complaint and all available material evidence under seal with a federal court. The complaint remains under seal for at least 60 days and will not be served on the defendant. During this time, the government investigates the complaint. The government may, and often does, obtain additional investigation time by showing good cause. After expiration of the review and investigation period, the government may elect to pursue the case in its own name or decide not to pursue the case. If the government decides not to pursue the case, the person who filed the action has the right to continue with the case on his or her own.

If the government proceeds with the case, the person who filed the action will receive between 15% and 25% of any recovery, depending upon the contribution of that person to the prosecution of the case. If the government does not proceed with the case, the person who filed the action will be entitled to between 25% and 30% of any recovery, plus reasonable expenses and attorneys’ fees and costs.

1. Program Fraud Civil Remedies Act; 31 U.S.C. §§3801-3812

The Program Fraud and Civil Remedies Act (“PFCRA”) creates administrative remedies for making false claims and false statements. These penalties are separate from and in addition to any liability that may be imposed under the False Claims Act.

The PFCRA imposes liability on people or entities that file a claim that they know or have reason to know:

- Is false, fictitious, or fraudulent;
- Includes or is supported by a written statement that contains false, fictitious, or fraudulent information;
- Includes or is supported by a written statement that omits a material fact, which causes the statement to be false, fictitious, or fraudulent, and the person or entity submitting the statement has a duty to include the omitted fact; or
- Is for payment for property or services not provided as claimed.

A violation of this section of the PFCRA is punishable by a \$5,000 civil penalty for each wrongfully filed claim, plus an assessment of twice the amount of any unlawful claim that has been paid.

In addition, a person or entity violates the PFCRA if they submit a written statement that they know or should know:

- Asserts a material fact that is false, fictitious, or fraudulent; or
- Omits a material fact that they had a duty to include, the omission caused the statement to be false, fictitious, or fraudulent, and the statement contained a certification of accuracy.

A violation of this section of the PFCRA carries a civil penalty of up to \$5,000 in addition to any other remedy allowed under other laws.

State False Claims Laws

Medicaid Fraud Statute, § 49.49(1), Wis. Stats.

The state Medicaid fraud statute strictly prohibits any person from:

- Knowingly and willfully making or causing to be made a false statement or misrepresentation of a material fact in a claim for Medicaid benefits or payments.
- Knowingly and willfully making or causing to be made a false statement or misrepresentation of a material fact for use in determining rights to Medicaid benefits or payments.
- Having knowledge of an act affecting the initial or continued right to Medicaid benefits or payments or the initial, or continued right to Medicaid benefits or payments of any other individual on whose behalf someone has applied for or is receiving the benefits or payments, concealing or failing to disclose such event with an intent to fraudulently secure Medicaid benefits or payments whether in a

greater amount or quantity than is due or when no benefit or payment is authorized.

- Making a claim for Medicaid benefits or payments for the use of another, and after receiving the benefit or payment, knowingly and willfully converting it or any part of it to a use other than for the use and benefit of the intended person.

Anyone found guilty of the above may be imprisoned for up to six years, and fined not more than \$25,000, plus 3 times the amount of actual damages.

Anti-Retaliation Protections: Individuals within an organization who observe activities or behavior that may violate the law in some manner and who report their observations are provided protections under certain laws. For example, the False Claims Act includes protections for people who file *qui tam* lawsuits as described above. The False Claims Act states that any employee who is discharged, demoted, suspended threatened, harassed, or in any other manner discriminated against in the terms and conditions of employment because of lawful actions taken in furtherance of a *qui tam* action is entitled to recover damages. He or she is entitled to “all relief necessary to make the employee whole,” including reinstatement with the same seniority status, twice the amount of back pay (plus interest), and compensation for any other damages the employee suffered as a result of the discrimination. The employee also can be awarded litigation costs and reasonable attorneys’ fees.

Under Wisconsin Statute 146.997, Health Care Worker Protection, Wisconsin law also protects health care workers who disclose any of the following to an appropriate individual or agency:

- Information that a health care facility or provider has violated any state law or rule or regulation;
- A situation in which the quality of care provided by, or by an employee of, the health care facility or provider violates established standards and poses a potential risk to public health or safety.

Specifically, the health care facility or provider cannot take disciplinary action against an individual who reports the above in good faith. A health care facility or provider who violates this statute shall be subject to not more than \$1,000 for a first violation.

Reporting Procedures: All employees, contractors, vendors and agents are required to report their good faith belief of any violation of applicable laws and/or regulations. Washington County will respect the confidentiality of the reporter to the greatest extent possible. There will be no retaliation in the terms and conditions of employment as a result of such reporting.

Employees, contractors, vendors and agents shall report their good faith belief of violations of the applicable laws and regulations:

- Either orally or in writing to their supervisor who will then contact the Human Resources Department; or
- By calling the Human Resources Department; or
- By mailing their written concern (stamped “Confidential”) in the form of a Compliance Report Form to:

Human Resources Department
432 East Washington Street

FUNERAL/BEREAVEMENT LEAVE POLICY

Employees with an FTE of 0.5 and above shall be entitled to funeral/bereavement leave with pay, consisting of not more than 3 work days, within six months from the date of death for the following relatives: spouse, child (including miscarriage and stillbirth), step-child, parent, step-parent, grandparent, grandchild, brother, sister, mother-in-law or father-in-law of the employee to attend to the affairs of the deceased family member. A bereavement leave day is defined as an employee's regularly scheduled work day for purposes of this section.

Employees with an FTE of 0.5 and above shall be entitled to funeral leave with pay, consisting of not more than 1 work day, for the purpose of attending the funeral of a brother-in-law or sister-in-law.

Employees desiring funeral leave shall, upon knowledge of an eligible death, promptly make application therefore to the department head so that work schedules can be appropriately adjusted. Determinations of the department head with respect to funeral leave shall be final.

Employees shall be entitled to funeral leave on regularly scheduled work days only.

If an employee needs additional time off for any bereavement purpose outside of the policy described above, they must request to use PTO time or apply for an unpaid personal leave of absence. This includes time off for the bereavement or to attend a funeral of a relative not in the immediate family.

No claims for bereavement leave shall be allowed which occur during an employee's ELB leave, PTO, holiday or while on Worker's Compensation

GRIEVANCE PROCEDURES

Grievance Administration. The Director of Human Resources shall be responsible for administering this grievance procedure. An employee's grievance shall be handled following the procedures contained herein. The grievant shall have the right to representation at his or her own expense throughout the grievance process, except that the representative shall not be a material witness to the matters that gave rise to the grievance. The grievant shall be solely responsible for any costs he or she incurs as a result of filing a grievance and invoking the procedures set forth herein except, that the grievant and the County shall equally share the cost, if any, of the Impartial Hearing Officer.

Procedure – Employee Discipline

(a) Filing a Grievance. An employee shall within five (5) days of the imposition of discipline present the grievance in writing to the Director of Human Resources. The grievance shall contain a clear and concise statement of the pertinent facts including the identity of persons involved, all documentation related to the grievance in the possession of the grievant, the reason(s) as to why the discipline should be reversed, and any suggested remedy. The failure to file a grievance with the Director of Human Resources within five (5) days as provided herein shall constitute a waiver of the right to use this grievance procedure and an abandonment of the grievance.

(b) Informal Mediation. Within seven (7) days of receipt of the written grievance, the Director of Human Resources shall conduct informal mediation in an attempt to resolve the grievance. If resolution is achieved, the Director of Human Resources shall document resolution and distribute same to the Department Head and the employee. If the grievance is not resolved by informal mediation, the Director of Human Resources shall transmit a written response to the grievant within five (5) days of the mediation session. The written response shall contain a statement of the date the informal mediation occurred, the decision to sustain or deny the grievance, and the deadline for the grievant to appeal the grievance to an Impartial Hearing Officer. The decision of the Director of Human Resources shall be final unless the grievant files a written appeal requesting a hearing before an Impartial Hearing Officer.

(c) Appeal. The written appeal shall be submitted on the form provided by the Director of Human Resources. Upon timely receipt of the written request for an appeal, the Director of Human Resources shall select an Impartial Hearing Officer ("hearing officer") who shall not be a County employee. The failure to file the written appeal with the Director of Human Resources by the deadline set forth in the written response shall be considered a waiver of the right to appeal the grievance and an abandonment of the grievance.

(d) Hearing. A hearing shall be scheduled within fifteen (15) days of a timely receipt by the Director of Human Resources of the written appeal unless the time for hearing has been extended by mutual consent of the parties. The hearing officer may, with the consent of the parties, mediate the grievance at any time prior to the commencement of the hearing. The hearing officer shall conduct the hearing and make a record of the proceedings. The Rules of Evidence shall not strictly apply, however, the hearing officer may not render a decision on the basis of hearsay evidence alone. There shall be no prehearing discovery. The parties may provide to the hearing officer a list of witnesses they intend to call at the hearing, copies of exhibits they intend to introduce at the hearing, a prehearing statement of no more than two (2) type-written, single-spaced pages setting forth their positions as they relate to the grievance, no later than five (5) days prior to the hearing. The sole issue determination that resulted in discipline was arbitrary and capricious. The grievant shall bear the burden of proof by a preponderance of the evidence. The hearing officer shall have no power to order a remedy. The hearing officer shall render a written decision within fifteen (15) days following the close of the record. The written decision shall be filed with the Human Resources Department which shall transmit a copy to the grievant. Upon receipt of a decision sustaining the discipline imposed, the grievant's status shall remain unchanged. Upon receipt of a decision which determines that the imposed discipline was arbitrary and capricious, the Director of Human Resources shall review the decision and within ten (10) days, reverse the imposed discipline unless he or she files an appeal of the decision under section (d).

(e) Appeal to the County Board. The Grievant or the Director of Human Resources may, within ten (10) days of the hearing officer's decision, appeal the decision to the County Board by filing a written notice of appeal with the Director of Human Resources on the form provided by the Director of Human Resources unless the time to appeal is extended by mutual agreement of the parties. The Director of Human Resources shall promptly notify the County Clerk of receipt of the notice of appeal. For Washington County initiated appeals, the Human Resources Director shall send a copy of the notice of appeal to the grievant. The written notice of appeal must contain a statement explaining the reasons and basis for the appeal, include a copy of the written grievance filed with the Director of Human Resources, include a copy of the hearing officer's decision, include a copy of the hearing transcript, or exhibits or both and include a copy of any information that was admitted into evidence at the hearing. The submission shall not include any information not admitted into evidence by the hearing officer. The appeal will be placed on the agenda for the first County Board meeting that is held at least ten (10) days after the Director of

Human Resources receives a written notice of appeal unless the time to hear the appeal is extended by mutual agreement of the parties. The appeal will be noticed for consideration in open session unless the grievant or the County Board Chairperson requests a closed session pursuant to §19.85(1)(b), Wis. Stats., which pertains to dismissal, demotion, licensing or suspension of a public employee. The grievant submitting the appeal to the County Board shall be provided with a copy of the meeting notice.

(f) Effect of Appeal on Hearing Officer's Decision. The decision of the hearing officer during shall be stayed during the pendency of an appeal.

(g) County Board Appellate Procedure. The County Board shall not take testimony or receive new evidence, and shall uphold the decision of the hearing officer unless it determines that the hearing officer's decision was arbitrary and capricious. The appellant shall bear the burden of proof. The County Board may, by majority vote, reverse or uphold the hearing examiner's decision. The County Board Chairperson shall prepare and sign a written determination reflecting the County Board's decision. The County Board Chairperson may enlist the assistance of the County Attorney in preparing the written determination. A copy of the written determination shall be transmitted to the grievant within ten (10) days following the County Board's decision and shall be filed in the Human Resources Department. In the event the decision of the hearing officer is reversed, the Director of Human Resources shall review the decision and within ten (10) days, shall take any corrective action deemed necessary in his or her the discretion. A decision of the County Board is final and is not subject to appeal.

HEALTH INSURANCE

All **1.0 FTE-.75 FTE** employees shall be eligible to participate in the Group Health Insurance Program. Coverage shall commence the first of the month following the completion of 30 consecutive calendar days of employment with Washington County.

Contact the Human Resources Department for information on health insurance options and the specific employee contribution amount.

If an employee is eligible for coverage as a spouse or dependent of another eligible employee, these employees shall mutually elect that each take single coverage or one family health plan between them.

Employees are responsible for contacting Human Resources to add or delete a family member within 30 days of a qualifying event (for example: marriage, divorce, birth of a child, death, change in dependent status or court order).

If an employee does not have a qualifying event as listed above, and wishes to change the status of his or her health insurance, a change to cancel their coverage, or coverage for their dependents, can only be made during the annual Open Enrollment period. Without a qualifying event, changes to add yourself and/or your dependents will result in a 90-day waiting period.

In case of divorce, contact the Human Resources Department immediately to discuss your health insurance coverage. If the employee does not notify Human Resources to change their coverage, the employee **will be liable** for the excess insurance cost, if applicable. Divorced spouses and surviving spouses have continuation rights in the County Group Health Insurance Program. Coverage for the family of the divorced employee will be provided upon decree of the Court.

See Continuation of Health Insurance Coverage Under COBRA for more information.

Family contracts provide the same benefits for the subscriber, spouse, and all dependent children living with the subscriber in the normal parent-child relationship. Dependent coverage, including but not limited to definition of dependent, availability and duration of coverage and election to continue such coverage beyond the calendar year the dependent reached the age of 26 shall be set forth in and governed by the Group Health Insurance Plan.

