

Langlade County

Employee Handbook

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Mission Statement

The primary mission of Langlade County government is to provide essential services in a fiscally responsible manner that protects and promotes the health, safety, economic well-being, and environmental stewardship of our community. Through collaboration and partnership, we enhance and promote innovation that enriches our community, natural resources, and businesses.

Introduction

This handbook is designed to help employees get acquainted with Langlade County, hereinafter referred to as “the County”. It describes some of our philosophies and beliefs, and the basic terms and conditions of employment with the County. Employees are expected to read this handbook carefully and to know and understand its contents.

The County reserves the right to make changes to this handbook. Employees are responsible for knowing about and understanding those changes once they have been disseminated. The County also reserves the right to interpret the provisions of this handbook. For this reason, employees should check with the Human Resources Department to obtain information regarding specific employment guidelines, practices, policies, or procedures.

Employees should not interpret anything in this handbook as creating a contract or guarantee of continued employment. In addition, this handbook is not intended to cover all possible situations that may arise in your employment relationship with the County.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate County documents. These County documents are always controlling over any statement made in this handbook or by any member of management.

This handbook supersedes and replaces previous versions of an employee handbook. This handbook applies to employees whose conditions of employment are not subject to a collective bargaining process. For union employees whose conditions of employment are established by a collective bargaining agreement, the terms of the bargaining agreement supersede the terms of the handbook. The conditions of employment as outlined in this handbook do not apply to County elected officials (Clerk of Court, County Clerk, Register of Deeds, Sheriff, Treasurer, or Coroner).

Consistent with the provisions of this handbook, department heads may implement policies and work rules that pertain to the operation of their respective departments. To the extent that a department has adopted rules that are specific to the employees within that department, those specific policies or work rules shall control.

Handbook Revisions

The County reserves the right to make changes to this handbook and any employment policy, practice, work rule, or benefit, at any time without prior notice. Employees' at-will employment can only be changed as stated in the separate Employment-At-Will Policy contained in this handbook. Any other change to this handbook or any employment policy, practice, work rule, or benefit is effective only if it is in writing and is signed or authorized by the Department of Administration. Except as otherwise provided in this handbook, no one has the authority to make any promise or commitment contrary to what is in this handbook.

This handbook replaces all earlier handbooks and supersedes all prior inconsistent policies, practices, and procedures.

Handbook Acknowledgement

Employees must sign the acknowledgment form at the end of this handbook, tear it out, and return it to the Department of Administration (or if delivered via an electronic format: click on the box as indicated, type their name and the date, as applicable, and hit "enter"). This will provide the County with a record that each employee has received, read, and understood this handbook.

Employment At-Will

All employment at the County is "at will." This means that both employees and the County have the right to terminate employment at any time, with or without advance notice, and with or without cause. Employees also may be demoted or disciplined, and the terms of their employment may be altered at any time, with or without cause, at the discretion of the County. No one other than County Board has the authority to alter this arrangement, to enter into an agreement for employment for a specified period, or to make any agreement contrary to this at-will status. Any such agreement must be in writing, must be signed by the County Board, and must express an unambiguous intent to alter the at-will nature of the employment relationship.

Nothing contained in this Handbook, or any other documents provided to employees is intended to be, nor should it be, construed as a guarantee that employment (or any benefit) will be continued for a specific period. For example, any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience. They are not intended to create an employment contract for one or more months. Employees should ask Human Resources if they have any questions about their status as an employee at-will.

Equal Employment Opportunity

It is the County's policy to provide equal employment opportunities for all applicants and employees. The County does not unlawfully discriminate on the basis of actual or perceived race, color, religion, religious creed (including religious dress and religious grooming practices), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity, status and transitioning), gender expression and sex stereotyping, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information (including genetic information), family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by local, State, or federal laws. Consistent with the law, the County also makes reasonable accommodations for disabled applicants and employees; for pregnant employees who request an accommodation with the advice of their healthcare providers, for pregnancy, childbirth, or related medical conditions; for employees who are victims of domestic violence, sexual assault, or stalking; and for applicants and employees based on their religious beliefs and practices.

The County will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the County's operations. If employees wish to request such an accommodation, they should contact the Department of Administration.

The County prohibits sexual harassment and the harassment of any individual on any of the other bases listed above. For information about the types of conduct that constitute impermissible harassment and the County's internal procedures for addressing complaints of harassment, the legal remedies available through the complaint procedures of the appropriate State and Federal agencies, and directions on how to contact these agencies. Please refer to the County's Policy Against Harassment, Discrimination, and Retaliation in this Handbook.

This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, disciplinary action, and social and recreational programs. It is the responsibility of every manager and employee to conscientiously follow this policy. Any employee having any questions regarding this policy should discuss them with the Department of Administration.

Applicants and Employees with Disabilities

The County is committed to providing equal employment opportunities for all qualified individuals with disabilities through the federal Americans with Disabilities Act and applicable State disability laws. By these laws, The County strictly forbids all forms of unlawful discrimination, harassment, or retaliation against qualified applicants or employees with disabilities, and for pregnant employees who so request for pregnancy, childbirth, or related medical conditions, and requires reasonable accommodation if necessary for such individuals to perform the essential functions of their jobs safely and efficiently without undue hardship to The County and without serious risk to the health and safety of others.

Applicants and employees who require accommodation of any disability should inform the County of their needs. The County may have no way of knowing whether an individual requires an accommodation unless they bring it to the attention of The County. The County will engage in an interactive conversation to determine if there is a reasonable accommodation that can be provided that will not cause the County undue hardship and will treat all such information as confidential to protect privacy rights under laws such as HIPAA, but some disclosure will be necessary to fulfill the purposes of this policy.

Employees who are made aware that an applicant or employee has a disability should presume that the information is confidential and discuss it only with upper management and Human Resources unless the employee has disclosed or consented to further disclosure.

Discrimination, harassment, or retaliation against an individual because they are considered disabled or have been given accommodation for a disability is forbidden and grounds for immediate termination. Employees who believe they have been harassed in violation of this policy may file a complaint under the County's policy on Equal Employment Opportunity.

Policy Against Harassment, Discrimination, and Retaliation

I. Purpose of Policy

The County is committed to providing a workplace free of unlawful harassment and discrimination. This includes sexual harassment (which includes harassment based on pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions) and harassment based on actual or perceived

gender, gender identity (including transgender identity, status and transitioning), gender expression and sex stereotyping, as well as harassment based on such factors as race, color, religion, religious creed (including religious dress and religious grooming), national origin, ancestry, citizenship, age, physical or mental disability, legally-protected medical condition or information (including genetic information), family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by federal, State, or local laws. The County strongly disapproves of and will not tolerate harassment of or discrimination against applicants, employees, interns, or volunteers by managers, supervisors, co-workers, or third parties with whom employees come into contact. Similarly, the County will not tolerate harassment by its employees or non-employees with whom the County employees have a business, service, or professional relationship.

II. Harassment Defined

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive or hostile working environment or that interferes with an employee's work performance. Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission or rejection of the conduct is used as the basis for an employment decision; or (3) the harassment interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Harassing conduct can take many forms and may include, but is not limited to, the following: slurs, jokes, insults, statements, gestures, teasing, assault, impeding or blocking another's movement, or otherwise physically interfering with normal work, pictures, posters, symbols, drawings, or cartoons, violating someone's "personal space" (for example by blocking someone's way), foul or obscene language, leering, stalking, staring, unwanted or offensive letters or poems, offensive email or voicemail messages, or any kind of verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any protected characteristic.

Sexually harassing conduct in particular may include all of these prohibited actions, as well as other unwelcome conduct, such as requests for sexual favors, conversation containing sexual comments, and other unwelcome sexual advances. Sexually harassing conduct can be done by a person of either the same or opposite sex. Sexually harassing conduct need not be motivated by a sexual desire to be violative of this policy.

III. Reporting and Investigating Harassing, Discriminatory and Retaliatory Conduct

All employees, independent contractors, interns, and volunteers of the County must promptly report any incidents of harassment, discrimination, and retaliation so that the County can take appropriate action.

A. Complaint Reporting Process

It is the responsibility of all of us to contribute to a work environment that is free of unlawful bias, discrimination, harassment, and retaliation. Failure to bring forth a complaint prevents the County from having the opportunity to correct the situation.

Any incidents of discrimination, harassment, or retaliation, including work-related harassment by any County personnel or any other person, or any conduct believed to violate this policy, must be reported

immediately to the Human Resources Generalist, who is responsible for investigating harassment complaints. An individual is not required to bring a complaint to the Human Resources Department if the individual is uncomfortable doing so for any reason. In that case, complaints should be reported to the County Administrator or the Corporation Counsel. If the complaint involves the Administrator or the Corporation Counsel or a member of the County Board, the individual should contact the Chairperson of the County Board. If a complaint involves either the County Administrator or the Corporation Counsel, then the complaint will be investigated by an individual or entity that is external to the organization.