Upon your resignation, the County participation in the cost of health insurance will terminate. Coverage will cease on the last day of the calendar month in which the employee receives 40 paid hours. The calculation of the 40 paid hours does not include any payout of benefits. If you resign in good standing from County employment, you have the option of either continuing your health insurance coverage through Washington County's Group insurance plan for a maximum of 18 months (COBRA), or converting to an individual health insurance policy. See Continuation of Health Insurance Coverage Under COBRA for more information.

Notice of Privacy Practices – Group Health Plan Manager

This notice describes how medical information about you may be used and disclosed and how you can obtain access to this information. Please review it carefully.

Washington County, as a group health plan manager under the Health Insurance Portability and Accountability Act, is required to maintain the privacy of your protected health information. This information consists of all records related to your health, including demographic information, either created by Washington County Human Resources Department or received by Washington County Human Resources Department from other entities in its role as a health plan manager.

We are hereby providing you with notice of our legal duties and privacy practices with respect to your protected health information. These legal duties and privacy practices are described in this Notice. Washington County will abide by the terms of this notice, or the Notice currently in effect at the time of the use or disclosure of your protected health information.¹

Washington County reserves the right to change the terms of this Notice and to make any new provisions effective for all protected health information we maintain. We will provide individuals a Notice within 60 days of making a material change to this Notice.

How Washington County Human Resources May Use and Disclose Your Health Information

Washington County Human Resources may use and disclose your protected health information for various purposes, including the following:

Payment Activities: We may disclose health information about you to determine your eligibility for benefits or health insurance coverage, pre-certification for services, facilitate payment for healthcare services provided to you, review the medical necessity of certain services or procedures, coverage under your health plan, appropriateness of care, justification of charges, and coordination of benefits.

Healthcare Operations: We may disclose health information about you to conduct quality assessment and improvement activities, outcomes evaluation and development of clinical

guidelines, arrange for medical review, legal services, and auditing functions, and underwriting, premium, and other activities.

Permitted or Required by Law: We may be required by law to disclose your health information for various purposes. For example, we may be required to disclose your health information for litigation proceedings involving abuse, neglect, domestic violence or certain physical injuries.

Public Health Activities: We may release your health records to certain government agencies or public health agencies as authorized by law, upon receipt of written request from that agency. For example, we may release health information to the Food and Drug Administration for reporting problems with products or adverse reactions to medications.

For Health Oversight Activities: We may disclose your health records in response to a written request by any federal or state governmental agency to perform legally authorized functions, such as management audits, financial audits, program monitoring and evaluation, and facility or individual licensure or certification. Information regarding certain communicable diseases may also be reported to public health agencies.

Judicial and Administrative Proceedings: Your health records may be disclosed pursuant to a lawful court order. A subpoena signed by a judge is sufficient to permit disclosure of your health records.

Law Enforcement: We may disclose your health information to a law enforcement official for purposes of identifying or locating a suspect, fugitive, material witness, or missing person.

¹ This Notice is prepared in accordance with the Health Insurance Portability and Accountability Act, 45 C.F.R. 164.520, and applicable Wisconsin healthcare privacy laws.

Coroners, Medical Examiners and Funeral Directors: We may disclose your health records to a coroner or medical examiner for the purpose of completing a medical certificate or investigating a death.

Public Safety: We may report your health information when necessary to protect you or the community from imminent and substantial danger.

National Security: We may disclose your health information for military, national security, prisoner, and government benefits purposes only as authorized by law.

Workers' Compensation: We may disclose your health information to the extent such records are reasonably related to any injury or illness for which worker's compensation is claimed.

Marketing: We may contact you to provide information regarding health related products and services offered by the group plan.

Disclosures of Plan Sponsors: We may disclose your health information to the sponsor of the group health plan, for their benefits administration purposes.

Your Rights Regarding Your Protected Health Information

You are permitted to request that restriction be placed on certain uses or disclosures of your protected health information for payment activities or healthcare operations. You must request such a restriction in writing, and we may deny your request. A restriction would not apply when we are required by law to disclose certain healthcare information.

You may request that Washington County send your health information to you by alternate means or to alternate locations. For example, you can ask that we only contact you at work or by mail. This request must be submitted in writing, and we will accommodate reasonable requests by you.

You have the right to review and/or obtain a copy of the health information about you that we maintain and use to make decisions about your health benefits. We may charge a reasonable fee for copying your records.

You may request that Washington County amend portions of your health records that you believe are incorrect or incomplete. Under certain circumstances your request may be denied, in which case we will notify you. You must submit this request in writing, specifying the reason for the amendment.

You may request a listing of the disclosures of your health information made by Washington County Human Resources for the six years prior to the date of the request, beginning with disclosures made after March 8, 2004. We are not required, however, to record disclosure made pursuant to a signed consent or authorization.

You may request and receive a paper copy of this Notice at any time.

In order to exercise the preceding rights, you may obtain a request form from:

Washington County Human Resources Department
432 E Washington Street
West Bend, WI 53095
262-335-4495

You may file a complaint with Washington County and/or the Secretary of Health and Human Services if you believe your privacy rights have been violated. To file a complaint with Washington County, please contact the Privacy Officer at the following:

Privacy Officer/Human Resources Department
Washington County
432 E Washington Street
West Bend, WI 53095
262-335-4780
Or

HIPAA Contact/Human Resources Department
Washington County
432 E Washington Street
West Bend, WI 53095
262-335-4330

It is the policy of Washington County that no retaliatory action will be made against any individual who submits or conveys a complaint of suspected or actual non-compliance or violation of the privacy standards.

This Notice of Privacy Practices is effective March 8, 2004.

Note: This Notice pertains to health information created by or received by the Washington County Human Resources Department in its function as a self-funded insurance plan. This does not pertain to health information created by or received by the Human Resources Department in its function as an employer.

Continuation of Health Insurance Coverage Under COBRA

Employees and/or their dependents may be eligible for a temporary extension of health coverage, commonly referred to as “COBRA” at group rates in certain instances where coverage under the plan would otherwise end (example: retirement, resignation, reduction in hours, divorce, death, a child ceases to be a covered dependent). Employees are notified of this right when they become eligible for insurance through the Human Resources Department and a third party administrator.

You do not have to show that you are insurable to choose continuation coverage. However, continuation coverage under COBRA is provided subject to your eligibility for coverage; Washington County reserves the right to terminate your COBRA coverage retroactively if you are determined to be ineligible.

Persons electing to continue their health insurance coverage must make their first monthly premium payment within forty-five (45) days of accepting group continuation coverage. All back premiums must be brought up to date at that time. Subsequent monthly billing statements will be sent to you by Washington County or the County’s health insurance designee.

Any former County employee whose spouse dies during the time he/she is paying for health insurance coverage continuation shall be permitted to switch from family to single coverage beginning with the first (1st) month following the month in which the death occurred. Any former County employee wishing to change the status of his/her health insurance coverage must follow the same requirements as active employees.

If you have any questions about your COBRA coverage, please contact Human Resources.

HOLIDAYS

There are nine (9) paid holidays per year deposited into a Holiday Bank. All 1.0 FTE employees shall be granted the following holidays as days off with pay:

FTE	Paid Hours
1.0	8
0.95	8
0.90	7
0.85	7
0.80	6
0.75	6
0.70	6
0.65	5

HOLIDAY

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day After Thanksgiving

December 24 (Christmas Eve)

December 25 (Christmas Day)

New Year's Eve Day

0.60	5
0.55	4
0.50	4

To be eligible for holiday pay, employees must work their regularly scheduled workday immediately preceding the holiday, and the first regularly scheduled workday immediately following the holiday, unless excused by the Department Head.

If any holiday falls on a Saturday, Friday shall be observed as the holiday. If any holiday shall fall on a Sunday, Monday shall be observed as the holiday. If December 24th and 31st fall on a Friday, they shall be celebrated on the preceding Thursday. If December 24th and 31st fall on a Sunday, they shall be celebrated on the preceding Friday. Employees who receive a floating holiday bank will receive 72 hours of time each calendar year.

HOURS OF WORK

Workday - The normal workday shall consist of eight (8) consecutive hours with a **one-half (1/2) hour unpaid lunch period**. The normal workweek shall consist of 40 hours Thursday through Wednesday for purposes of calculating overtime. Employees scheduled to work four or more consecutive hours will be granted an appropriate rest period for each four hours worked. Rest periods will be scheduled at the discretion of the employee's supervisor.

Breaks - General government employees scheduled to work four (4) or more consecutive hours will be granted a **fifteen (15) minute rest period** within each four (4) hour working period. During the County paid fifteen (15) minute rest period(s), employees may not leave the grounds.

Break Time for Nursing Mothers – In recognition of the documented health advantages of breastfeeding for infants and mothers, and in compliance with the Patient Protection and Affordable Care Act, as amended, Washington County provides a supportive environment to enable nursing mothers to express milk during work hours. Breastfeeding employees are provided with reasonable break time, as mentioned above, to express milk during work hours. Break time needed beyond the usual break time may be unpaid. Such break time will be provided for up to one year after the child's birth. A room will be made available for employees to express milk. The room will be private and clean, and will have an electrical outlet. The employee may also express milk in their own private office as well. It is expected that each nursing mother will provide her own equipment for expressing milk. Employees shall keep Supervisors informed of their needs so that appropriate arrangements can be made. Please contact Human Resources with any questions or concerns.

Lunch periods must be taken when scheduled, and cannot be taken at the end of the day. Rest periods and lunch periods not taken on the day they are earned will be lost and may not be used as comp time.

It is recognized that the nature of services provided by the County may require adjustments in employee work schedules to meet the requirements of specified department programs. Accordingly, departments may assign employees to different workweeks, workdays or work hours, depending upon the need of the department, upon approval of the Administrative Committee after review and recommendation by the County Executive and Human Resources Director.

Washington County work hours are typically 8:00 a.m. to 4:30 p.m. and employees are expected to be working onsite during their normal work hours. It is also understood that there may be times where working at home may occur. All employees working outside of normal business hours are also bound by HIPAA, Confidentiality, Acceptable Use and other Washington County policies and procedures. If there are any questions Department Head shall consult with HR for approval.

IMMIGRATION REFORM AND CONTROL ACT

Newly hired employees will, upon their starting date, complete an I-9 form verifying U.S. citizenship or alien status authorizing employment in the United States as established under the Immigration Reform and Control Act. Employees must present the County required documents within three (3) days of hire date or written documents stating proof that the employee has applied to obtain documents to comply with these requirements. If the County does not have all required information within 21 days from the hire date, the employee will be terminated.

INCLEMENT WEATHER AND EMERGENCY CLOSING

It is the policy of Washington County to keep all services, offices and departments open and available to the public to the fullest extent possible. Employees are normally expected to report and remain for the duration of their regular work shift. In the event of inclement weather or an emergency closing, the following policy will apply.

County employees who perform non-essential or non-emergency-type services during periods of severe weather or emergency situations are covered by this policy. Department Heads who are responsible for essential services will designate essential operations and positions. Essential operations will include, but will not be limited to: patient care, protection of the public, or services required to improve driving conditions (examples include: Health Care Facilities, Acute Care Services, Sheriff's Department and Highway Department). In unique emergency situations other positions may also be considered essential, as authorized by the County Executive. Employees holding positions so designated will be expected, as a condition of their employment, to report to work.

In the event that an emergency situation should occur, the County Executive will make the determination, and will provide the required notice, of inclement weather or emergency closing. If such decision is made, local media stations will be asked to broadcast an announcement. Other methods of communicating with employees may include: email, Washington County website, and social media postings, as well as other resources if available and practical.

An inclement weather notice, as announced by the County Executive, means the office is open to employees and the public. Employees should be reporting to work, however in the event an employee is not able to get to work, they can be excused with supervisory approval and will have the options described below for payment of that non-worked time.

An emergency closing, as announced by the County Executive, means the offices are closed to the public and to all employees in non-essential or non-emergency-type services. When offices/departments are closed, employees will not be allowed to continue to work beyond the designated closing time, and will not be allowed to remain in the building.

In order to be paid for time lost due to inclement weather or an emergency closing, an employee must use PTO, ELB (Extended Leave Bank), flex time to be worked within the then next two pay periods and approved by the employees' supervisor, or be unpaid.

When employees use PTO time, work a flexible schedule (with department head approval) or take the time unpaid as described in this policy, they will advise their supervisor as soon as possible as to which option they are choosing. If notification to the supervisor is not made in a timely fashion, the time not worked will be considered PTO time.

When offices/departments are closed on an employee's last scheduled work day prior to a holiday or first scheduled work day after a holiday, the closing will not affect the employees' eligibility for holiday pay. If an employee is ill and not able to come to work on the day proceeding or the day following an emergency closing, and which occurs on an employee's last scheduled work day prior to a holiday or first scheduled work day after a holiday, then the eligibility for the holiday pay remains. Employees who are on a scheduled absence from work will not be affected by the provisions of this policy, or to any exception made to this policy as a result of an emergency situation.

INTRODUCTORY PERIOD

A newly hired County employee shall be required to serve a 6-month introductory period, during which time the employee shall demonstrate qualifications for the job. An introductory employee may be discharged for any reason without recourse and without cause. Newly hired County Executive, Corrections and Communications Officers, and Sheriff's Deputies shall serve an initial 12-month introductory period. Introductory periods may be extended for a period not to exceed an additional 6 months, subject to prior approval by the Human Resources Director, or designee, and the Department Head. Satisfactory completion of an introductory period is not a guarantee of continued employment.