Managers and supervisors have a special responsibility under this policy. All levels of management and all supervisors are responsible for compliance with this Policy Against Harassment, Discrimination, and Retaliation AND for ensuring that everyone in their department is aware of, understands, and adheres to this policy. Supervisors and managers who receive complaints or who observe or learn of discriminatory, harassing, or retaliatory conduct must immediately report such activity.

IV. Corrective Action

The County prohibits conduct severe enough to be unlawful. Yet even more, the County's workplace conduct standards also prohibit conduct and comments which are not severe enough to violate State, local, or Federal law—but which are still inappropriate in the workplace. For example, the County prohibits abusive conduct in the workplace—whether or not it is based on a protected category.

As a result, the County will take prompt, appropriate, and effective corrective action (e.g., remedial measures) any time it is established that discrimination, harassment, or retaliation in violation of this policy has occurred—whether or not such violation also violates the law.

Corrective action may include, for example, training, referral to counseling, or disciplinary action ranging from a verbal or written warning to termination of employment, depending on the circumstances. With regard to acts of harassment or discrimination by customers or vendors, corrective action will be taken after consultation with the appropriate management personnel.

The County will not tolerate retaliation against any employee for making a good faith complaint of harassment, discrimination, or retaliation, or for cooperating in an investigation.

V. Anti-Harassment Training

Every County employee is required to undergo Sexual Harassment training within his/her first three (3) months of employment and at least once every two (2) years thereafter. In addition, all employees hired as or promoted to a supervisory or management position must undergo at least two (2) hours of interactive sexual harassment training within the first six (6) months of assuming a new supervisory or management position. Additionally, all supervisors and managers must complete at least two (2) hours of interactive sexual harassment training at least once every two (2) years thereafter. This requirement may be waived during times of national emergencies, pandemics, or other circumstances at the discretion of the County Administrator. An employee who fails to comply with this section may be subject to disciplinary action, up to and including termination of employment.

VI. Zero Tolerance

The County does not tolerate and prohibits discrimination, harassment, or retaliation of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or any third party based on race, color, creed, religion, age, sex or gender (including pregnancy,

childbirth, and related medical conditions), sexual orientation, gender identity or gender expression (including transgender status), national origin, ancestry, marital status, protected medical condition as defined by State law (cancer or genetic characteristics), physical or mental disability, military and veteran status, genetic information, or any other characteristic protected by applicable Federal, State or local laws and ordinances. Langlade County is committed to a workplace free of discrimination, harassment, and retaliation.

Our management team is dedicated to ensuring the fulfillment of this policy as it applies to all terms and conditions of employment, including recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.

Introductory Period

Langlade County attempts to hire the most-qualified employees for each position. To ensure this, Langlade County provides an introductory period of employment for the employee to assess the County and the job content, and for the County to evaluate the new employee and their job performance. All newly hired employees shall serve a one (1) year introductory period. Newly hired employees shall be subject to dismissal without recourse to the County's Grievance Procedure. Consistent with the County's Employment-At-Will Policy, during the introductory period, an employee may be discharged by the County for any reason and without advance notice. Similarly, the employee may resign from employment for any reason without advance notice during this period. Completion of the introductory period does not alter the employee's at-will status.

At the County's discretion, an employee's introductory period may be extended one or more times. On successful completion of the introductory period, an employee will become a regular employee. Successful completion of the introductory period does not, however, guarantee employment for any specific duration or change the at-will status of regular employment.

Proof of Right to Work

Under federal law, all new hires must produce original documentation establishing their identity and right to work in the United States, and complete INS Form I-9, swearing that they have a right to work in the United States. New hires may establish their identity and right to work in the United States by (1) providing documentation that establishes both their identity and employment authorization ("List A" documents) or (2) providing documentation that separately establishes their identity ("List B" documents) and their employment authorization ("List C" documents). All documents must be unexpired. Documentation must be produced within three business days of hire, or on the first day of any employment that is less than three business days. Required documentation must be presented to the Department of Administration, which will be responsible for processing the documents.

Any one of the following documents may be used to establish both identity and employment authorization ("List A" documents):

- (1) United States passport;
- (2) Permanent Resident Card (Form I-551); Alien Registration Receipt Card (I-551);
- (3) A Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa;
- (4) An Employment Authorization Document that contains a photograph (Form I-766);

- (5) In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with (Form I-94 or Form I-94A) bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form; or
- (6) Passport from the Federated States of Micronesia or Republic of the Marshall Islands with Form I-94A indicating non-immigrant admission under the Compact of Free Association between the U.S. FSM or RMI.

If an applicant cannot produce one of the documents listed above, two documents are required: one to prove identity and another to prove employment authorization.

The following documents are acceptable as proof of identity, but not employment authorization ("List B" documents):

- (1) A driver's license or I.D. card issued by a State or outlying possession of the United States, provided it contains a photograph or identifying information such as name, date of birth, gender, height, eye color, and address;
- (2) I.D. card issued by Federal, State, or local government agencies or entities provided it contains a photograph or identifying information such as name, date of birth, gender, height, eye color, and address;
- (3) School I.D. card with photograph;
- (4) Voter's registration card;
- (5) U.S. military card or draft record;
- (6) Military dependent's ID card;
- (7) Merchant Mariner Card issued by the United States Coast Guard;
- (8) Native American tribal document;
- (9) Canadian driver's license; or
- (10) Individuals under the age of 18 who are unable to produce any of the identification documents listed in (1)-(9) may present a: a) school record or report card, b) daycare or nursery school record, or c) clinic doctor or hospital record only.

The following documents are acceptable to establish employment authorization, but not identity ("List C" documents):

- (1) A social security card, other than one that specifies on the face that the issuance of the card does not authorize employment in the U.S.;
- (2) A Certification of Birth Abroad issued by the Department of State (Form FS-545);
- (3) A Certification of Report of Birth issued by the Department of State (Form DS-1350);
- (4) An original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying territory of the United States, and bearing an official seal;
- (5) A Native American tribal document;
- (6) A United States Citizen Identification Card (INS Form I-197);
- (7) An Identification card for use of a resident citizen in the United States (INS Form I-179); or
- (8) An employment authorization document issued by the Department of Homeland Security.

Authorization documents, may as permitted by law be copied and placed with the employee's Form I-9 in a special file separate from the employee's Personnel File. These documents will be retained at least three years after the date of hire or one year after an employee's employment terminates, whichever is later.

Employment of Minors

The County will not employ any person under the age of 14. Employees in Wisconsin under age 18 are considered minors and may be employed only under the following guidelines.

I. Work Permit

Minors under 14 years of age may not work without a work permit.

To obtain a permit, the minor must submit a letter from the employer, written on regular letterhead or other business paper, that:

- States the employer's intention to employ the minor;
- Describes the job duties, hours of work, and time of day the minor will be working; and
- Is signed by the employer.

Payment of the permit fee is the County's responsibility. If the minor pays the fee, the County will reimburse the minor no later than the end of the minor's first pay period.

II. Work Restrictions

The duties and days and hours of work by minors are restricted by the terms and conditions of the Work Permit, as well as the provisions of Wisconsin and federal law.

Employment of Relatives

Relatives of present employees may be hired by the County only if (1) the individuals concerned will not work in a direct supervisory relationship with one another, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. "Relatives" are defined as spouses, children, sisters, brothers, mothers, or fathers, and persons related by marriage. Present employees who marry or who become related by marriage will be permitted to continue employment with the County only if they do not work in a direct supervisory relationship with one another, or otherwise pose difficulties for supervision, security, safety, or morale. If employees who marry or who become related by marriage do work in a direct supervisory relationship with one another, the County will attempt to reassign one of the employees to another position for which they are qualified, if such a position is available. If no such position is available, then one of the employees will be required to leave the County. The decision as to which employee leaves will be left solely to the employees. If no alternative position is available and neither employee voluntarily leaves the County, the employee with lesser seniority will be terminated.

Employment Applications

The County relies upon the accuracy of information provided by an applicant in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsification, or material omission by an applicant in any of this information or data may result in the revocation of any offer or immediate termination of employment, regardless of when it is discovered.

Recruitment and Selection of Employees

It shall be the policy of Langlade County to recruit and select the best-qualified persons for employment with the Langlade County government. It is the goal of Langlade County to recruit and select qualified

candidates based on objective criteria for employment in a manner to ensure open competition, provides equal employment opportunity, and prohibits discrimination based on race, creed, color, national origin, ancestry, handicap, sex, age or sexual preference, except where sex or age is a bona fide occupational qualification.

This policy is not intended to establish any type of guarantee of continued employment for any County employee. Unless a County employee possesses a written employment contract or is an elected official, all County employees are considered employees at-will and terminable at the County's discretion, consistent with the County's commitment as an Equal Opportunity Employer.

The County Administrator and Department Heads (including County Board Supervisors), hereinafter collectively referred to as the "Hiring Body", shall be responsible for coordinating all recruitment and selection using a process that is consistent with the goals outlined in this Policy. The Administrator may delegate to Department Heads the responsibility for coordinating all recruitment and selection using a process that is consistent with the goals outlined in this Policy.

This policy is intended as a guide for the recruitment and selection of employment with Langlade County. In addition to this policy, other employment rules and regulations may apply to specific employment positions, such as grant-funded positions and union positions. Department Heads are advised to consult with the Department of Administration regarding any special rules that may apply to a particular position as may be established by any applicable enabling statute, grant condition, or union contract before recruitment.

If, the Human Resources Generalist and the Department Head cannot agree on the recruitment and selection method for a specific position the matter shall be submitted to the County Administrator for resolution.

I. Recruitment and Selection Process for Positions of Employment

The preferred selection process is outlined as follows. This process shall be followed as closely as practical, and any deviations from this preferred selection process must be approved in advance by the Hiring Body. This process does not apply if the Hiring Body is utilizing another recognized selection method under this policy (i.e., recruitment using a State-certified equal opportunity recruitment process).

Before engaging in the recruitment for a position of County employment, all necessary approvals to create or fill a position must be obtained. If the recruitment process is undertaken before obtaining any necessary approvals, then any final offer of employment shall be contingent upon such approval. Employment applications will not be accepted unless the application references active recruitment of a position of employment or active recruitment to establish an eligibility list to fill a specific position whenever a vacancy exists.

A. Union Positions

The recruitment process for union positions shall be conducted in a manner that is consistent with the terms in the applicable collective bargaining agreement.

B. Internal Recruitment

Upon the decision of the Hiring Body, the recruitment process may be limited to County employees only. Applicants shall be granted at least five (5) working days to respond to the job announcement. The

position shall be posted internally for all eligible employees who meet the minimum requirements of the position to apply. All eligible employees shall complete the Langlade County Internal Employment Application for Promotions and Transfers. The application will be forwarded to the Department of Administration. The Hiring Body shall develop interview questions. Interviews will be scheduled for those eligible employees who meet the minimum requirements of the position. The most qualified candidate will be selected based on his/her education, work experience, skill set, and interview results.

County employees who apply for a County position and become a finalist for the position will be allowed to interview on County time during their normal work schedule and not have to use PTO, vacation, break period, or lunch period for the interview.

II. Transfers/Promotions

When employees transfer from one department to another or receive a promotion within the County, the employee may serve a 12-month introductory period.

Additional compensation may be negotiated based upon a case-by-case base, based on the facts and circumstances of each particular situation as discussed with the hiring body and those involved.

For more information regarding recruitment and hiring, please see Langlade County's Recruitment and Selection of Employees Policy.

Temporary Work Assignments

Temporary assignments for hourly employees shall be a minimum of six (6) months in duration. After the expiration of six (6) months, the temporary assignment will be reviewed by the department head to determine the appropriate operational needs of the department, which could include the elimination of the temporary duties, permanently assigning the temporary duties to a full-time position or developing a budget proposal for a permanent part-time or full-time position.

Temporary assignments for hourly employees shall be governed by the Fair Labor Standards Act (FLSA). An hourly employee who works over forty (40) hours in a workweek shall be compensated equal to one and one-half (1 ½) times the hours worked more than forty (40) hours in a workweek. Salaried employees may be eligible to receive a one-time payment for temporary work assignments having a minimum duration of six (6) months at a prorated rate not to exceed \$300 per month.

When appointed to serve as an interim Department Head, or when duties from a vacant department head position are being performed, the Administrator may approve additional compensation at a prorated rate not to exceed 25% of the vacant position's salary (ex. If the position paid \$1,000 each payroll, then up to \$250 could be paid for doing these duties).

Compensation Plan

The compensation for all non-casual positions of employment that are subject to this handbook shall be identified on a Compensation Plan. The compensation shall be established for each position individually as a range, from a starting rate to a maximum rate. The hiring body has the authority to utilize established budgets and the Compensation Plan to best serve Langlade County.

I. New Hires

A Department Head may request to have a position to be refilled by completing the Staffing Requisition Form and submitting it to the Department of Administration. After approval, the position will be posted. Upon completion of the posting period, applications will be screened and qualified candidates will be interviewed to fill the vacancy.

Rehire Eligibility and Service Recognition

Where County needs dictate, it is the policy of the County to rehire former employees who: a) voluntarily left county employment or b) were laid off due to County slowdown(s). To be eligible for rehire, former employees must have possessed a satisfactory record of service. This policy sets forth the County's philosophy governing eligibility for reemployment and associated bridging of service (service recognition), where appropriate.

I. Eligibility for Rehire

Employees who completed their county introductory period and who were part of a reduction in force, as well as those employees who voluntarily resigned, will be eligible for rehire as long as they had a satisfactory work record while employed by the County.

II. Ineligibility for Rehire

Former employees who had a less-than-satisfactory work record appropriately noted at termination as not being eligible for rehire are excluded from rehire consideration.

Employees who were involuntarily terminated by the County or who were laid off (with a less-than-satisfactory work record) or who failed to complete their introductory period will not be considered for rehire.

III. Service Restoration Rules for Eligible Employees

If a former employee with less than one year's prior service is rehired, the employee will be considered a new employee and will not be eligible for prior service recognition for seniority or benefits plan participation purposes.

If a former employee with more than one year's prior service is rehired, the employee's seniority and eligibility to participate in the county benefits plans will be bridged if the employee is rehired and the period of prior county service exceeded the duration of the period of absence. Service recognition will include prior service recognition for accrued leave plans.

If a former employee with more than one year's prior service is rehired and the duration of the period of absence exceeded the period of prior county service, the employee will be considered a new employee and will not be eligible for prior service recognition for seniority or benefits plan participation purposes.

IV. Rehire Service Date Adjustment

When recognition of prior service is granted, a rehired employee's county service date will be adjusted by the service restoration rule.

Non-Fraternization

To promote the efficient operation of the County's business and to avoid misunderstandings; complaints of favoritism; other problems of supervision, security, and morale; and possible claims of sexual

harassment, managers and supervisors are forbidden from dating or pursuing romantic or sexual relationships with employees whom they supervise, directly or indirectly. Employees who violate this guideline will be subject to discipline, up to and including termination of employment.

Conflicts of Interest

Employees are expected to devote their best efforts and attention to the full-time performance of their jobs. Moreover, employees are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or potential conflict between their interests and the legitimate business interests of the County. A conflict of interest exists when the employee's loyalties or actions are divided between the County's interests and those of another, such as a competitor, supplier, or customer. Both the fact and the appearance of a conflict of interest should be avoided. Employees unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with their immediate supervisor or the Human Resources Generalist for clarification. Any remedial steps to resolve a conflict of interest under this guideline must be approved in writing by the County's Administrator or by the Administrative Committee depending upon the chain of reporting established for the County position exposed to a potential conflict of interest.

While it is not feasible to describe all possible conflicts of interest that could develop, some of the more common conflicts that employees should avoid include the following:

- (1) Accepting personal gifts or entertainment from competitors, customers, suppliers, or potential suppliers;
- (2) Working for a competitor, supplier, or customer;
- (3) Engaging in self-employment in competition with the County;
- (4) Using proprietary or confidential County information, such as County trade secrets, for personal gain or to the County's detriment;
- (5) Having a direct or indirect financial interest in or relationship with a competitor, customer, or supplier;
- (6) Using County property or labor for personal use;
- (7) Acquiring any interest in property or assets of any kind to sell or lease it to the County;
- (8) Committing the County to give its financial or other support to any outside activity or organization; or
- (9) Developing a personal relationship with a subordinate employee of the County or with an employee of a competitor, supplier, or customer that might interfere with the exercise of impartial judgment in decisions affecting the County or any employees of the County.

If an employee or someone with whom an employee has a close relationship (e.g., a family member or close companion) has a financial or employment relationship with a competitor, customer, supplier, or potential supplier, the employee must disclose this fact in writing to the Department of Administration. Employees should be aware that if they enter into a personal relationship with a subordinate employee or with an employee of a competitor, supplier, or customer, a conflict of interest may exist, which requires full disclosure to the County.