The County Grievance Procedures are not available to employees during their introductory period of employment.

INTERNSHIP POLICY (STUDENT)

Washington County is committed to providing internship programs to support and develop students in our community. Internships give students an opportunity to learn about specific County programs, policies and procedures.

When using an unpaid intern, hiring managers must be able to show that the intern is receiving academic credit in relationship to the work. To demonstrate that the work was academic in purpose and nature, the hiring manager must adhere to the following:

- Obtain official documentation from the school prior to the start of the internship period. Understand the kinds of course work the intern is taking and tailor assignments so they

directly relate to the intern's studies.

- Confirm with the school that the intern will receive course credits toward completion of a degree or certificate if the student successfully completes the internship. Obtain a letter from the school indicating that the work involved has been approved as relevant to the intern's course work.
- The school should require the student to prepare a report on the work experience and submit it to a faculty member. This reaffirms the educational purpose of the work. Obtain a copy of this report for your records. This is important documentation that may be needed later as evidence of the educational usefulness of the work.
- Identify the learning objectives before the start of the internship period. The goal of the internship should be to learn. We should be teaching the intern a skill or providing knowledge.
- The internship should have a defined beginning and ending period of time.
- Interns should not be performing work ordinarily done by regular employees. Do not place interns into an employee's job description. Their assignment should be outside the scope of an employee's job description.

By the end of the internship, each student should have the skills and knowledge necessary to allow the intern to make significant contributions in their profession of choice.

JURY DUTY

An employee who is summoned for jury duty shall be paid the straight time hourly rate for such hours as he or she is actually on jury duty, to a maximum of eight hours per working day. Such employee shall submit to Washington County all fees, meal allowance, and mileage received as a juror immediately upon receiving such fees and mileage. County employees serving as juror in a county other than the employee's county of residence shall be allowed to retain any meal and/or mileage allowance provided for as a result of these activities, but shall submit and other fees to Washington County. Employees may accept fees in lieu of regular salary if requested.

An employee who is summoned for jury duty shall be paid the straight time hourly rate less shift premium for such hours as he or she is actually on jury duty to a maximum of eight hours per working day. If an employee's start time is before 8:00 a.m., the employee must report to work until they are required to report to jury duty.

0.5 FTE employees must (a) normally be scheduled to work on the day they are scheduled to appear as a jury member in order to receive pay and (b) shall receive pay only for the number of hours that they would normally be scheduled to work. Employees are required to return to their regularly assigned workstation should they not be chosen for jury duty.

LEAVE OF ABSENCE

FAMILY AND MEDICAL LEAVE ACT LAWS

Washington County complies with the provisions of both State and Federal Family/Medical Leave laws. Requests for State and/or Federal Family and Medical Leaves shall be submitted to the Human Resources Department for review. All Family and Medical Leaves are considered on a case by case basis and must be approved by the Employee Benefits Manager.

Should you need a Family or Medical Leave, please contact the Human Resources Department **PRIOR TO YOUR LEAVE**, (unless in the case of an emergency), for further information along with the appropriate forms to be completed. If you find that you do not qualify for leave under the Family/Medical Leave Laws, please see Medical/Administrative Leave.

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption Or foster care;
- To care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness*

***The FMLA definitions of “serious injury or illness” for current service members and veterans are distinct from the FMLA definition of “serious health condition.”**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor Wage and Hour Division

WHD Publication 1420 · Revised February 2013

MEDICAL/ADMINISTRATIVE LEAVE-UNPAID (NON-FAMILY AND MEDICAL LEAVE ACT)

All requests for medical and administrative (non-medical) **unpaid** leaves of absence of thirty or less consecutive calendar days must be approved by the Department Head. Requests for unpaid leaves of absence in excess of thirty days must be approved by the Director of Human Resources. ***An employee must exhaust all paid time (PTO, ELB (Extended Leave Bank), personal holiday, comp time, etc.) before requesting an unpaid leave.*** If an employee qualifies for the State and/or Federal Family/Medical Leave Act, they may not request an additional unpaid leave of absence to extend his or her leave beyond the leave granted under the Family/Medical Leave Act, unless it is medically necessary, as verified by a treating physician, and at the discretion of the Director of Human Resources. It is understood that unpaid leaves will be granted on a limited basis and only when circumstances are sufficient to warrant such a leave. Employees must obtain a Leave of Absence Request form from the Human Resources Department for unpaid leaves in excess of thirty days. A physician's statement must accompany

a medical leave of absence request.

The County will pay its portion of life and health insurance coverage for one (1) month. Such payment commences with the first month following the month in which the employee receives 40 paid hours.

Please contact the Human Resources Department with questions regarding the continuation of health insurance coverage.

When on an unpaid leave of absence, ELB (Extended Leave Bank) and PTO benefits will not continue to accrue. Any holiday, which occurs during the unpaid leave, will not be paid.

Upon returning to work from a state, federal or other medical leave, an employee must provide a physician's return to work statement.

Military Leave

Employees who enlist or are ordered to military duty will be granted a leave for their initial tour of duty. Veterans returning from service who were on an approved leave will be re-employed with the same seniority status and rate of pay they would have had if they had not entered military service, provided that they satisfactorily complete their military service. Employees returning from such leave must apply for re-employment within ninety (90) days after their release from the service.

Employees who are required to take periods of training for the purpose of retraining status as members in organized units of the Reserve Corps of the Army, Navy, Air Force, Marine Corps, Coast Guard, and the National Guard, and who are ordered to active duty, may be granted an unpaid leave of absence upon submission, under normal circumstances, at least thirty (30) days in advance of evidence of competent orders. Where an employee is notified that orders are to be received which would permit less than thirty (30) day notice, notice shall be given to the employer no later than the first business day following receipt of the orders or receipt of information that orders are forthcoming, whichever occurs first.

Employees on leave for purposes of fulfilling a military reserve obligation may select to use PTO leave without regard to seniority. Washington County, upon the employee's request, will pay the employer contribution and the employee contribution towards the group health insurance plan, for up to 18 months, for all employees who are covered by the County's

Health insurance plan at the time they are called to active military service under Operation Enduring Freedom, with said coverage to remain at the level at the time of call up.

LIFE INSURANCE

Group Life Insurance. (a) Commencing with the first day of the calendar month following completion of 30 consecutive calendar days of employment with Washington County, each 1.0 FTE employee shall, at no cost to such employee, be eligible to receive a \$15,000 term life insurance policy, pursuant to a group life insurance program duly adopted by the County Board of Supervisors.

(b) This benefit is not available to 0.2-0.95 FTE, seasonal or temporary employees.

(c) Persons employed in the following job classifications shall be entitled to a \$15,000 base term life insurance policy which will also include an additional \$15,000 accidental death and disability benefit: Deputy Sheriff, Communications Officer, Corrections Officer, Investigator I and II, Deputy Sheriff Sergeant, Deputy Sheriff Lieutenant, Deputy Sheriff Captain, Sheriff and Sheriff's Department Corrections and Communications command staff.

(d) The County shall continue to provide said term life insurance coverage for all eligible employees during authorized PTO (Paid Time Off), funeral, holiday, ELB (Extended Leave Bank) leave and other approved leaves.

Supplemental life insurance coverage is available to 1.0-0.5 FTE, at the employee's expense.

The supplemental insurance is available to newly hired 1.0-0.5 FTE employees within the time frames listed above for each group. If the supplemental insurance is not taken within that time, the employee must complete an Evidence of Insurability questionnaire that is reviewed by the insurance company. Employees along with County Board members must always complete the medical questionnaire to obtain the supplemental life insurance. Please contact the Employee Benefits Manager for additional information.

The County shall continue to provide said term life insurance coverage for all eligible employees during their authorized PTO (Paid Time Off), funeral, holiday and ELB (Extended Leave Bank) leave.

For employees reinstated to 1.0 FTE status, coverage shall commence the first of the month following the completion of thirty (30) consecutive calendar days of employment.

LONG TERM DISABILITY

Long Term Disability Insurance. The County will provide a long term disability insurance plan which provides a benefit of 66 2/3% to a maximum of \$15,000 in annual salary after a 90-day waiting period for its 1.0 FTE employees. Employees may purchase, at their own expense, additional insurance equal to their annual salary as part of this program.

NEPOTISM

It is the policy of Washington County that no employee shall supervise or be supervised by his or her family member (spouse, child, parent, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law and grandparents). In the County Treasurer's Office and the Finance Department, there shall be no relationship between any of the employees. This includes relatives working in either Department. Please contact the Human Resources Department with any questions regarding this policy.

NOTICE OF COUNTY AND PERSONAL PROPERTY INSPECTION

Washington County reserves the right to inspect all County property including, but not limited to desks, file cabinets, storage units, offices, County vehicles and other spaces provided and controlled by the County. If an employee is allowed to place their own personal lock on a

storage unit, they are required to provide a key or combination to their Supervisor. Under certain circumstances, personal property such as purses, briefcases and personal vehicles will also be subject to inspection.

ORIENTATION PROGRAM

Along with each specific departmental orientation, all new employees are **required** to attend an Orientation Program given by the Human Resources Department. Attendance is mandatory to successfully complete the introductory period. During this program, employees will review the Employee Policy, Procedure and Benefit Manual as well as other important information relating to their employment with Washington County.

If the employee has not attended the Orientation Program after three separate notices, the file will be turned over to the Director of Human Resources for further action.

OVERTIME/COMPENSATORY TIME

- A. County employees whose employment would classify them as hourly employees (non-exempt) under the terms of the Federal Fair Labor Standards Act shall be paid at the rate of time and one-half (1/2) of their regular hourly rate for all hours worked in excess of the normal workweek provided, however, that such workweek shall contain a minimum of forty (40) paid hours including PTO (Paid Time Off), holiday, jury duty and paid funeral leave. Paid ELB (Extended Leave Bank) leave and unpaid leaves of all types shall not be included in the calculation of the forty (40) hours requirement. For the employees of the Samaritan Health Center, overtime shall be calculated on the basis of hours worked in a day of more than eight (8) or more than eighty (80) hours in a designated fourteen (14) day work schedule. At the Sheriff's Department, overtime shall be calculated on the basis of hours worked as further defined by Department policy. For Federal Fair Labor Standards Act purposes, productive time shall be considered as only those hours actually worked.
- B. Special Deputy Sheriffs assigned to the Sheriff's Department, Communications Supervisor, Deputy Sheriff Sergeant, Corrections Sergeant, Nursing Supervisor (Samaritan), and Registered Nurse (Samaritan) shall be paid at the rate of time and one-half (1/2) of their normal rate of pay.
- C. The salary paid by Washington County to salaried, exempt employees is specifically intended to compensate for all hours worked.
- D. Administrative leave is subject to the following:
 - 1. Administrative leave must be used in increments of 4 or 8 hours per day.
 - 2. Administrative leave does not carry over from on calendar year to the next calendar year. Administrative leave not used in the calendar year is lost.
 - 3. Administrative leave can only be used as time off and is not eligible for payout for any reason.
- E. All overtime for hourly employees must be authorized and approved by the employee's Department Head or designee.

PACKET

Packet is an electronic employee resource designed to give employees access to forms, benefit links, registration information and details about important events. The website is available to employees 24 hours per day, 7 days a week from any computer with internet access. Visit Packet at <https://packet.co.washington.wi.us/>. To access the system, employees will need their employee number and password. Please contact Human Resources with any questions.

PAID TIME OFF (PTO)

Purpose. Washington County offers a leave package which encourages employees to carefully plan their time away from work and maximize productivity while on the job. PTO provides employees with a periodic accrual of hours to be used as paid time off for vacation, sick leave, inclement weather emergencies, appointments, or for any other personal reason. The benefits of PTO are that it promotes a flexible approach to time off. It is the County's belief that employees empowered to control their time at work and away from work will do so judiciously and responsibly.

Scope. This plan includes all non-elected, 1.0 - 0.5 FTE employees (excluding Deputy Sheriff Union).

Definitions.

- **Exempt / Non Exempt:** All county employment positions have been designated as either being Exempt from the Fair Labor Standards Act (FLSA) or Non Exempt (meaning subject to the FLSA). Please refer to the Washington County Pay Plan or the Staffing Plan.
- **FMLA (Family and Medical Leave Act):** Medical leave that is based on the State and Federal FMLA guidelines; see information and forms on Packet.
- **Extended Leave Bank (ELB):** A bank created for each employee for the deposit of earned, unused sick leave as of the date of June 30, 2014.
- **Regular hours:** Defined per each County position as the number of hours approved by the County Board. (Example: 1.0 FTE equals 40 hours per week, 0.75 FTE equals 30 hours per week and 0.5 FTE equals 20 hours per week).
- **Paid leave benefits:** Includes short-term sick leave (anything less than three (3) consecutive days), vacation, and floating holidays.
- **Pay Periods:** The County's bi weekly payroll cycle that consists of two weeks starting on a Thursday and continuing through to the second Wednesday.
- **PTO:** Paid Time Off (PTO) is a benefit plan which consolidates paid leave benefits into a single "bank account" of paid leave, which the employee is responsible for managing and using.
- **PTO Bank:** A bank created as of July 1, 2014 for the deposit of earned, accrued paid leave benefits. The accrual to be deposited into these bank accounts for benefits previously designated as sick leave, vacation and floating holidays.
- **Short Term Disability Policy (STDP) EFFECTIVE 01/01/2015:** An insurance that pays a percentage of an employee's income during a time of disability for a specific period of time.