Failure to adhere to this guideline, including failure to disclose any conflicts or to seek an exception, may result in discipline, up to and including termination of employment.

Code of Ethics for Public Officials and Employees

- 1) No County official or employee may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated.
- 2) No County official or employee may solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the County official's or employee's actions or judgment or could reasonably be considered as a reward for any official action or inaction on the part of the County official or employee. This paragraph does not prohibit a County official or employee from engaging in outside employment.
- 3) Except as otherwise provided in par. (d), no County official or employee may:
 - a. Take any official action substantially affecting a matter in which the official, a member of his or her immediate family, or an organization with which the official is associated has a substantial financial interest.
 - b. Use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official, one or more members of the official's immediate family either separately or together, or an organization with which the official is associated.
- 4) Paragraph (c) does not prohibit a County official or employee from taking any action concerning the lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses.

Private Outside Work Policy

This policy is intended to provide instruction to employees who engage in additional employment outside of the normal working hours for their positions with Langlade County.

All Langlade County employees are advised:

- 1) That no private work shall be performed during normal working hours.
- 2) That no County equipment, facility, or property shall be utilized for private work.
- 3) Any private work performed by the employee shall not disrupt County government operations.
- 4) The employee's private work shall not compromise his/her ability to fully perform and execute all of the responsibilities of the position.
- 5) Employees should inform their supervisor or Human Resources Generalist of all routine outside work.
- 6) No employee shall engage in any additional employment that violates the law, such that the outside employment is statutorily incompatible with their County employment, results in a statutory conflict of interest, violates the code of ethics for local government employees (Wisconsin Statutes Section 19.59) or result in a private interest in a public contract with Langlade County (in violation of Wisconsin Statutes Section 946.13).
 - a. No employee shall have a private interest in a contract with Langlade County if at the time the employee has the authority to participate in the making of such contract or to perform regarding that contract some official function requiring the exercise of discretion on the officer's or employee's part.
 - b. Any contract between an employee and Langlade County shall be disclosed to the Department of Administration with the maximum annual amount and indicate who authorized the contract and/or participated in making the contract.

Any employee that violates any provision of this policy shall be subject to disciplinary action, which may include termination of their employment with Langlade County. Alleged violations of this policy should be referred to the Corporation Counsel on a timely basis. Langlade County makes no representations regarding the skills, qualifications, or abilities of employees who perform any work outside of their normal scope of employment with Langlade County.

Open Door Policy

The County has a specific procedure detailed in the separate Policy Against Harassment, Discrimination, and Retaliation that should be used to report concerns or complaints related to possible sexual harassment, or other forms of harassment, discrimination, or retaliation based on a protected category. Separately, the County has an Open-Door Policy that encourages employees to participate in decisions affecting them and their daily professional responsibilities. Employees who have job-related concerns or complaints are encouraged to discuss them with their supervisor or any other management representative with whom they feel comfortable. The County believes that employee concerns are best addressed through this type of informal and open communication.

Employees are encouraged to raise work-related concerns with their immediate supervisor, or with a supervisor or other management representative of their choice, as soon as possible after the events that cause the concern. Employees are further encouraged to pursue discussion of their work-related concerns until the matter is fully resolved. Although the County cannot guarantee that in each instance the employee will be satisfied with the result, the County will attempt in each instance to explain the result to the employee if the employee is not satisfied. The County will also attempt to keep all such expressions of concern, the results of any investigation, and the terms of the resolution confidential. In the course of investigating and resolving the matter, however, some dissemination of information to others may be necessary or appropriate. No employee will be disciplined or otherwise penalized for raising a good-faith concern.

Employees who conclude that work-related concerns should be brought to the attention of the County by written complaint to report issues following the appropriate chain of command. If the concern involves a supervisor please follow reporting rules explained in Complaint Reporting Process.

Grievance Procedure

I. Purpose

This grievance procedure is established under Section 66.0509(1m), Wisconsin Statutes. Eligible employees shall use the procedure to resolve qualifying disputes regarding covered employee termination, discipline, or workplace safety issues.

This policy is not a guarantee of employment, a guarantee of any rights or benefits, does not create or grant covered employees with a property interest in their employment or tenure rights of any kind, and does not constitute a contract of employment, express or implied. Unless specifically required by another statute or code, the County's employment relationship with employees eligible to use this procedure is at will and employment may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the County or the employee. This grievance procedure may be modified or eliminated by the County at any time, with or without prior notice.

II. Definitions

“Employee” is defined as, and limited to, an individual who has been actively employed in a regular or permanent part-time position, authorized by the Langlade County Board of Supervisors at a minimum of 900 work hours per calendar year, and who has satisfied the initial period of twelve (12) months.

“Employee” does not include, without limitation, any of the following: elected officials, part-time employees, temporary employees, contract employees, limited-term employees, contractors or their respective employees, employees covered by a collective bargaining agreement containing a grievance procedure, or for which a separate statutory procedure for discipline and removal applies.

“Discipline” is defined as any of the following adverse employment actions: disciplinary suspension of employment for a period of greater than five (5) days without pay; or reduction in base pay as a result of disciplinary action.

“Discipline” does not include, without limitation, any of the following actions: layoffs or workforce reduction activities; suspensions for a period of five (5) days or less without pay; non-disciplinary wage, benefit, or salary adjustments or reductions; plans of correction or performance improvement; performance evaluations or reviews; documentation of employee acts or omissions in an employment file; oral or written reprimands; administrative suspensions with or without pay pending investigation of misconduct or nonperformance of assigned duties; or change in job assignments or work locations, provided base pay is not reduced; adverse employment actions based upon a testing process or a result of medical tests (physical, psychological, neurological, etc.) performed by an independent contractor.

“Termination” is defined as an involuntary separation of employment initiated by the County as a result of disciplinary action.

“Termination” does not include, without limitation, any of the following actions: separation of the employment relationship initiated by the employee; separation of employment initiated by the County for non-disciplinary reasons, such as by a reduction in workforce or as a result of restructuring how government services are provided; failure to satisfy probationary period; failure to satisfy terms of corrective action plan or performance improvement plan; or based upon a testing process or a result of medical tests (physical, psychological, neurological, etc.) performed by an independent contractor.

“Workplace safety” is defined as and limited to any Federal or State safety standard that applies to a workplace operated by and under the control of the Langlade County Government. Workplace safety standards include Chapter SPS 332 of the Wisconsin Administrative Code.

III. Grievance Procedure for Discipline and Termination

A. Filing Procedure

A grievance may only be filed by the Employee who is the subject of the Discipline or Termination. An Employee may initiate a grievance relating to the Discipline or Termination by presenting a written grievance on the approved form to the Department of Administration within ten (10) working days of the event giving rise to the grievance.

Within ten (10) working days of receiving the grievance, the Department of Administration will issue a written response to the grievance which may include, without limitation, the following: the terms and

conditions of any agreements to resolve the grievance; findings and recommendations regarding the disposition of the grievance.

Within five (5) working days from receipt of the County's response to the grievance, the Employee may request a hearing before the impartial hearing officer. Failure to submit a written request for a hearing within five (5) working days of the County's response shall constitute an abandonment of the grievance.

Failure of the County to respond within the periods set outlined in the Policy shall not be deemed as an approval of the grievance.

B. Hearing Procedure

The impartial hearing officer, appointed by the County Administrator, shall schedule a hearing within thirty (30) working days. Once a hearing date is scheduled it may be adjourned only upon written request by the Employee or the County to the impartial hearing officer and a finding by the impartial hearing officer that there is "good cause" for an adjournment. The decision of the impartial hearing officer regarding a request for adjournment shall be final, binding, and not subject to any appeal.

The Employee and the County shall exchange a list of witnesses they intend to call at the hearing and any documents relating to the Discipline/Termination which they intend to introduce no less than three (3) working days before the hearing.

The parties shall provide a copy of the witness list and documents to the impartial hearing officer. Each party may file a pre-hearing statement of no more than three (3) typewritten single-space pages outlining their respective positions.

The hearing before the impartial hearing officer will be digitally recorded. The digital recording of the hearing shall be maintained by the County for one (1) year following the completion of the hearing after which time it may be destroyed. The hearing shall be closed to the public.

The Employee may be represented by an attorney at the hearing. Neither party shall be responsible for the attorneys' fees of the other party.

The Employee shall call witnesses and present testimony and exhibits that are relevant to the grievance. The Employee may call one or more County witnesses in the Employee's case and question the County witnesses. At the close of the Employee's case, the County shall call its witnesses and present testimony and exhibits that are relevant to the grievance. The parties may cross-examine witnesses presented by the other party. Cross-examination shall be limited to ten (10) minutes per witness unless extended by the impartial hearing officer.

The impartial hearing officer shall not be bound by the statutory rules of evidence. The impartial hearing officer shall have the discretion to admit all evidence that the impartial hearing officer determines is relevant and shall exclude immaterial, irrelevant, or unduly repetitious testimony or evidence. During the hearing, the impartial hearing officer may ask questions as the impartial hearing deems necessary. Any defects in the proceedings that do not substantially affect the rights of the parties shall be disregarded by the hearing officer. Notwithstanding the foregoing, the impartial hearing officer may not base any finding or conclusion based solely on hearsay evidence.

After the Employee and the County have finished introducing evidence, the impartial hearing officer shall close the record. The parties shall have no right to file briefs or position statements.

C. Decision Standards

The Employee bears the burden of proof by clear, convincing, and satisfactory evidence that the County's decision to Discipline/Terminate the Employee did not have a rational basis. If the Employee does not meet his or her burden of proof, the impartial hearing officer shall deny the grievance.

The impartial hearing officer shall issue a written decision within ten (10) business days of the close of evidence. The decision of the impartial hearing officer shall, at a minimum, contain a description of the grievance, a statement of issues under review, and the officer's findings and conclusions.

If the grievance is approved, the impartial hearing officer may recommend, without limitation, the following: reinstatement; a lesser adverse employment action including, suspension of employment, reduction in base pay, demotion, oral or written reprimand or performance improvement plan; documentation of officer's findings placed in an employment file; restitution of pay and lost benefits.

IV. Grievance Procedure – Workplace Safety

A. Report of an Unsafe Condition

An employee may not file a grievance relating to a condition that the Employee believes constitutes a Workplace Safety violation unless the employee has first reported the condition to the Department of Administration in writing. A grievance may only be filed by an "Employee." The Employee need not be personally impacted by a condition alleged to constitute a Workplace Safety violation.

1. Filing Procedure

Upon receiving a written report of an alleged Workplace Safety violation from an Employee, the County shall have ten (10) working days in which to investigate the condition and advise the employee in writing of the County's findings and recommendations.

If the County advises the employee in writing within ten (10) working days that it is taking corrective action to address the workplace safety issue as may be required by law, an Employee may not initiate a Workplace Safety grievance.

An Employee may initiate a grievance relating to Workplace Safety by presenting a written grievance to the office of the Department of Administration. Upon receipt of the grievance, the County shall have ten (10) working days to provide a written response to the Employee. Failure to timely file a grievance with the Department of Administration within ten (10) working days of the County's response shall constitute a waiver of the right to use the grievance procedure and an abandonment of the grievance.

2. Hearing Procedure

An employee shall have five (5) working days from receipt of the County's response to file a written request with the Human Resources Department for a hearing before the impartial hearing officer. Failure to submit a request for a hearing shall constitute an abandonment of the grievance.

The same hearing procedure shall be utilized as outlined in the Discipline/Termination Hearing Procedure of this Policy.

3. Decision Standards

The County bears the burden of proving by a preponderance of the evidence that the condition identified by the Employee does not constitute a Workplace Safety violation and that no corrective action is required. If the County does not meet its burden of proof, the impartial hearing officer shall uphold the grievance.

The impartial hearing officer shall issue a written decision within ten (10) business days of the close of evidence. The decision of the impartial hearing officer shall, at a minimum, contain a description of the alleged unsafe condition and the County's response; the standard of review; the provisions of Wis. Admin. Code Chap. SPS 332 that are implicated by the Workplace Safety grievance; the officer's findings of fact and conclusions.

If the grievance is sustained, then the impartial hearing officer may recommend that the County take corrective action to address the Workplace Safety violation. The impartial hearing officer shall have no authority to require the County to take any specific corrective action or provide any specific remedy in response to the Workplace Safety violation.

B. Appeal to the County Board

1. Who May File an Appeal

An appeal of the impartial hearing officer's decision may be filed by the Employee, County Administrator, or County Board.

An appeal may be initiated to the County Board by filing an appeal with the Corporation Counsel on the approved form within ten (10) working days of the date of the impartial hearing officer's decision. Failure to file a written appeal by the filing deadline will result in the waiver of the right to an appeal and the outcome of the proceedings before the hearing officer shall be final.

A timely request for appeal shall be forwarded to the Chair of the County Board along with a copy of the hearing record including the digitally recorded hearing and any exhibits introduced at the grievance hearing. The Chair shall schedule a meeting of the County Board no later than sixty (60) days from the receipt of the request to review the hearing record and the impartial hearing officer's decision.

2. Standard of Review

The County Board's review shall be limited to the decision made by the hearing officer and therefore, the Board will not accept additional testimony, evidence, written or oral arguments, or otherwise conduct a hearing of any sort concerning an appeal. The Board shall not overturn or otherwise modify the impartial hearing officer's decision unless, upon two-thirds (2/3) vote of the members present and eligible, the decision is found to be arbitrary, oppressive, or unreasonable and represented the will of the impartial hearing officer and not its judgment. The members of the Personnel Committee, and any members who participated in the disciplinary action under review, are ineligible to participate in any grievance appeals to the County Board when serving as the impartial hearing officer.

The County Board shall deliver a written decision to the Employee no later than ten (10) working days from the date of the County Board meeting. The decision of the County Board shall be final. Any judicial review of the County Board's decision shall be only as provided by law.

Performance Reviews

I. Employee Evaluations

The purpose of employee evaluations is to provide a periodic review of work performance. Periodic evaluations are an important part of ensuring that the employee is performing up to expectations and identifying progressive measurements for future performance. Each Department Head, or their designee, will evaluate their employees annually. Department Heads will be evaluated by the County Administrator. Each employment position shall be subject to objective measurements of performance that relate to the essential functions and work expectations of the position. Department Heads are encouraged to develop a recorded format for conducting performance evaluations that best measures the performance and addresses the work expectations for positions under their supervision and control.

II. Review with the Employee

The evaluation completed by the Department Head, or designee, must be discussed with the employee. After the evaluation is completed, the employee and the Department Head will be allowed to sign the evaluation to evidence that the evaluation was reviewed with the employee.

III. Employee Comments

The employee will be allowed to comment on the evaluation and those comments will be placed in the employee's file.

IV. Filing of Evaluations

A copy of all evaluations shall be filed with the Human Resources Generalist.

Role of Management

Langlade County reserves any management rights regarding employees' employment status and conditions of employment. Management rights include but are not limited to the following:

1. Manage and direct employees;
2. Hire, promote, schedule, transfer, and assign employees;
3. Lay off and recall employees;
4. Discharge employees;
5. Schedule work and overtime as required;
6. Develop job descriptions;
7. Assign work duties;
8. Introduce new or improved methods of work;
9. Contract out for goods and services;
10. Discontinue certain operations.

This listing of the management rights is for purposes of illustration only; it is not intended as an exhaustive list.

Record Retention

The County acknowledges its responsibility to preserve information relating to litigation, audits, and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the County and its employees and possible disciplinary action against responsible

individuals (up to and including the discharge of the employee). Each employee must contact the County Administrator to inform them of potential or actual litigation, external audit, investigation, or similar proceeding involving the County that may have an impact on record retention protocols.

Employee Classifications

I. Introductory Employees

The term "introductory employees" is sometimes used in this Handbook/Manual to refer to those employees who are within their introductory period, i.e., the first year of employment with the County. At the County's discretion, the introductory period may be extended for an additional period.

II. Regular Full-Time Employees

An employee who completes the introductory period (including any extension) and is regularly scheduled to work an average of 30 or more hours per week for a period of indefinite duration, is referred to as a regular full-time employee.

III. Regular Part-Time Employees

An employee who completes the introductory period (including any extension) and is regularly scheduled to work fewer than an average of 30 hours per week for a period of indefinite duration, is referred to as a regular part-time employee.

IV. Limited Term Employees (LTE)

Limited-term employees are employees who are hired on a sporadic basis to work for a few hours or days at a time.

V. On-Call Employees

On-call employees are employees who are hired for providing relief on short notice in the event of an unexpected absence by another employee.

VI. Exempt/Nonexempt Employees

Exempt employees, by definition, are exempt from earning overtime compensation and generally receive the same weekly salary regardless of hours worked. Nonexempt employees are employees who are eligible to be paid for overtime work by the provisions of applicable wage and hour laws. Overtime pay requirements are outlined in the section of this Handbook/Manual entitled "Hours of Work, Overtime, and Pay Day". Employees will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

VII. Salaried Employees

Salaried employees are employees who are paid a fixed amount periodically and not by the hour. Salaried employees are generally Exempt employees.

VIII. Hourly Employees

Hourly employees are employees whose wages are paid by the hour. Their wages fluctuate according to the number of hours they work. Hourly employees are generally Nonexempt employees.