Eligibility. Employees working less than 20 hours per week on a regular basis, on call, elected, limited or temporary employees are not eligible to accrue PTO leave. For employees who become eligible during the course of their employment due to an increase in hours (change in

status from 0.5 FTE – 1.0 FTE or vice versa) or movement from Deputy Sheriff Union, credit will be given for previous years of service based on the date under the “Date Started” in the county’s payroll system.

Scheduling and Use.

- The scheduling of time off is dependent upon the judgment and discretion of the employee’s Department Head or his/her designee.
- Employees using planned PTO hours or scheduled time-off must seek prior approval from their supervisor per departmental protocol and in accordance with the County’s Attendance Policy.
- Employees using PTO leave for anything other than planned or scheduled time off, need to inform their Department Head or designee prior to the start of the day or as required by department work rules or call-in policies.
- The operational needs of the Department will be considered in granting requests of non-emergency nature. A Department Head or designee may grant approval of a PTO request by an employee not less than 6 hours, if the employee's absence does not negatively affect departmental workload, project completion and sufficient staffing levels exist.
- Unscheduled absences shall be monitored and subject to the Attendance Policy (found in the Employee Policy, Procedure and Benefit Manual).
- PTO leave will count as time worked for purposes of calculating overtime.
- Usage of PTO and time worked cannot exceed the normal workday hours for the position.
- An employee cannot be paid for time at work and receive PTO pay at the same time.
- PTO can be requested and taken in no less than 15 minute increments as deemed necessary and desirable by the employee with the agreement of the Department Head or designee.
- Employees who resign in good standing and give a minimum of two weeks written notice (four weeks written notice for Department heads) to the Human Resources Director prior to resignation, shall receive:
 - a. PTO payout on the last paycheck of the pay period.
 - b. PTO balances paid out under this provision or in the event of the employee’s retirement or death will be paid in the payroll cycle following the last day of work, date of retirement or date of death, as applicable.
- Employees who resign without proper notice or who are terminated shall not receive a PTO payout.

- Newly hired employees shall begin accruing PTO on the first full payroll (usually the second pay period).
- No claim for funeral leave shall be allowed which occurs during a scheduled PTO leave.
- Any county employee called to active duty as a result of membership in the National Guard or Military Reserve units shall earn PTO while on active duty as long as the County employee is not on an unpaid leave. Rules covering PTO accrual and usage shall apply to these employees.

Employees with the following job titles shall be required to take at least 40 consecutive hours of time off each calendar year:

- Admin Assistant I (Planning & Parks position assigned to Accounting Supervisor)

- Accounting Specialist
- Administration and Accounting Specialist and any other Clerk of Courts staff with cash handling/receipting responsibilities.
- Assistant to the County Treasurer
- Accounting Technician I
- Accounting Technician II
- Billing Supervisor
- Buyer
- Controller
- Deputy Register of Deeds
- Deputy Treasurer
- Director, Finance
- Golf Course Supervisor
- Highway Commissioner
- Office Manager (Samaritan)
- Payroll Supervisor
- Purchasing Manager

Availability.

- Hours accrued in one pay period will not be eligible to be used until the following pay period.
- Employees cannot borrow or donate PTO leave to another employee.
- An employee's PTO bank shall not fall below zero. In the event that an employee has a zero balance in his/her PTO bank, the employee will immediately revert to unpaid time. If an employee reverts to unpaid time without prior authorization of the Department Head and the Human Resources Director, the employee may be subject to disciplinary action.
- With the exception of a qualified FMLA leave, employees shall be required to exhaust all forms of paid leave (PTO, ELB and vacation) before requesting any form of unpaid leave.

Accrual and Schedules.

- Employees accrue PTO hours every pay period.
- An employee's accrual referenced in the chart will change on January 1st of the employee's anniversary year of 7, 14, and 25 years of service.
- PTO accruals are deposited to eligible employees' PTO banks each bi-weekly pay period, which deposits will continue until the bank reaches the maximum accrual hours, set forth in the following charts. Once the maximum is reached, no deposits will be made until the bank falls below the maximum. Accrued amounts do not end at the end of the calendar year, but continue rolling until maximum is met.

Calculation: Class 1			
Completed Years of Service	FTE (Full Time Equivalent)	Maximum Hours Accrued each Pay Period	Maximum Hours in Bank

0 - 6.9	1.00	6.1600	240
	0.95	5.8520	240
	0.90	5.5440	240
	0.85	5.2360	240
	0.80	4.9280	240
	0.75	4.6200	240
	0.70	4.3120	240
	0.65	4.0040	240
	0.60	3.6960	240
	0.55	3.3880	240
	0.50	3.0800	240
7 - 13.9	1.00	7.7000	300
	0.95	7.3150	300
	0.90	6.9300	300
	0.85	6.5450	300
	0.80	6.1600	300
	0.75	5.7750	300
	0.70	5.3900	300
	0.65	5.0050	300
	0.60	4.6200	300
	0.55	4.2350	300
	0.50	3.8500	300
14 - 24.9	1.00	9.2400	360
	0.95	8.7780	360
	0.90	8.3160	360
	0.85	7.8540	360
	0.80	7.3920	360
	0.75	6.9300	360
	0.70	6.4680	360
	0.65	6.0060	360
	0.60	5.5440	360
	0.55	5.0820	360
	0.50	4.6200	360
25 +	1.00	10.7700	420
	0.95	9.7199	420
	0.90	9.6930	420
	0.85	9.1545	420
	0.80	8.6160	420
	0.75	8.0775	420
	0.70	7.5390	420
	0.65	7.0005	420
	0.60	6.4620	420
	0.55	5.9235	420

	0.50	5.3850	420
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Calculation: Class 2			
Completed Years of Service	FTE (Full Time Equivalent)	Maximum Hours Accrued each Pay Period	Maximum Hours in Bank
0 - 6.9	1.00	7.7000	300
	0.95	7.3150	300
	0.90	6.9300	300
	0.85	6.5450	300
	0.80	6.1600	300
	0.75	5.7750	300
	0.70	5.3900	300
	0.65	5.0050	300
	0.60	4.6200	300
	0.55	4.2350	300
	0.50	3.8500	300
7 - 13.9	1.00	9.2400	360
	0.95	8.7780	360
	0.90	8.3160	360
	0.85	7.8540	360
	0.80	7.3920	360
	0.75	6.9300	360
	0.70	6.4680	360
	0.65	6.0060	360
	0.60	5.5440	360
	0.55	5.0820	360
	0.50	4.6200	360
14 - 24.9	1.00	10.7700	420
	0.95	10.2315	420
	0.90	9.6930	420
	0.85	9.1545	420
	0.80	8.6160	420
	0.75	8.0775	420
	0.70	7.5390	420
	0.65	7.0005	420
	0.60	6.4620	420
	0.55	5.9235	420
	0.50	5.3850	420
25 +	1.00	12.3100	480
	0.95	11.6945	480

	0.90	11.0790	480
	0.85	10.4635	480
	0.80	9.8480	480
	0.75	9.2325	480
	0.70	8.6170	480
	0.65	8.0015	480
	0.60	7.3860	480
	0.55	6.7705	480
	0.50	6.1550	480

Accrual Limits.

- The hours accrued each pay period shall not exceed the maximum hours as stated in the charts above for an employee based upon their status.
- For employees the PTO bank shall not exceed the maximums listed in the preceding charts, based on completed years of service and status.
- The total PTO hours will not exceed the maximums listed in the preceding charts. The employee will not accrue additional time until that time the hours fall below the maximum allowed.

Transitional Time Period.

The time period after implementation will be considered the transitional time period (through 12/31/15) and bank maximums will not be enforced for employees hired prior to 7/1/14.

During the transitional time, vacation that was accrued between January and June, 2014 will be paid out.

Employees hired prior to the date of PTO implementation will begin accruing PTO on July 1, 2014.

Extended Leave Bank (ELB).

An ELB will be created for each employee active on June 30, 2014 and will consist of earned and unused sick hours as of the end of the day of June 30, 2014, which will be deposited in the ELB and used in accordance with the following:

- No new hours shall be added to an employee's ELB after it creation.
- Each employee who has an ELB may use such leave for any period of absence from work due to illness or injury of the employee not covered by Worker's Compensation; an employee's dental, doctor and chiropractic appointments that cannot be scheduled during non-working hours; up to three days per calendar year for the illness or injury of the employee's minor child, parent, or spouse. Use of ELB leave shall be approved in advance by the Department Head or designee. The County's Attendance Policy shall govern unscheduled absences from work. Proof of a medical appointment may be required in advance by the Department Head.
- Where an employee has been absent from work for 5 or more consecutive working days, a physician's statement shall be required prior to the employee being allowed to return to work. Such statement must certify as to the employee's inability to work due to illness or

injury. Deputy Sheriff's, Communications Officers and Corrections Officers shall be required to provide such statement when absent for 3 or more consecutive working days.

- Willful misuse of ELB leave or willful making of false reports regarding illness or injury shall subject employee to disciplinary action and shall be considered sufficient cause for demotion or discharge.
- Employee daily usage of ELB leave will be limited to their normal scheduled workday.

Employees who retire after their 65th birthday may convert 30% of their unused ELB into cash as retirement pay. This pay is to be provided as a lump sum payout. Employees who retire after their 55th birthday and have a minimum of 20 years of credited County service are also eligible for this benefit. Protective Service employees who retire with a minimum of 20 years of credited County service and have attained age 53 are eligible for this benefit.

The ELB needs to be used up prior to the employee receiving compensation under the County's short term disability program.

Short Term Disability Policy (STDP)

Refer to the STDP plan documents for benefit coverage information. Eligibility for short term disability income continuation is contingent upon the employee providing medical certification of a condition that prevents the employee from working and any plan provisions.

The STDP employee's elimination period will be 8 days, or until their ELB is exhausted with an employee receiving benefits upon approval thereafter until the maximum benefit period of 90 calendar days (at which time the Long Term Disability benefits for 1.0 FTE employees may start). The benefits will be 66-2/3% of an employee's wages. The County will pay 100% of the premium.

PARKING LOT

Washington County provides ample parking space for all its employees. We ask that you park in those areas of the lot designated for employee use and observe driving courtesy. **PLEASE LOCK YOUR CAR.**

PAYROLL SYSTEM

As a prerequisite to public accountability, employees are required to fill out a time card or punch a time clock that documents working hours. The employee's hours should be reviewed and approved by the supervisor at the end of each pay period for accurate payment. An employee who is found to have willfully falsified his or her time card may be discharged. The payroll period is two weeks; payday for employees is every other Thursday. Payday is one week after the end of the pay period.

Payroll deductions required for regular County employees each payday includes: Federal Income Tax, State Income Tax, Social Security and Wisconsin Retirement (please see Wisconsin Retirement). You may also authorize deductions for: Wisconsin Deferred Compensation, United Way, and Section 125 Plans. If you have any questions about your paycheck, contact your supervisor or Human Resources (payroll).

Washington County also participates in the Federal Social Security Program. All employees are

required to contribute 7.65% of their salary to Social Security. The employer's share of 7.65% of the employee's salary will be paid to Social Security. For information regarding the Social Security system, contact the Social Security Administration at 1-800-772-1213 or visit www.ssa.gov.

Rates for your position are determined by the Washington County Classification and Compensation Plan, or the respective bargaining agreement for union employees.

Washington County requires **direct deposit** of your paychecks.

POLITICAL ACTIVITY

(1) **Activity Permitted.** No employee is precluded from engaging in political activity, provided that such activity does not interfere with normal work performance and is not conducted during normal work hours and does not involve the use of County equipment or property.

(2) **Activity Prohibited.** Consistent with the above, employees are specifically prohibited from directly or indirectly coercing any person to provide or contribute monetary or other types of assistance to any political candidate, party or purpose.

(3) **Resignation.** Any employee elected to a Federal, State or County office will be required to resign their County position effective with the date that they take office. By operation of taking office, the County employee effectively resigns.

(4) **Hatch Act.** Employees whose positions are wholly or partially supported by Federal funds are covered by the Federal Hatch Act and interpretations thereof and shall act in accordance with the Federal law.

(5) **Civil Service Excluded.** Washington County Sheriff's Department employees, hired under the Civil Service Ordinance currently in effect, shall be governed by the requirements with regard to political activity.

PRE-EMPLOYMENT SCREENINGS

Certain prospective employees are required to submit to a post offer, pre-employment medical examination to determine whether they possess the fitness to perform the essential functions of the job for which they have been offered employment when the essential duties of the job involve substantial physical requirements.

The post offer pre-employment work screen is used to determine whether the employee can perform the essential functions of the job position. Any candidate who has been offered a job in one of the classifications listed below are required to have a post offer, pre-employment screen to determine if they are physically able to perform the essential functions of the job.