IX. Change in Employment Status

The County may change the employment classification of any employee at any time based on the nature of the employment assignment and other tests required by Federal or State law.

Hours of Work, Overtime, and Pay Day

I. Hours of Work

The County's core business hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday; however, some departments have alternative schedules. It is the department head's responsibility to provide staffing coverage necessary for effective operations. Hours of work may vary as deemed necessary for the effective and efficient operation of each department.

Department Heads or Elected Officials, with the approval of the Administrator, shall have the authority to change the work schedule for any employee under their supervision and/or for the entire Department temporarily (i.e., duration limited to a period of 30 days or less.) Any change to work schedules exceeding 30 days in duration also requires the approval of the Administrator. The Department Head shall be responsible to provide reasonable advance notice to the public, County Officials and employees, and partner agencies regarding any scheduled office closures or changes to normal business hours. (Note: the requirement of Administrator approval does not apply to authorized work schedule changes made under FMLA, Return to Work, or similar policies.)

II. Meal and Rest Periods

A. Rest Periods

Employees shall receive one fifteen (15) minute paid rest break each day as set by the Department Head. Some departments have different schedules that supersede this policy.

B. Meal Periods

The Department Head provides employees with an unpaid 60-minute, uninterrupted meal period. Employees should take their meal periods in the middle of each work period to the extent it is practicable to do so, and not combine them with rest periods or skip them to leave work early unless otherwise approved by your department head. Some departments have different schedules that supersede this policy.

Employees who use a time clock must clock out for their meal periods. Employees are expected to clock back in and promptly return to work at the end of any meal period. Employees who record their time manually must accurately record their meal periods by recording the beginning and end of each work period.

III. Overtime Pay

A. Overtime Definition and Rates of Pay

All nonexempt employees who work more than forty (40) hours in one workweek will receive overtime pay at the rate of 1 ½ times the employee's regular rate of pay and will be converted into Compensatory Time.

Overtime will be computed on actual minutes worked, adjusted to the nearest 15-minute increment.

Only those hours that are actually worked are counted to determine an employee's overtime pay. Compensated holidays, for example, are not hours worked and therefore are not counted in making overtime calculations unless the employee worked the holiday.

B. Workweek and Workday

Unless otherwise provided, for purposes of calculating overtime, each workweek begins on Sunday and each workday is a 24-hour consecutive period that begins at midnight.

C. Pre-Authorization

Nonexempt employees may not work overtime without the express prior approval of their supervisor, absent of an emergency. During busy periods, the employer may require employees to work extended hours. Nonexempt employees who fail to obtain approval before working hours that extend beyond their normal 8-hour workday or 40-hour workweek will be subject to disciplinary action. Overtime offenses may result in termination.

D. Makeup Time

Nonexempt employees may make up work time that is or would be lost as a result of personal obligations if the time is made up during the same workweek in which the work time is lost. A nonexempt employee will be permitted to make up work time only if the employee submits a signed written request to make up the lost time and the employee's direct supervisor approves the request in advance. Nonexempt employees will not be paid overtime for performing makeup work unless they work more than 40 hours in the work week.

IV. Other Types of Pay

A. Travel Time for Non-Exempt Employees

Non-exempt employees are paid for travel time according to State/Federal law.

B. Shift Differential

1. Sheriff's Office Corrections and Dispatch

Corrections and Dispatch employees working between the hours of 6:00 p.m. to 6:00 a.m. shall receive \$.25 per hour as a shift differential.

2. Sheriff's Office Corrections and Dispatch Field Training Officers

Corrections and Dispatch Field Training officers shall receive a \$1.00 per hour shift differential for each hour actively training another employee.

3. Highway Department (Hourly Employees) Pay for Working on Sunday

Employees required to work on a Sunday shall be paid at the rate of time and one-half (1 ½) for all hours worked.

4. Pager Pay

Social workers and juvenile court officers who are on call shall be compensated at a rate of \$2.00 per hour to carry the pager and be available to respond to work-related activities.

C. Call in Pay

1. Highway

Any hourly employee called to work, in a non-supervisory capacity, outside of his/her scheduled hours of work shall receive one (1) hour of pay at his/her straight-time rate in addition to the pay for the actual hours worked. Any hourly employee called into work outside of his/her scheduled hours of work on an actual holiday shall receive two (2) hours of pay at his/her straight-time rate in addition to the pay for the actual hours worked. Hourly employees, who are called to work, will be expected to stay and work at least one (1) full hour. Annual on call pay is provided to eligible highway department leadership positions.

2. Sheriff

Refer to Union Contract.

3. Maintenance

A weekend on-call employee will receive \$1.00 per hour for 48 hours. Any hourly employee called to work outside of his/her scheduled hours of work shall receive pay for the actual hours worked. Any employee called to work outside of his/her scheduled hours of work on an actual holiday shall receive pay for the actual hours worked by the Holiday Pay Policy outlined in this Handbook.

D. Compensatory Time (Non-Exempt Hourly Employees Only)

Accumulation of compensatory time will be at the discretion of the department head.

Employees are eligible for paid compensatory time off from work equal to one and one-half (1 ½) times the hours worked in excess of 40 in a work week.

Non-Exempt employees are eligible to accrue compensatory time off (paid time off) from work on an hour-for-hour basis for hours worked beyond the normal weekly work schedule but representing forty or fewer hours per work week.

Non-Exempt employees that work more than forty (40) hours in a single work week will accrue compensatory time (paid time off) at the rate of 1 ½ times the hours worked in excess of forty (40) hours in a single work week.

A maximum of one regular week of work may be banked as compensatory time off.

All compensatory time balance shall be paid out on the last check of December each year. A compensatory time balance will also be paid out to the employee upon transfer to another department within the County and the termination of employment.

E. Holiday Pay

Eligible employees are paid their regular straight-time wages for County-paid holidays as set forth under the policy entitled "Holidays." To receive holiday pay, the employee generally must work the regularly scheduled workdays preceding and following the County holiday or receive prior approval from their supervisor to take the time off. Non-exempt employees who work during a County-paid holiday are paid as set forth under the policy entitled "Holidays" in this handbook.

F. Sign-On and Retention Bonuses

Sign-on and retention bonuses are recruitment tools to be utilized for positions that are found to be difficult to fill and/or retain. These employment tools are anticipated to change as needs and staffing change.

G. Dispatcher Volunteerism Pay

It was determined that it is critical to maintain dispatching staffing levels at a minimum of 8 of the 12 positions that are authorized to be filled. When staffing falls below 8 trained employees (anticipated dispatchers, deputies, qualified sheriff administrative staff, etc.) who volunteer to fill an entire 12-hour overtime shift are eligible for a stipend of \$60 in addition to their anticipated overtime rates.

H. Community Service Time

Langlade County has implemented a paid day of Community Service to build team relationships and provide a service to Langlade County and the communities and residents within. Each employee is allowed up to 8 hours per year, which can be taken in 1-hour increments, with approval from their supervisor for the date, time and service to be provided. The community service time should not create OT for the employee or another employee within the department. A request form must be provided to the supervisor, signed by the requestor, supervisor, and signed by the recipient of your community service. The completed form must be submitted to payroll prior to payment of hours.

Examples of appropriate uses of Community Service Time Off:

1. Building a house for Habitat for Humanity
2. Volunteering at the Langlade County Humane Society
3. Local Civic Groups: Rotary, Lions, Kiwanis, Optimist, etc.
4. Volunteering at a food bank
5. Volunteering at a church
6. Cleaning up a park, beach, or trail as a part of an organized effort.
7. Volunteering at a tutoring program
8. Volunteering at a hospital
9. Serving as a Big Brother/Big Sister
10. Other opportunities can be found here: <https://alcinfo.com/volunteering-community-involvement/>

V. Safe Harbor Policy for Exempt Employees

It is the County's policy and practice to accurately compensate employees and to do so in compliance with all applicable State and Federal laws. To ensure employees are paid properly and no improper deductions are made, employees must review their pay stubs promptly to identify and report all errors.

If the employee believes a mistake has occurred or if the employee has any questions, the employee should use the reporting procedure outlined below.

Exempt salaried employees receive a salary that is intended to compensate for all hours worked for the County. This salary will be established at the time of hire or when the employee becomes classified as an exempt employee. While it may be subject to review and modification from time to time such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under State law, salary is subject to certain deductions. For example, the employee's salary can be reduced for the following reasons:

- full-day absences for personal reasons;
- full-day absences for sickness or disability, if the available paid sick leave has been exhausted;
- intermittent absences, including partial-day absences, covered by the Federal Family and Medical Leave Act, if other available paid leave has been exhausted;
- to offset amounts received as payment for jury and witness fees or military pay;
- during the first or last week of employment in the event the employee works less than a full week; and
- any work week in which the employee performs no work for the County.

Salary also may be reduced for certain types of deductions, such as the employee portion of health, dental, or life insurance premiums; State, Federal, or local taxes, social security; or, voluntary contributions to a 401(k) or pension plan.

In any workweek in which the employee performed any work, the employee's salary will not be reduced for any of the following reasons:

- partial-day absences for personal reasons, sickness, or disability;
- absence on a holiday when the facility is closed or because the facility is otherwise closed on a scheduled workday;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee has performed any work; and
- any other deductions prohibited by State or Federal law.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to the Human Resources Generalist. If the Human Resources Generalist is unavailable or if employees believe it would be inappropriate to contact that person (or if they have not received a prompt and fully acceptable reply), they should immediately contact the County Administrator.

Every report will be fully investigated, and corrective action will be taken where appropriate, up to and including the termination of any employee who violates this policy. In addition, the County will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

VI. Place and Time for Payment of Wages

A. Regular Pay Days

Employees are paid biweekly, every other Tuesday. Employees must complete their timecards promptly to ensure that they are paid for all hours worked. If a payday falls on a holiday, paychecks will be distributed on the preceding workday. For employees who don't provide direct deposit information, an appropriate account will be established for the employee to receive direct deposit.

B. Payment on Resignation, Termination, or Completion of Assignment or Term

Employees who quit voluntarily or who are discharged involuntarily will be paid in full no later than the employee's next regular payday.

C. Garnishments

The County complies with applicable State and Federal laws regarding the garnishment and assignment of wages. Repeated garnishments for multiple debts can be grounds for discharge or other discipline as provided by applicable laws.

D. Payroll Deductions

Deductions for Federal Income Tax, Social Security Tax, and Medicare are required by Federal law. State Income Tax and State Disability Insurance deductions vary according to the State in which your work is performed. Other deductions for insurance or other benefits may be specifically authorized by the employee in writing or by electronic signature. Each paycheck stub itemizes amounts that have been withheld. It is the employee's responsibility to confirm the accuracy of payroll deductions and personal information and to notify their manager immediately of any changes. Employees must keep this information for tax purposes. Questions about deductions should be directed to the Department of Administration.

Timekeeping Procedures

Employees are expected to be on time daily and remain on the job throughout the regularly scheduled workday. Employees must accurately record their actual time worked for payroll and benefits purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of breaks and any departure from work for any non-work-related reason, on the timesheet.

Altering, falsifying, or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave, or personal business.

Non-exempt employees may not start work until their scheduled starting time.

It is the employee's responsibility to approve time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

Business Expense Reimbursement

The County will reimburse employees for reasonable expenses incurred for business purposes including, but not limited to training, meals, lodging, and transportation. Mileage driven in a personal automobile for business purposes will be reimbursed at the current IRS-approved rate per mile. All business travel and business purchases must be approved in advance by the employee's Supervisor.

Employees should complete expense reimbursement reports within 30 days of incurring the expenses and submit the reports and receipts to the Department of Administration.

I. Educational Expense and Reimbursement

An eligible employee may request reimbursement of educational expenses that would assist the employee in the performance of existing job duties or otherwise enhance the employee's skills,

knowledge, and abilities as would benefit Langlade County. Educational expenses that are neither required nor necessary for the employee's current position are not eligible for reimbursement. The conditions of reimbursement are outlined in the Education Expense Reimbursement Policy.

The Employer may offer to provide certain training to the Employee that the Employer believes will enable the Employer to learn valuable skills. This training will be paid for by the Employer after entering into a Training Reimbursement Agreement. For more information on educational reimbursement, see Langlade County's Educational Expense Reimbursement Policy.

II. Travel, Lodging, and Meal Expenses

Training is mandatory if it is required for the employee to meet the minimum qualifications of the job currently occupied and/or if the employee attendance is compelled by supervisory staff. The supervisor shall determine whether training is mandatory. This mandatory training policy applies to all hourly employees (union and non-union employees that are not exempt from the Fair Labor Standards Act).

Hourly employees shall receive their regular rate of pay for the time spent traveling to and from the training site as well as the time spent attending the training session. The following rules shall apply to time calculations for mandatory training attended by hourly employees:

A. Travel to and from the Training Site

1. In calculating the amount of time spent traveling to and from the training site, the starting point for the calculation shall be the closest distance from the employee's home or the employee's work site in Antigo.

2. It shall be at the discretion of the Department Head whether additional travel time will be granted to the employee due to inclement weather. No travel time shall be calculated for traveling to and from the employee's paid lodging and the training site. No travel time shall be calculated for traveling from the training site for lunch or other meal breaks.

Eligible mileage expenses shall be for the most direct route possible. Miles traveled between the employee's residence and their normal work location, are not eligible for reimbursement. Mileage reimbursement for employees and elected officials is allowable for County related business activity conducted within the City of Antigo. Mileage rates shall be established by Langlade County and are subject to change. The mileage rate for personal use vehicles shall correspond with the current IRS mileage rate effective on the date of travel. Employees attending training sessions at facilities located 60 or more miles from the City of Antigo are encouraged to carpool or use a County-shared vehicle as a means of transportation.

3. If employees choose to travel to and from a training session held on consecutive days at the same location, rather than avail themselves of paid lodging, it shall be within the discretion of the Department Head to reimburse additional travel time, if such calculation results in less cost to Langlade County than if the employees would have availed themselves of paid lodging. Overnight lodging expenses during a conference, seminar, etc. at single room rates where possible, are allowable. Utilize hotels or motels that honor government rates whenever possible. Utilize double (same gender) occupancy when more than one individual is requesting overnight accommodations when possible. Receipts are required when requesting lodging reimbursement. Only direct lodging costs are eligible for reimbursement (for example, in-room movies, and personal phone calls, are not reimbursable). For lodging payments to be paid on behalf of the employee, the lodging site must be at least 60 miles, one way, from the employee's place of

departure or home. Exceptions to this provision must be authorized in advance by the County Administrator or appropriate “oversight committee” with the reason for the exceptions also detailed in committee minutes.

Lodging can be prepaid by the employees, by County check, or by use of a County purchase order. Obtain a tax-exempt form from the Department of Administration.

B. Time Spent in Attending a Training Session

Time spent by an employee in attending a training session shall be calculated based on the agenda or schedule for the session. Any employee who claims additional time shall furnish the supervisor with satisfactory evidence that the original schedule for the training was modified or changed.

Any employee who claims time for a lunch break while attending training shall furnish satisfactory evidence to the supervisor that the training continued during the lunch break (i.e., speaker or training-related discussion).

C. Reimbursement of Meal Expenses

1. Meals are allowed when you are on County business. Meals will be reimbursed at the IRS M&IE allowed rates. IRS M&IE allowed rates can be found at www.gsa.gov/perdiem. Original receipts are required for all meals. *It is not the intent that employees should always spend the maximum allowed.*
2. Tips are in addition to the rates found in (1) above; however, tips reimbursed by the County to employees are limited to 20% of that maximum amount.
3. No reimbursement shall be authorized for alcoholic beverages, unless authorized by the County Board Chair or County Administrator. As a reminder: consuming or being under the influence of alcoholic beverages during work time is prohibited.
4. **Meals that are covered by a conference, training, or another event will not be reimbursed.** Department heads/supervisors that approve the employee’s travel voucher are certifying that reimbursement for covered meals is not included in the employee’s reimbursement request.
5. Travel expenses are reimbursed through the County payroll system and must be submitted on proper forms with original receipts attached.

D. Registration Fee when Attending a Training Session

1. Registration fees can be prepaid by the employees, by a County check, or by use of a County purchase card.

E. Miscellaneous Expenses when Attending a Training Session

1. Alcoholic beverages are not eligible for reimbursement, unless authorized by the County Board Chair or County Administrator. Incidental expenses such as parking and toll fees, County business-related telephone charges, and automobile rental are reimbursable. A receipt is required for reimbursement.

III. Non-Mandatory Employee Training

Non-mandatory employee training is training that is relevant to the employee's current position but not required to meet the minimum qualifications of the job currently occupied and/ or attendance is not compelled by supervisory staff. The employee shall not receive compensation for travel time for any training that is not mandatory.