Samaritan Department

Position:	Type of Test:
Assistant Dining Services Supervisor	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Certified Nursing Assistant	Drug Test, Physical and Pre-Placement, Post Offer Functional Test

Certified Nursing Assistant - Casual	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Dining Services Assistant	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Dining Services Cook	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Education and Transition Coordinator	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Licensed Practical Nurse	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Life Enrichment Assistant	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Life Enrichment Supervisor	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
LPN Non-Benefit Pool	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Medication Assistant	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Nurse Manager	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Nursing Supervisor	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Plant Operations Manager	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Registered Nurse	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Supervisor, Dining Services	Drug Test, Physical and Pre-Placement, Post Offer Functional Test

Sheriff's Department

Position:	Type of Test:
All Special Deputy Sheriff	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test
Bailiff	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test
Communications Officer	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test
Communications Supervisor	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test
Corrections Administrator	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test
Corrections Lieutenant	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test
Corrections Officer	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test
Corrections Sergeant	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test
Deputy Sheriff	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test
Deputy Sheriff Captain	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test
Deputy Sheriff Lieutenant	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test
Deputy Sheriff Sergeant	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test
Investigator I	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test
Investigator II	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test
Sheriff	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test

A functional job analysis for the position will be completed detailing the amount of lifting,

bending, twisting, and other physical requirements that are involved in the affected positions.

Results may assist the County and the candidate in determining whether there are any accommodations which would permit the employee to perform the essential functions of the job.

All medical examinations will be performed by medical and/or physical therapy practitioners as designated by Washington County and will be paid by the employer. Applicants that receive a satisfactory result on the post offer, pre-employment medical examination may begin employment as assigned.

Washington County is committed to compliance with the American's with Disabilities Act and similar state laws and will engage in an interactive process regarding reasonable accommodations.

Washington County complies with all requirements under the Federal Drug-free Workplace Act of 1988. We require post offer drug testing for all final candidates to detect the use of illegal drugs and drug related activity. A positive drug test will result in rescinding the job offer. Below are candidates who are required to participate in a pre-employment drug test.

Highway Department

Position	Position
Foreman	Mechanic
Laborer	

Planning and Parks Department

Position	Position
Clubhouse Attendant	Land Use Inspector
Clubhouse Supervisor	Mechanic/Maintenance Worker
Conservation Technician	Park Maintenance Worker I
County Conservationist	Park Maintenance Worker II
Golf Course Supervisor	Parks Superintendent
Golf Course Superintendent	Parks and Trails Manager
Inspector in Charge	
Land Resource Manager	

Samaritan Department

Position	Position
Accounting Technician I	Licensed Practical Nurse
Accounting Technician II	Life Enrichment Assistant
Admin Assistant I	Life Enrichment Assistant Supervisor
Admin Assistant II	Life Enrichment Supervisor
Admin Assistant III	LPN Non-Benefit Pool
Admissions Coordinator	Medication Assistant
Assistant Campus Administrator	Nurse Manager

Assistant Supervisor, Dining Services	Nursing Supervisor
Campus Administrator	Office Manager
Certified Nursing Assistant	Plant Operations Supervisor
Certified Nursing Assistant- Casual	Receptionist
Dining Services Assistant	Registered Nurse
Dining Services Assistant, Lead	Resident Assistant
Dining Services Cook	Scheduling Assistant
Director of Nursing	Social Services Supervisor
Education and Transition Coordinator	Social Worker
Health Information Management Coordinator	Supervisor, Dining Services

Sheriff's Department

Position:	Position
Account Specialist	Corrections Sergeant
Accounting Technician I	Deputy Sheriff
Administrative Assistant I	Deputy Sheriff Captain
Administrative Assistant III	Deputy Sheriff Lieutenant
Automobile Technician	Deputy Sheriff Sergeant
Bailiff	Detective I
Communications Officer	Detective II
Communications Supervisor	Juvenile Detention Manager
Corrections Administrator	Sheriff
Corrections Lieutenant	Special Deputy Sheriff
Corrections Officer	

All candidates for employment, except summer workers unless deemed necessary by either the Human Resources Department or the Department Head, who are under final consideration for employment shall submit to a drug test. The drug test shall be as follows:

1. The compulsory production and submission of urine by a candidate, in accordance with departmental procedures as described in the next section, for chemical analysis to detect drug use.
2. Testing will detect the following drugs: amphetamines/methamphetamine, cannabinoids (THC)-marijuana, cocaine, opiates, PCP (Phencyclidine), MDMA (Ecstasy), Oxycodone (OxyContin).
3. Applicants shall be disqualified from further consideration for employment under the following circumstance:
 - a. Refusal to submit to a required drug test; or,
 - b. A confirmed positive drug test indicating drug use prohibited by this policy.

Washington County will utilize the testing policies and procedures established by the laboratory selected to perform the tests. Any laboratory selected shall be NIDA (National Institute on Drug

Abuse) certified. The testing procedures and safeguards provided in this policy are to ensure that any personnel administering drug tests adhere to the integrity of drug testing. The testing or processing phase shall consist of an initial screening test and a confirmation test.

The laboratory selected to conduct the analysis shall be experienced and capable of quality control, documentation, chain-of-custody, technical expertise, and demonstrated proficiency in urinalysis. Each step in the collecting and processing of the urine specimens shall be documented to establish procedural integrity and the chain-of-custody.

Whenever there is a reason to believe that the candidate may have altered or substituted the specimen to be provided, a second specimen shall be obtained immediately under direct observation of the testing personnel. The urine sample is first tested using the initial drug screening procedure. An initial positive test result will not be considered conclusive; rather, it will be classified as "confirmation pending." Notification of test results to the supervisor or other departmental designee shall be held until the confirmation test results are obtained. A specimen testing positive will undergo an additional confirmatory test. The confirmation procedure shall be technologically different and more sensitive than the initial screening test.

All records pertaining to drug tests shall remain confidential, and will not be provided to other employers or agencies. Drug test results and records shall be sent directly to the Human Resources Department and will be maintained for the duration of employment plus 30 years.

Candidates having negative drug test results shall receive verification stating that no illegal drugs were found. If the candidate tests positive, the candidate will be removed from consideration for that particular job.

Washington County reserves the right to conduct drug and alcohol testing on any employee based on the existence of reasonable suspicion that the employee is impaired, using the same procedures and safeguards as used for pre-employment testing as described above. In addition, drug testing is required when any employee is injured as a result of an on-the-job accident and requires medical treatment away from the workplace or is involved in an accident which results in injury to another individual or estimated property damage of more than \$1000.00. Vehicle/deer collisions are exempt from this policy.

In addition to this policy, all employees who are required to possess a Commercial Driver's License to perform their job duties are governed by the rules and regulations regarding drug and alcohol testing for commercial motor vehicle drivers.

PRIVACY

Washington County is considered to be a covered entity under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). As an employee of Washington County, you will be required to adhere to County privacy policies and procedures, and appropriately maintain and safeguard all individually identifiable health information. Washington County will impose sanctions against employees who violate the County's privacy policies and procedures. Such disciplinary measures may range from verbal warnings, up to and including termination. The specific sanctions will depend on the severity of the violation, the nature of the violation, and the specific circumstances surrounding the employee and the incident.

REMINDER: IF YOU HAVE ANY QUESTIONS, ASK YOUR SUPERVISOR OR CONTACT THE HUMAN RESOURCES DEPARTMENT.

PROHIBITED HARASSMENT

It is the policy of Washington County to provide a work environment that is free of harassment or discrimination of any kind including sexual harassment. Elected department heads, supervisory employees and management employees are required to report violations of this policy immediately and in an appropriate fashion. All other employees, officers, agents and contractors of the County who witness or experience violations of this policy are expected and encouraged to report as well. Failure of any of the above individuals to fulfill their responsibilities under this policy may constitute grounds for discipline, removal or other sanctions.

Harassment Defined

“Harassment in the Work Environment” is defined as persistent and unwelcome conduct or actions on the basis of an employee’s race, color, creed, ancestry, national origin, age (40 years old and over), disability, sex, arrest or conviction record, marital status, sexual orientation, or military membership.

Sexual harassment is defined by the Equal Employment Opportunity Commission as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for the employment decisions affecting such individual or;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating hostile or offensive working environment.
4. Such conduct may include the conduct of an employee, volunteer, supervisor, elected official, contractor, supplier, vendor, recipient of public services or visitor.

No employee shall be punished or penalized for rejecting or objecting to behavior that might be considered as creating a hostile work environment sexual harassment including, but not limited to the following examples:

1. Sexual gestures with hands or body movement.
2. Unnecessary and unwanted touching, grabbing, caressing, pinching or brushing up against a person.
3. Staring at a person or looking a person up and down.
4. Whistles, catcalls and sexual references.

5. Repeated pressure on an employee to socialize with or date another individual.
6. Asking personal questions about a person's social or sexual life.
7. Making sexual comments or innuendoes, telling jokes or stories of a sexual, demeaning, offensive or insulting nature.
8. Deliberate repeated display of offensive, sexually graphic material, which is not necessary for business purposes.
9. Posters, calendars, cartoons, photographs or artwork of a sexual, hostile or degrading nature.
10. Granting or withholding pay increases, promotions, job offers or other employment issues based on sex.
11. Intimidating, hostile, or manipulative conduct that interferes with an employee's work or creating an offensive work environment.

Employees may pursue complaints of all forms of harassment through the following procedure:

1. **Internal Procedure.** Employees are encouraged to express their concerns to any of the following: their supervisor, department head, manager, or the County Executive, or any supervisory employee in any other County department or to any Human Resources Department staff member.
 - a. The complaining employee's supervisor, department head or manager shall follow the procedures set out in subparagraph 2. The investigating individual is encouraged to contact the Human Resources Department to obtain the assistance and information necessary to conduct a proper and thorough investigation. In the event the Human Resources Department is implicated, that supervisor may call upon the resources of the County Executive, County Attorney, County Board Chairperson or Sheriff to obtain advice and assistance. Minor issues may be handled within a department or agency exclusively if the accused and accuser consent. If the accused is transferred to another department or County agency, a full report of the complaint and investigation must be provided to the County Executive, Human Resources Department and to the supervisor of the department accepting the transferred employee.
 - b. Where the complaining employee consults a supervisory employee in a County department other than in which the accuser, accused or alleged victim is employed, that supervisory employee shall consult the Human Resources Department and obtain advice and assistance in conducting the investigation unless the complaint involves the Human Resources Department or if the supervisory employee determines that involvement of the Human Resources Department will prevent an adequate investigation. This determination shall be written and retained in the investigative file. In the event the Human Resources Department is not utilized, the supervisor must consult the County Executive, County Attorney, County Board Chairperson or Sheriff to obtain advice and assistance.

- c. Where the Human Resources Department conducts the investigation, they may use whatever resources are deemed appropriate, including an outside investigator, in the judgement of the Director of Human Resources. In those circumstances where the Human Resources Department does not conduct the investigation, only the most minor complaints may be handled directly by the supervisor, department head or manager or outside supervisory employee. Regarding the remaining complaints, the investigation shall be conducted by an independent third party, outside the County if necessary, as designated by the County Attorney, County Board Chairperson or Sheriff. The County Attorney shall be consulted unless the County Attorney's Office is implicated or if the Director of Human Resources determines that involvement of the County Attorney's Office will prevent an adequate investigation. This determination shall be written and retained in the investigative file. In that case, the County Board Chairperson shall obtain the assistance of outside legal counsel if required due to the seriousness of the complaint.

2. **Investigation of Complaint.** Prior to taking any action on a complaint of harassment, a complete and thorough investigation of the matter should be conducted by a management representative. A management representative is defined as the Director of Human Resources, in most cases, or his or her designee, the supervisor, department head or manager or outside supervisory employee, or designee of either, if the Human Resources Department is not involved, or the properly authorized outside investigator. The investigation should be made on a timely basis. No promise of confidentiality shall be made, but the investigation shall be conducted on a basis, which assures confidentiality of all the parties to the extent consistent with the employer's obligation and State and Federal law. Persons conducting the review should be objective and nonjudgmental and obtain the necessary facts prior to reaching any conclusions. Following the completion of the investigation, an appropriate course of action will be recommended. The person responsible for the review should follow up with the employee making the complaint to advise him or her of their conclusions. If the management representative conducting the review concludes that there is clear and convincing evidence that the accused is indeed guilty of harassment, the management representative shall undertake one of the following actions:

- a. If the employee found guilty of harassment is under the supervisory authority of the management representative, the management representative shall impose an appropriate disciplinary action and other remedial measures.
- b. If the employee found guilty of harassment is not under the supervisory authority of the management representative, the management representative shall recommend an appropriate disciplinary action and other remedial measures to the employee's supervisor.
- c. If the employee found guilty of harassment is a department head, the management representative shall make the recommendation to the County Executive and to the County Board Chairperson.
- d. If the person found guilty of harassment is an elected department head or elected official, the management representative shall make the recommendation to the appropriate disciplinary and removal authority under the County Code or Chapter 17 of the Wisconsin Statutes. If a removal petition must be drafted, the County

Attorney shall be consulted, unless outside legal counsel has already been obtained, in which event outside legal counsel shall be consulted.

- e. The supervisor or removal authority shall take all appropriate action to prevent further incidents of harassment and to impose an appropriate remedial sanction. In the case of an employee, the employee may be disciplined up to and including termination of his or her employment. A union employee shall be disciplined according to those procedures established by contract and appropriate labor practices. In the case of a department head, the County Executive, with the concurrence of the Human Resources Director, shall establish the appropriate discipline, up to and including termination for cause. In the case of an elected department head, the removal authority under the Statutes shall exercise sole discretion, however, the management representative shall recommend any interim measures necessary to protect the alleged victim, witnesses and other employees from retaliation.

3. **Investigation Procedure.** The investigation of alleged acts of harassment under this section shall be conducted according to the following procedure:

- a. Upon the receipt of a complaint, whether formal or informal, the responsible management representative shall immediately commence an investigation. Under normal circumstances, an investigation should be commenced within twenty-four (24) hours and completed expeditiously. Where this time limit cannot be met, the management representative shall document for the file the circumstances causing the delay and why an investigation cannot be commenced within twenty-four (24) hours, this report shall contain a proposed time schedule and recommend interim protective measures, if necessary.
- b. Confidentiality shall not be pledged to the accused, any witness or the accuser. The fact of filing of the complaint, the contents of the complaint and the investigation shall be kept confidential to the extent authorized by law, unless the protection of other employees or proper investigation of the complaint requires disclosure. Only those individuals requiring knowledge of the complaint and the investigation shall be informed and even then only to the extent necessary for the proper conduct of the investigation. If an accuser has been assured of confidentiality and confidentiality cannot be maintained, the accuser shall be informed immediately and before release of the information, if possible.
- c. The management representative conducting the investigation shall obtain a complete and clear statement of the alleged acts of harassment from the accuser, names and statements from any witnesses and a clear and complete statement from the alleged harasser.
- d. The management representative conducting the investigation shall maintain full documentation during the investigation, including the complaint, all statements, documents, notes and other information relevant to the complaint.
- e. After the initial investigation has been completed and interim protective measures have been implemented, if needed, the accused shall be notified that a complaint has

been filed. The notice shall include a brief description of the substance of the complaint. Unless the complainant consents, the actual complaint may not be disclosed until the investigation has been concluded and a finding of guilt has been made by the management representation. The records custodian of the complaint may restrict or refuse access to the complaint if authorized by the Public Records Law. The accused shall be entitled to status reports during the investigation. At the conclusion, a copy of the written recommendation of management representative shall be provided to the accused.

4. **Retaliation Prohibited.** Retaliation and/or reprisal against an employee who files a complaint or anyone assisting in the investigation is in violation of this policy and State and Federal law. Anyone who engages in or assists in such retaliatory actions will be subject to disciplinary action up to and including the termination of employment.

5. **Interim Protective Measures.** Recognizing that there is an unavoidable time lag between the receipt of a complaint and the imposition of appropriate discipline, it is the policy of the County to undertake interim protective measures where necessary. These measures are intended to protect the accused, potential victim, witnesses and other employees, and to assure that, where circumstances require a lengthy investigation, the investigation can be conducted without undue risk to persons and reputations. Interim protective measures are especially important where the removal authority and investigation are outside of the control of the County. Interim protective measures will also permit, to the extent possible, all of the affected individuals to continue to work in a productive manner pending resolution. The management representative, the County Executive and the Human Resources Director shall be responsible to recommend appropriate interim protective measures and to make arrangements for their provision. If funds or staff is required, the County Executive, shall consider the need on an expedited basis. In the event of immediate danger, the appropriate law enforcement officials shall be consulted. Interim remedial measures shall include, but are not limited to the following:

- a. Appropriate action shall be taken to expedite the investigation including consideration of retaining an outside investigator.
- b. Where physical protection of any person, including the accuser, witnesses, other employees or the accused is necessary; law enforcement officials shall be consulted. County security officers shall be notified as well. A protection plan shall be developed and implemented.
- c. Where appropriate, counseling shall be provided to the accused, the accuser, witnesses and other employees.
- d. Where necessary and possible, any of the individuals involved may be transferred to another shift or department on a temporary basis pending resolution with consent of each department head, and with due consideration to any union contract.
- e. Where no other remedy is available, consideration shall be given to paid leave for either the accused or the accuser as is appropriate to the situation. Unpaid leave will be permitted in those circumstances where required hearings have been held and findings have been made under State and Federal laws permitting leave without pay. Nothing in this subparagraph shall preclude any party involved from

requesting any other paid or unpaid leave, which is available under the County Code or State or Federal law.

- f. In choosing an interim protective measure, due consideration shall be given to the rights of both the accused and the accuser and the other employees or officials within the affected department or agency.

6. **Employee Assistance Program.**

- a. Where appropriate, a supervisor or the management representative may refer the accused or the accuser to the Employee Assistance Program either as an interim protective measure or as a remedial sanction where indicated. The Employee Assistance Program shall follow its normal procedures.
- b. In the event an employee requests assistance of the Employee Assistance Program in lieu of reporting harassment through the formal or informal process outlined above, the Employee Assistance Program shall refer the investigation to the Human Resources Department unless the Human Resources Department is implicated, and in that event, the Employee Assistance Program shall refer the investigation to an outside supervisor under subparagraph 3., to the County Executive, County Attorney, County Board Chairperson or Sheriff, as the circumstances dictate.

7. **Unfounded Complaints.**

If the management representative conducting the investigation determines that an employee filing an unfounded complaint knew or should have known that the complaint was false, or that a complaint was recklessly or maliciously brought with the intent to unfairly injure another, the filing employee shall be subject to disciplinary action up to and including the termination of employment.

8. **Alternate Complaint Routes.**

Nothing in this section shall preclude a union employee from seeking union representation and seeking redress under the collective bargaining agreement. A non-represented employee may utilize the grievance procedure set forth in sec. 7.10, as applicable. Any employee is free to pursue any claim with or seek advice and assistance from either the Federal Equal Employment Opportunity Commission of the State Equal Rights Division.

RECRUITMENT AND HIRING

The recruitment and hiring process at Washington County is an interactive collaboration between the hiring manager and Human Resources to ensure that the most qualified candidates is sourced for interview and hire. Before recruitment begins, Human Resources and the hiring manager will have a discussion to review the job description, gather the necessary information, share resources and establish a plan for an effective search, interview and hiring strategy.

Vacancies:

All requests for replacement positions must be pre-approved by the Department Head and the Human Resources Director. Any changes to position title must be approved through the appropriate liaison committees and then the County Board.

Recruitment:

Recruitment activities are the responsibility of the Human Resources Department. Typical methods of recruitment include, but are not limited to job postings on the internet, postings at colleges or technical schools, posting to professional organizations, direct mail solicitations or advertisements in newspapers. This process should result in qualified candidates for interviews. If the recruitment methods do not produce a candidate base for interviews, Human Resources will have a follow-up meeting with hiring manager to strategize other recruitment approaches.

Internal Recruitment Procedures:

Internal candidates who meet minimum job qualifications are subject to the same screening and interviewing processes for the position as external candidate. Human Resources may contact a current supervisor as a reference in consideration for the position.

Screening Process:

All on-line applications will be screened in accordance with the qualifications of the position as documented in the job posting and description. Human Resources will provide telephone prescreening of candidates per the hiring managers request.

Interview Process:

The hiring manager will be responsible for scheduling interviews for candidates who pass the screening process. The interview will be conducted in person unless extenuating situations exist. Human Resources will assist the hiring manager in developing questions to enhance the ability to obtain the specific information needed to make an informed candidate selection. All interview questions and answers must be documented on the Interview Question Form. Human Resources will participate in candidate interviews per the hiring manager's request.

Testing:

For any clerical positions that require testing for typing or software programs, Human Resources will coordinate the testing through the appropriate testing vendor.

Reference Checks:

The Human Resources Department will conduct at least two (2) employment reference checks on each final candidate before an offer is extended. The references will be discussed with the hiring manager.

Hiring Procedure:

The hiring manager has the ultimate responsibility for making the decision to hire a particular applicant. The decision is made in concert with the employee's next level manager or the Human Resources Department. The hiring manager is responsible for documenting the selection criteria for all candidates interviewed, particularly for those not selected.

At the offer stage, Human Resources will consult with the hiring manager on the best compensation offer and approach. The compensation offer is determined by a number of factors that include: candidate's previous experience and skills in relation to the position, current job market and internal equity per the Washington County policy.

Human Resources will extend the verbal offer of employment to the selected candidate and compose the formal offer of the employment letter.

Post-offer Testing:

Human Resources will schedule post-offer physical or drug testing for all positions with post-offer testing requirements. No employee will be allowed to start employment until all test results have been received by the Human Resources Department.

Candidate Communication:

A regret e-mail will be sent by Human Resources for all candidates who were not selected for the position.

REHIRES

If an individual is rehired, benefits from prior service with Washington County (example: PTO (Paid Time Off) and ELB (Extended Leave Bank) leave will not be restored.

REIMBURSEMENT FOR EXPENSES

This Financial Policy (FINP-6) can be found on Packet. See link below

<https://packet.co.washington.wi.us/>

RESIDENCY

Employees in the following job classifications are required to establish and maintain residency in Washington County or the surrounding counties (Dodge, Fond du Lac, Milwaukee, Ozaukee, Sheboygan and Waukesha), or within 15 miles of Washington County, by the end of the probationary period. In the event said employee does not establish and/or maintain residence in Washington County or the surrounding counties, or within 15 miles of Washington County, by the end of the probationary period, he or she shall be dismissed by the Sheriff. No extensions of the requirement to establish and maintain residency by the end of the probationary period shall be allowed:

1. Juvenile Detention Manager
2. Employees hired under the Civil Service Ordinance currently in effect shall be governed by the residency requirement found in that Ordinance.
3. Corrections and Communications Officers
4. Radio Systems Administrator

RESIGNATION/TERMINATION

We hope that if you decide to leave your job, it will be under pleasant circumstances. **We would appreciate it if you would discuss your reasons for leaving in an exit interview with a member of the Human Resources Department.** This exit interview will provide you with the opportunity to voice some concerns about your job, your supervisor, etc., as you saw it as an employee of Washington County. Your input will provide us with some information to determine areas where we may seek self-improvement in policies and procedures. The interview will be confidential and will only be used for purposes of self-evaluation. Be sure to arrange for the return of all County property that you possess to your supervisor. Management employees are asked to submit a resignation in writing to their Department Head at least **four (4) weeks** in advance of their planned departure. Non-management employees are asked to submit their resignation in writing at least **two (2) weeks** in advance of their planned departure, unless otherwise specified by bargaining agreements.

You **will** lose accrued benefits should you not give sufficient notice. ***The resignation/termination date is recognized as the last day the employee is physically on the job.***

Health Insurance: Upon your resignation/termination, the County participation in the cost of health insurance will terminate. Coverage will cease on the last day of the calendar month in which the employee receives 40 paid hours. The calculation of 40 paid hours does not include any payout of benefits.

Holidays: Any holiday time not used prior to resignation/termination will be lost.

Life Insurance: Upon resignation/termination, the County participation in the cost of the life insurance will terminate. Employees have the option of converting their life insurance coverage after they resign at their own expense. Please contact the administrator of the County's life insurance within 31 days of your resignation date to obtain the necessary forms - administered by Unum, 866-679-3054.

Long Term Disability: Upon resignation/termination, the County and employee contribution will end.

Extended Leave Bank (ELB): There will not be any payout of accrued ELB (Extended Leave Bank) leave.

Paid Time Off (PTO): You will be paid for any outstanding PTO at the next regular pay period. Employee's who resign in good standing (good standing to mean that the employee shall give a minimum of two (2) weeks written notice prior to resignation unless excused from this requirement because of compelling reasons by the Department Head) shall receive accrued PTO pay earned to the last complete month worked prior to the date of resignation. In the case of a termination of employment, PTO payout will be implemented in accordance with the County Policy.

Wisconsin Deferred Compensation: Please contact Wisconsin Deferred Compensation at www.wdc457.org or 1-877-457-9327 with any questions you may have.

Wisconsin Retirement: At this time, employees have the option of removing the employee's share of monies accumulated in the Wisconsin Retirement Fund or leaving it in the Fund until desired removal, subject to the rules of the Retirement Fund. Any employee wishing to remove his or her share of monies from the Retirement Fund is required to fill out a benefit information request form, which may be obtained from the Payroll Office or the Wisconsin Retirement System website at www.etf.wi.gov.

Upon resignation/termination, all accrual of benefits will end as listed above. If an employee is rehired, benefits from prior service with Washington County will not be restored.

RETIREMENT

Pursuant to Wisconsin Statutes there shall be no mandatory retirement age for Washington County employees. All decisions regarding the hiring or termination of an employee shall be based upon the person's skills, knowledge and ability to perform the work assigned.

Health Insurance: Effective January 1, 1994, retirement health insurance benefits covering the Sheriff's Department Command Staff, including Deputy Sheriff Captain, Deputy Sheriff Lieutenant and Deputy Sheriff Sergeant (Road) will be covered by the retiree health insurance program set forth in the Collective Bargaining Agreement between Washington County and the Washington County Deputy Sheriff's Association.

Holidays: Any holiday time not used prior to retirement will be lost.

Life Insurance: Employees have the option of converting their life insurance coverage at the time of retirement at their own expense. Please contact the administrator of the County's life insurance within 31 days of your retirement date to obtain the necessary forms - administered by Unum, 866-679-3054.

Long Term Disability: Upon retirement, the County and employee contribution will end.

Extended Leave Bank: Employees who retire after their 65th birthday may convert 30% of their unused accumulated ELB (Extended Leave Bank) leave benefits into cash as retirement pay. This pay is to be provided either on a bi-weekly basis covering the number of days the employee has accumulated or as a lump sum payout at the employee's option. Employees who retire after their 55th birthday and have a minimum of 20 years of credited County service are also eligible for this benefit. Protective Service employees who retire with a minimum of 20 years of credited County service and have attained age 53 are eligible for this benefit.

Social Security: For questions regarding Social Security, please call toll-free at 1-800-772-1213, Monday through Friday, 7:00 a.m. to 7:00 p.m. If you are hearing impaired, you may call 1-800-325-0778. You may also visit their website at www.ssa.gov. The website is a valuable resource for information about all Social Security programs.

PTO (Paid Time Off): You will be paid for any outstanding PTO time at the next regular pay period. Employees who retire in good standing (good standing to mean that the employee shall give a minimum of two (2) weeks written notice prior to retirement unless excused from this requirement because of compelling reasons by the Department Head) shall receive accrued PTO

pay earned to the last complete month worked prior to the date of retirement.

Wisconsin Deferred Compensation: Please contact Wisconsin Deferred Compensation at www.wdc457.org or 1-877-457-9327 with any questions you may have.

Wisconsin Retirement: Please contact the Wisconsin Department of Employee Trust Funds directly for assistance with retirement: Toll-Free at 1-877-533-5020 option 1 or (608) 266-3285 (Madison), or send an e-mail via the Internet site www.etf.wi.gov to request ETF forms and brochures. Please have your social security number available. If you are speech or hearing impaired and need assistance, please call 7-1-1 or 1-800-947-3529 (English), 1-800-833-7813 (Spanish).

Upon retirement, all accrual of benefits will end as listed above. If an employee is rehired, benefits from prior service with Washington County will not be restored.

RETURN OF COUNTY EQUIPMENT

Employees leaving County employment must return County equipment and other County owned items on or before their last day of work.

SAFETY AND ACCIDENT PREVENTION

Concern over job safety is a major responsibility of your job performance as an employee of Washington County. Report any unsafe practices and conditions to your supervisor at once. Delay may result in serious injury. Employees injured on the job must report the injury to their supervisor immediately. The supervisor shall promptly secure necessary medical attention for the injured employee and then file an accident report with the Human Resources Department giving full and complete particulars. Suggestions from all employees regarding safety are welcome and encouraged.

SEAT BELT USE

As a result of State of Wisconsin legislation, all County employees and volunteers are required to use seat belts when operating either their private or County owned vehicle as part of their job. Any employee who is on duty and is a passenger in another person's vehicle is also required to wear a seat belt. All children who are being transported in a motor vehicle as part of an employee's job duty must be in child safety restraints as outlined by current laws.

Washington County reserves its right to request a 15% penalty in the event an employee is injured in an automobile or truck accident and is found to not have been wearing his/her seat belt and claims a Worker's Compensation injury.

Employees traveling in a vehicle that does not have seat belts or whose daily job duties are specifically exempted by State Statutes are not covered by this policy.

SECTION 125 PLANS

Section 125 plans, based on Section 125 of the Internal Revenue Code, allow employees to have

money deducted from their paycheck on a pretax basis to cover out of pocket expenses for themselves, their spouse or dependents. Eligible employees of Washington County may participate in the following plans:

Dependent Care Reimbursement FSA (Flexible Spending Account) – Available to 1.0-0.5 FTE employees, this account allows employees to pay qualified child and elder care expenses through pre-tax payroll deduction.

Health Care Reimbursement FSA (Flexible Spending Account) – Available to 1.0-0.5 FTE employees, this account allows employees to pay out of pocket medical, dental and vision expenses not covered by insurance through pre-tax payroll deduction.

Premium Election Plan – Available only to those who are eligible for health insurance, this plan allows employees to pay their share of the County sponsored group health insurance premium through pre-tax payroll deduction.

An Open Enrollment will be conducted annually. During this time, employees may enroll, change their payroll deduction allocation or terminate their participation in the plan. Re-enrollment is required each plan year for the Dependent Care and Health Care Reimbursement plans. Changes will take effect with the first paycheck after January 1. For more information on the Section 125 Plans, please contact the Employee Benefits Manager.

SHIFT PREMIUM - NON UNION EMPLOYEES

Personnel employed at the Samaritan Health Center scheduled to work either the second (2nd) or third (3rd) shift or a weekend, shall in addition to the regular hourly rate, receive a shift differential as determined by the County Board of Supervisors. The shift differential shall not be allowed for meetings held on the day shift or for time spent on jury duty. Shift differential and weekend differential shall not be used in the calculation of severance pay or retirement payout benefits.

SMOKING PROHIBITED

(1) **Policy.** It is the express finding of the County Board of Supervisors that smoking presents a serious health hazard and a nuisance to both the public using County facilities and programs and to the officers and employees of the County. The exceptions created in this section are to be narrowly construed. Exceptions are not intended to approve the practice of smoking, but rather to provide flexibility where special circumstances such as the size of the office or the residential nature of the program require special accommodation.

(2) **Smoking Defined.** Smoking for purposes of this section is defined as carrying a lighted cigar, cigarette, pipe or any other lighted smoking equipment.

(3) **Smoking Prohibited.** Except as otherwise specifically provided, smoking is prohibited in all County owned or leased buildings, in all County owned or leased vehicles and in all County programs. Smoking is prohibited on all County grounds except in designated areas.

(4) **Littering of Smoking Materials Prohibited.** The disposal of cigarettes as defined in

§139.30 (1), Wis. Stats., and tobacco products as defined in §139.75 (12), Wis. Stats., is hereby prohibited on any County grounds or leased space except in ashtrays and other marked receptacles provided for that purpose.

(5) (AM 01-8) **Exemption from Smoking Prohibition.** The following activities and facilities are exempt from the prohibition of this section as follows:

(a) With the consent of the Sheriff, and under supervision of a County detective, individuals under interrogation are permitted to smoke in designated interrogation rooms within the Sheriff's Department.

(b) Residents of the Samaritan Health Center are permitted to smoke within designated areas.

(6) **Department Authority.** Nothing in this section shall limit the authority of a department head, after consultation with his or her liaison committee, to further restrict smoking within the department head's program.

(7) **Leased or Rented Space.** This section does not apply to County facilities which are leased or rented by third parties for the use of the third party. This subsection does not prohibit the County from negotiating a smoking prohibition as part of the lease or rental agreement.

(8) (AM 01-8) **Signs.** The County Clerk at the direction of the Administrative Committee shall provide and maintain suitable signs to designate smoking and nonsmoking areas as required by law. The County Clerk may post additional temporary signs to inform the public and County employees of the implementation of this section. If sufficient funds are not available within existing budgets, the committee shall request an appropriation.

(9) (AM 01-8) **Employee Discipline.** In addition to or in lieu of enforcement of this section by forfeiture, violations of this section by County employees and officers may be punished by appropriate discipline as determined by the supervisor of the employee or the Liaison Committee of the officer.

(10) **Enforcement and Penalties.** Any person who violates or refuses to comply with this section, shall be subject to a forfeiture of not less than \$10 nor more than \$200 per offense together with the taxable costs of the action.

SOCIAL MEDIA POLICY

- A. Purpose and Policy – Washington County acknowledges that social media sites provide the public with general County-related information, promotes the community and spreads awareness of economic development. With those purposes in mind, this policy is intended to provide a framework and to define the provisions for the official use of social media as authorized by Washington County for departments. The policy is to be read in conjunction with other Washington County policies, including the Acceptable Use Statement.

The forms of social media referred to in this policy include, but are not limited to: Facebook, LinkedIn, Twitter, YouTube and Instagram.

County-owned technology resources are the property of Washington County, as are all the data created, entered, received, stored or transmitted via County-owned equipment. All official use of social media or similar technology is subject to County policies. Washington

County employees are subject to discipline, up to and including termination, for any conduct that violates this or any County policy, rule, regulation and/or ordinance.

- II. Access - Washington County may grant access to this resource as a privilege. All County-authorized Users are expected to use Social Media in a legal and responsible manner. Any User activity which violates local, state or federal law is strictly prohibited.
- III. Administration – Social Media for official use shall be at the sole discretion of Washington County. The County Executive, or his designee, will be the point of contact for this Policy, will maintain and monitor the social media accounts, and will approve and delegate any rights of access, including to department personnel. All postings will be retained pursuant to the County’s Record Retention Ordinance and maintained by the County Executive or his designee. Washington County may cancel access at any time without notice for any reason.

Public records laws of the State of Wisconsin and the County ordinance require retention of any posted information, materials and/or discussion on social media sites which relate to Washington County and to official county business. The County Executive shall be responsible for ensuring proper retention of content posted to social media sites.

Communication among members of governmental bodies using social media may constitute a meeting under Wisconsin Open Meetings law. Members of these bodies are therefore strongly discouraged from interactions with other members on County social media sites, and do so at their own personal risk.

- IV. Work Related Social Media Guidelines – The business related use of social media initially will be forms of social media defined in Section I of this policy. The County Executive, or his designee, will be the person(s) responsible for ensuring that all use adheres to this policy as well as County policies and ordinances, and applicable state and federal laws and regulations.
- V. The County Executive, or his designee, will be responsible for monitoring and managing information on the social media sites, including timeliness, accuracy and content. The County Executive, or his designee, may allow county departments to maintain their own social media sites, provided that this policy is followed.

There shall be a statement posted on the social media sites which states that Washington County may remove comments and/or materials, without notice:

- that violate any federal, state or local law(s),
- that encourage illegal activity,
- that compromise public safety,
- that are profane, obscene, violent, pornographic or discriminatory,
- that unlawfully defame or attack an individual or group,
- that infringe on copyrights or trademarks, or
- that promote particular products, services or vendors.

Further, a statement shall be posted stating that the existence of the site does not circumvent or supersede the County’s normal business practices or processes, and that content or communication posted to the site shall neither be construed as legal notice nor official notice of or to Washington County.

- VI. Use and Acknowledgement – Users have no expectation of privacy whatsoever while using the County’s technological resources for any purpose, including authorized social media sites. Comments, opinions and content expressed by Users do not reflect the position or opinions of Washington County, with the exception of the County Executive or his designee.

Washington County, through the County Executive or his designee, will monitor all such use and may remove, without notice, any content deemed to be inappropriate as outlined above, outside of an employee’s authority, or in violation of any County policy.

Employees authorized to use social media acknowledge that they received, read, understand and agree to comply with this Policy. Employees who violate this Policy may have their privileges revoked and may face disciplinary action up to and including termination. Any questions regarding this policy should be directed to the County Executive, or his designee.

- VII. Changes to this Policy – Washington County may, from time to time, and without notice, modify this Social Media Policy to reflect legal, technological and other changes or developments. This policy may be modified without notice at any time.

TELEPHONE USE

All telephone communication systems are to be used for legitimate business activities. Inappropriate use and abuse of the County's telephone system, including voice mail and answering machines, may be cause for disciplinary action. Information stored on voice mail or answering machines may be subject to inspection by Washington County.

TUITION AID

Eligibility:

This program is open to actively employed, 0.5-1.0 FTE employees who have completed their initial six (6) month introductory period with the County (In the case of Deputy Sheriff, Corrections Officer and Communications Officer positions, one (1) year).

Purpose:

The Tuition Reimbursement Program is intended to assist employees with professional growth by providing financial assistance in pursuit of a degree program.

Policy/Procedure:

The County will pay up to \$5,000 per year for eligible tuition costs, including course fees as billed by the Educational Institution. The course of study must be related to the employee’s current position, a possible future assignment, or that may lead to promotional opportunities within the County. Book are not eligible for reimbursement under this program.

Tuition Reimbursement will be made only after satisfactory completion of the course(s). Successful completion is defined a grade of "B" or better or, if the course is ungraded, satisfactory evidence of completion (“pass” in a “pass/fail” course). Non-credit courses, certifications, workshops, seminars, conferences, continuing education units (CEUs), and in-service costs are not eligible for the Tuition Reimbursement Program. Reimbursement will not be made to an employee who withdraws from a course(s).

Employees should obtain a Tuition Aid Request form from the Human Resources Department, complete and return the form to the Human Resources Department as soon as possible prior to

the beginning of the course. When the course(s) are completed, a copy of the grade report, along with the receipts for tuition paid should be submitted to the Human Resources Department for processing and reimbursement. This must be done by the employee within thirty (30) calendar days of notification of satisfactory completion of the course(s). All Tuition Reimbursement Requests must be approved by the Director of Human Resources. Once approved, request will be paid on the next available pay date following approval.

This program has a limited amount of County funding. Tuition will be paid only as long as there are sufficient funds available. Tuition will be processed on a first come, first serve basis using the Human Resources Department's time stamp to set up the order of payment up to the maximum yearly funding. Employees filing for tuition reimbursement will be required to sign a form releasing the County from any liability for the off the job, voluntary activity.

Employees that are terminated due to reduction-in-force or job eliminations, or who are unable to complete the course due to unforeseen business reasons will be reimbursed the full amount of eligible expenses incurred up to the date of separation. Any employee that severs their employment or is terminated (other than reduction-in-force or job elimination) prior to completing a course(s) will not be reimbursed any eligible expenses. Employees who accept tuition reimbursement, commit to regular service for one (1) year following the completion of the last Non-Advanced & Advanced Degree course. In the event that an employee voluntarily terminates their employment with Washington County or is terminated for cause at any time during the course of employment, the employee agrees to repay Washington County the entire amount of tuition, associated fees, and taxes, if any, that have been paid for all courses. Repayment will not be required if the termination of their employment is due to death, long-term disability, layoff or involuntary termination for any reason other than cause. If an employee does not repay any amounts due as indicated above on or before the last day of employment, any such amounts will be deducted from the employee's final paycheck or from any other amounts payable to the employee upon or following termination of employment, including but not limited to PTO, or special compensation awards, and will authorize such deduction. Employees will also acknowledge that any balance still owed to Washington County after the deductions referenced above must be repaid to Washington County. Note: All participating employees are required to sign the Tuition Reimbursement Acknowledgement Form

The Director of Administration shall have final authority to decide any and all disputes relating to the interpretation and administration of the Tuition Reimbursement Program.

UNIFORM ALLOWANCE

The County shall, during the introductory period of one (1) year following initial appointment, provide each Deputy Sheriff with a uniform allowance in an amount specified in the collective bargaining agreement, which shall be placed to the credit of such Deputy Sheriff, and against which he or she may periodically be reimbursed for cleaning services, purchase of new uniforms, and the purchase of not more than two (2) pair of service shoes. Said uniforms shall only be worn on official duty as directed by the Sheriff. The initial uniform allowance for newly hired Corrections Officers and Communications Officers during said introductory period shall not exceed \$550 per year and shall be disbursed on the same basis listed above. The annual uniform allowance for the Communications Supervisor, Corrections Lieutenant, Corrections Sergeant, Corrections Administrator and Deputy Sheriff Captain shall be \$530 per year and shall be disbursed on the same basis.

Any Deputy Sheriff, Corrections Officer or Communications Officer who fails to complete the introductory period shall be required to return to the County all clothing purchased using the initial uniform allowance, subject to the discretion of the Sheriff, prior to receiving a final paycheck.

Uniform allowance requests shall be administered as follows: The Deputy Sheriff, Corrections Officer and Communications Officer shall provide the County with an itemized proof of purchase to include the vendor, costs and date of purchase (including cleaning costs). Upon receipt of said proof of purchase, the County shall reimburse the Deputy Sheriff, Corrections Officer or Communications Officer according to the current limits as follows:

1. The Deputy Sheriff, Corrections Officer and Communications Officer shall present proof of purchase to the Sheriff or his or her designee.
2. The Sheriff or his or her designee shall determine that the purchase is within the allowance, and if it is, shall reimburse the Deputy Sheriff, Corrections Officer or Communications Officer during the first full week of each month for purchases made in the preceding month.
3. No reimbursement will be made for any purchase made after a notice of termination has been given for any cause including retirement or discharge.

VEHICLE USE - COUNTY OR EMPLOYEE

1. **Purpose:** County employees shall refrain from making any personal use of County issued vehicles, except as permitted herein and as described in the United States Internal Revenue Code, as such may be amended from time to time.

2. **Personal Use:** Upon the presentation of a valid Wisconsin Driver's license, the following employees are permitted to drive a County vehicle to and from work: Patrol Superintendents (Highway), Foreman (when acting as a Patrol Superintendent) and the Park Superintendent.

3. **Personal Use Valuation:** Each employee who is authorized in this Section to commute to and from work with a County vehicle shall have included as gross annual income, a sum equal to the mileage rate set per mile activity driven in so commuting to and from work, or the sum of \$1.50 per commute trip, whichever amount is higher. This amount shall be reported as ordinary income for federal income taxes, state income taxes and social security taxes.

4. **Recordkeeping:** Whenever a County vehicle is used to commute to and from work as permitted, a record shall be made daily of each commuting trip on a form issued by the Finance Department. This form shall be submitted monthly to the Payroll Office by the 5th day of the following month. Such logs shall be used to determine the value of said vehicle, which value will be reported on the individual's W-2 form.

5. **Law Enforcement Use Exemption:** Personal Use Valuation does not apply to use by employees who are not subject to taxation by virtue of applicable State and Federal law and the regulations contained in the Internal Revenue Code, as such may be amended from time to time.

The following employees are permitted to drive a County vehicle to and from work without a Personal Use Valuation: Sheriff, Deputy Sheriff Captain, Corrections Administrator, Deputy Sheriff Lieutenant, Investigator and Deputy Sheriff Drug Unit.

6. Prohibited Use: Any County employee assigned a County vehicle as part of the regular work routine may use that vehicle only in connection with his or her daily work routine. Such vehicle shall not be used for trips of a personal nature. Any employee violating this section is subject to disciplinary action. This section shall not forbid employees using County vehicles commuting to and from work as authorized herein pursuant to section 2 and 5 from making stops or minimally deviating from their normal commuting routine to attend to personal business.

7. Vehicle Marking: Each Department Head shall insure that all vehicles assigned to his or her Department are clearly marked on both the driver and front passenger doors with the County logo or other appropriate identification. Unmarked law enforcement vehicles are exempt from the requirement of this section with advance approval of the Public Safety Committee.

8. County employees issued a County vehicle for use during County employment shall at all times maintain a valid Wisconsin driver's license which may be periodically checked for validity by the Human Resource Department. An employee involved in a traffic violation or accident while using a County issued vehicle shall immediately report to the employee's supervisor.

Definitions: "Commuting trip" means a one-way 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. "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, as defined in the United States Internal Revenue Code.

No County employee shall carry any unauthorized passengers such as family, friends or anyone whose presence is not required by County business, in County owned vehicles. County owned equipment is to be used for County business only; no personal use of County equipment will be tolerated.

Physical damage of an employee's own vehicle is not covered. The County provides liability coverage which is intended to be secondary or above existing insurance each employee must carry on their own.

VOLUNTEER FIRE DEPARTMENT RESPONSE

Any County employee who serves as a member of a local volunteer fire department shall be allowed to report for fire calls during working hours subject to the following:

1. The employee shall annually notify his or her department head and the Human Resources Department of his or her membership with a local volunteer fire department in writing.
2. The employee must provide his or her own transportation from the place the employee is assigned to work to the fire call and return.
3. Eligible employees will be allowed to respond to only second responder calls. Employees

will not be allowed time off to respond to E.M.T. or paramedic calls, except in cases of extreme emergency occurring at the employee's place of work.

4. Eligible employees will continue to receive County wages for their normal work hours only provided, however, that if the employee is a paid on call volunteer, he or she shall be required to turn over his or her paid on call wages to the County Treasurer in exchange for County salary continuation.
5. Due to the nature of their work, employees of the Sheriff's Department are not eligible to take part in this program.
6. The employee's department head shall retain total discretion insofar as allowing the members of their staff to leave the work site to respond to a fire call.

WELLNESS PROGRAMS

Washington County provides a variety of wellness programs and activities. Employees are encouraged to participate in such programs as Employee Health Screening, Exercise Classes and Wellness Challenges, Flu Shots, Blood Drives, Lunch and Learns, Annual Health and Benefit Fair, etc. For details about course offerings, watch for announcements on the County's Intranet (Packet).

WISCONSIN DEFERRED COMPENSATION PROGRAM

The Wisconsin Deferred Compensation Program is a supplemental retirement savings plan regulated by Section 457 of the Internal Revenue Code. All employees (who are able to reach the monthly minimum contribution amount of twenty dollars) have the option of participating in the Wisconsin Deferred Compensation Program. Wisconsin Deferred Compensation provides eligible employees with an opportunity to invest a portion of their annual earnings on a pre-tax basis to supplement retirement income. The investment spectrum has been designed to offer a broad range of investments to meet the needs of the novice to most experienced investors.

The annual maximum contribution amount may be periodically increased for cost of living adjustments that are tied to the consumer price index (CPI). Employees who choose to participate in the program are responsible to monitor the amount they defer to avoid exceeding the maximum they are allowed to defer under the plan. If necessary, no Deferred Compensation will be deducted from an employee's check while the employee is on Worker's Compensation or unpaid Leave of Absence. Contact the Human Resources Department or Wisconsin Deferred Compensation at www.wdc457.org or 1-877-457-9327 for more information.

WISCONSIN RETIREMENT SYSTEM

Washington County shall take part in the Wisconsin Retirement Fund as required by law, and eligibility therefore shall be as provided by law. The County shall deduct from the earnings of each general employee, non protective general employee, protective employee hired after July 1, 2011 and elected official the percentages set by the Wisconsin Retirement System and transmit deductions to the Wisconsin Retirement System as required by law. The Finance Director shall be the Wisconsin retirement System/Employee Trust Fund agent for Washington County as

required. Contact the Wisconsin Retirement System for more information at www.etf.wi.gov or 877-533-5020 option 1.

WORKER'S COMPENSATION

Workers Compensation. (a) Employees covered by this chapter who are absent from work due to work related illness or injury who are receiving Workers Compensation benefits for temporary-partial or temporary-total disability, shall receive payment in the amounts and according to the procedures set forth in the applicable State laws and regulations. An employee with an approved Worker's Compensation claim shall be paid for the time missed on the day of injury and shall be paid for the time missed during the 3-day waiting period, unless the employee is receiving temporary-partial or temporary-total disability benefits for the same days.

(b) The provisions of par. (a) above shall not apply to the following classifications: introductory Deputy Sheriff, Deputy Sheriff Sergeant, Deputy Sheriff Lieutenant, and Deputy Sheriff Captain. Employees in these job classifications shall receive 85% of their normal average week's earnings for a period not to exceed one year from the date of injury or disability.

If the disability exists after seven (7) calendar days from the date the employee leaves work as a result of the injury and only if it so exists, payment shall also be due and payable for the first three (3) calendar days, exclusive of Sundays only, excepting where the employee works on Sunday.

Employee's lost time will be charged to ELB (Extended Leave Bank) leave if a doctor's notice authorizing time off is not submitted to the Supervisor immediately.

Monies received under the terms of the Wisconsin Worker's Compensation Law are not subject to Federal, State or Social Security tax.

Temporary assigned duties may be available in certain departments for those employees who may return to work with restrictions.

An employee who is off of work due to a work related injury is responsible for their portion of the health insurance premium every month as well as their supplemental/dependent life insurance cost.

Transitional Return to Work Program (TRTW):

The Transitional Return to Work Program (TRTW) is only available to eligible employees with a work related injury.

TRTW facilitates an injured employee's return to work during the healing period. This is a temporary work assignment that complies with all medically defined work restrictions outlined by the treating provider, with wages paid for by the employer. This work assignment will be at an alternative, transitional work site.

The advantages to this program are to provide the employee an opportunity to get back into the routine of everyday work life. For the County, it allows for quick return of its most valuable

resource, the employee, while providing an effective tool to reduce the costs associated with worker's compensation coverage.

An employee eligible for the program shall be placed by the Washington County's Workers Compensation Third Party Administrator (TPA) and the HR Team on a temporary work assignment. The employee will be placed at an agency or non-profit organization within Washington County which accommodates the employee's work restrictions. Transitional work assignments such as alternate work are temporary. The length and type of assignment may vary based on restrictions. All temporary work assignments will be reviewed monthly by the Team or more often as needed.

If an appropriate transitional temporary work assignment is identified by the Washington County's Workers Compensation Third Party Administrator (TPA) and Human Resources, participation is mandatory. The employee will receive a verbal request to appear at a designated site. Failure to appear at the transitional temporary work site may result in the loss of worker's compensation benefits.

WORKPLACE VIOLENCE

Washington County recognizes that workplace violence is a growing concern nationally and needs to be addressed by all employers. Employees of Washington County shall be provided with a work environment that is reasonably safe from harm. **Washington County maintains a zero-tolerance policy toward violence in the workplace.** All violent behavior including threats of violence is inappropriate in the workplace, on the part of the employee, customers and the public and will not be tolerated. Furthermore, the possession (except employees who possess with a valid concealed carry permit) of a weapon, use or threat of use of a weapon is prohibited in the workplace for **all** employees (unless armed in the line of duty, such as a Deputy Sheriff). Employees shall notify their supervisor of any workplace violence which they have witnessed, experienced, become aware of or have knowledge of in any way. Failure to abide by this policy shall lead to disciplinary action up to and including termination and may result in criminal prosecution.

INCIDENT FORM

Describe the incident or the exact wording used in making the threat. (Do not paraphrase.)			
Did the person indicate what you were supposed to do in response to the threat? (Do not paraphrase.)			
BOMB THREAT – Questions to Ask (Try to ask these questions and write down the exact answer.)	How was the threat made? Telephone In person By mail Other: _____		
When is the BOMB going to explode?	Were any weapons used?		
Where is the BOMB going to explode?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">Time of Threat am pm</td> <td style="width: 30%; padding: 5px;">Date of Threat</td> </tr> </table>	Time of Threat am pm	Date of Threat
Time of Threat am pm	Date of Threat		
What does the BOMB look like?	Who made the threat?		
What kind of BOMB is it?	Who do you think the person was? Male Female Adult Child		
What will make the BOMB explode?	b. Telephone Threats		
Did you place the BOMB?	Caller's Voice Calm Lisp Disguised Angry Nasal Slurred Excited Raspy Accent: Slow Stutter _____ Other: _____		
Who were you trying to call?	Threat Language Irrational Well spoken Foul Incoherent Read message Taped		
What is your name?			
What is your address?			
OTHER THREATS – Questions to Ask (Try to ask these questions and write down the exact answer.)			
What is going to happen?	Background Sounds Voices Music Hospital Street noise Office Restaurant Children Factory Other: Animal noise PA system _____		
When is it going to happen?	Where did the threat/incident occur?		
Where is it going to happen?	Phone number to which the call was made?		
Are you the one who is going to do it?	Phone number at which the call was taken?		
Why are you making this threat?	Name of Person Completing Report		
Who were you trying to call?	Position		
What is your name?	Telephone Number		
What is your address?	Date		

PHONE NUMBERS

EMERGENCY/FIRE	9-911	WEST BEND POLICY DEPT	335-5000
SHERIFF'S DEPT NON-EMERGENCY	335-4411	ADMINISTRATION DEPT	306-2200
COURTHOUSE SECURITY OFFICE	335-4387	FACILITIES MANAGEMENT	335-4766