A. Approval for Employee Requested Training.

1. Approval for employee-requested training may be based upon benefits to the County, budgetary considerations, cost, department workload, staffing patterns, the ability of the employee to benefit from training, the ability of the employee to assimilate training material and disseminate this information to other County workers and relevancy to employee's job performance.
2. Any employee wishing to attend a specific training session shall submit a request to their supervisor. The request shall include the training announcement and costs. The supervisor may deny the request or forward it to the department head. The department head may deny the request or forward it to the County Administrator for approval.
3. The employee is expected to attend all sessions for which payment has been or will be made. An employee shall attend all training sessions for which payment has been made by the County unless the employee's absence from the session is excused by the Department Head. An employee may be subject to disciplinary action due to an unexcused absence from a training session.
4. Employees attending training sessions shall make training information available to other County workers requesting such information or who may find the information relevant to their job.
5. Employees are encouraged to use County vehicles when available, and/or carpool when traveling to training sessions.

IV. Requests for Reimbursement of Legal Expenses

An employee may submit a request for reimbursement of legal expenses associated with defending or responding to any claim or controversy arising out of his/her scope of employment as a County employee. Prior approval of the Administrator is required to receive reimbursement of an employee's legal expenses. Employees are advised to submit a request to the Administrator before contacting legal counsel.

Work Schedules, Tardiness, and Absence

All employees of the County are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for fellow employees and managers. When employees are absent, their workload must be performed by others, just as they must assume the workload of others who are absent.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized County business. Late arrival, early departure, or other absences from scheduled hours are disruptive and should be avoided.

A tardy or absence is considered “excused” only when the employee calls ahead of time and the tardy or absence is for a reason that County considers satisfactory.

Employees who are not going to report for work as scheduled must call their supervisor as far in advance as possible but not later than the start of their shift to report their absence. Employees who rely on others to report their absences, or who report absences to anyone other than their immediate supervisor, do so at their own risk.

A tardy or absence for a non-satisfactory reason, and failing to call in according to this policy, will be considered “unexcused.”

Unreported, unexcused, or excessive absenteeism (including tardiness and early departures) will result in discharge or other discipline. No specific number or type of prior warnings is required before termination.

Any employee who is absent from work without properly reporting their absence for any period of three consecutive scheduled shifts will be considered to have abandoned and voluntarily terminated their employment.

Personnel Records

The information in an employee's personnel file is permanent and confidential and must be kept up to date. Employees should inform the Human Resources Generalist immediately whenever there are changes in personal data such as an address, telephone number, marital status, number of dependents, and person(s) to notify in case of emergency. Employees also should inform the Human Resources Generalist of any specialized training or skills they acquire. Employees are also responsible for maintaining a current group life insurance beneficiary designation. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage.

Current and former employees have a right to examine their personnel files within seven working days of the request, and no more than twice per calendar year. The right will be granted at a location reasonably near the employee's place of employment, and during normal office hours unless that would cause the employee to take time off from work. In such a case, the review should take place at some other reasonable time.

Personnel files are the property of the County and may not be removed from the County's premises without written authorization from the Human Resources Generalist. For more information regarding personnel files, see Langlade County's Access to Personnel File and Removal/Redaction of Information Contained in a Personnel File Policy.

Lactation Accommodation

The County will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. Employees needing breaks for lactation purposes may use ordinarily paid rest breaks or may take other reasonable break times when needed. If possible, the lactation break time should run concurrently with a scheduled meal and rest breaks already provided to the employee. If the lactation break time cannot run concurrently with meal and rest breaks already

provided or additional time is needed for the employee, the lactation break time will be unpaid for nonexempt employees.

Should you require lactation accommodations, please advise the Human Resource Generalist so that accommodations may be made.

Termination, Discipline, and Rules of Conduct

I. Termination

A. Voluntary Termination

The County will consider an employee to have voluntarily terminated their employment if an employee does any of the following.

- 1) Elects to resign from the County, whether verbally or in writing to their supervisor, Human Resources Generalist, or County Administrator.
- 2) Fails to return from an approved leave of absence on the date specified by the County; or
- 3) Fails to report for work without notice to the County for three (3) consecutive days.

B. Involuntary Termination

An employee may be terminated involuntarily for reasons that may include poor performance, misconduct, or other violations of the County's rules of conduct as set forth below. Notwithstanding this list of rules, the County reserves the right to discharge or demote any employee with or without cause and with or without prior notice. Before any termination occurs you must contact the Human Resources Generalist with a written statement with reasoning on why the termination will occur, who will then notify the County Administrator.

C. Termination Due to Reorganizations, Economics, or Lack of Work

From time to time, the County may need to terminate an employee as a consequence of reorganizations, job eliminations, economic downturns in business, or lack of work. Should the County consider such terminations necessary, the County will attempt to provide all affected employees with advance notice when practical. Layoff benefits associated with such terminations, if any, will be as specified in the notice.

D. Last Day of Employment

To limit exposure to the County's self-insured trust fund, the last day worked is considered the last day of employment. Insurance and other benefits (except for the election of COBRA) end on that day.

II. Discipline and Rules of Conduct

Supervisors are responsible to monitor the job performance of all positions within their respective departments regularly and to address unsatisfactory job performance promptly. The Administrator is responsible to monitor the job performance of all Department Heads, regularly.

The rules set forth below are intended to provide employees with notice of what is expected of them. Necessarily, however, such rules cannot identify every type of unacceptable conduct and performance. Therefore, employees should be aware that conduct not specifically listed below but which the County determines adversely affects or is otherwise detrimental to the interests of the County, other employees, or customers, may also result in disciplinary action.

A. Job Performance

Employees may be disciplined for poor job performance, including but not limited to the following:

- (1) Unsatisfactory work quality or quantity;
- (2) Excessive absenteeism, tardiness, or abuse of rest break and meal period policies;
- (3) Failure to follow instructions or County procedures; or
- (4) Failure to follow established safety regulations.

B. Misconduct

The following are examples of some, but not all, conduct that can be considered unacceptable:

- (1) Obtaining employment based on false or misleading information.
- (2) Stealing, removing, or defacing County property or a co-worker's property, and/or disclosure of confidential information.
- (3) Completing another employee's time records.
- (4) Violation of safety rules and policies.
- (5) Violation of the County's Drug and Alcohol-Free Workplace Policy.
- (6) Fighting, threatening, or disrupting the work of others or other violations of the County's Workplace Violence Policy.
- (7) Failure to follow lawful instructions of a supervisor.
- (8) Failure to perform assigned job duties.
- (9) Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness, or unexcused absences.
- (10) Gambling on County property.
- (11) Willful or careless destruction or damage to County assets or the equipment or possessions of another employee.
- (12) Wasting work materials.
- (13) Performing work of a personal nature during working time.
- (14) Violation of the Solicitation and Distribution Policy.
- (15) Violation of the County's Harassment or Equal Employment Opportunity Policies.
- (16) Violation of the Communication and Computer Systems Policy.
- (17) Unsatisfactory job performance.
- (18) Any other violation of County policy.

Not every type of misconduct can be listed. Note that all employees are employed at-will, and the County reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The County will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, the County will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

C. Attendance

In addition to the general rules stated above, employees may be disciplined for failing to observe the following specific requirements relating to attendance:

- (1) Reporting to work on time, observing rest break and meal period policies, recording all time worked, and obtaining approval to leave work early; and
- (2) Notifying the supervisor in advance of anticipated tardiness or absence.

D. Discipline Procedure

To the greatest extent practicable, the supervisor should meet with the employee in a “closed door” setting to discuss the employee’s substandard performance or work behavior and the nature of the disciplinary action that will be taken against the employee. It is recommended that a witness be present and if the disciplinary action involves a union employee, that a union representative also is present at the meeting. A disciplinary meeting is not required before disciplinary action can be taken. The such disciplinary meeting may not occur before disciplinary action is taken if in the opinion of the supervisor such meeting is impracticable under the circumstances or would otherwise unduly interfere with or interrupt the natural course of business within the department.

Any disciplinary action will be reduced to writing and placed in the employee’s personnel file.

Supervisors shall have the independent authority to discipline employees progressively, from an oral reprimand to suspension without pay for up to three (3) workdays. If the supervisor recommends discipline exceeding three (3) working days, then the recommendation must be reported to and approved by the Human Resources Generalist. Supervisors also have the independent authority to terminate employment for any introductory period or casual employee. Before a termination occurs you must contact the Human Resources Generalist with a written statement with reasoning on why the termination will occur, who will then notify the County Administrator.

The Administrator shall have the authority to discipline department heads.

Any decision or recommendation for disciplinary action that would result in a leave of absence without pay for more than three (3) workdays may be subject to review under the County's Grievance Procedure. Any terminated employee may file a Grievance following the County’s Grievance Procedure.

III. Exit Interview

Employees who leave the County for any reason may be asked to participate in an exit interview. This interview is intended to allow terminating employees the opportunity to communicate their views regarding their work with the County, including job duties, job training, job supervision, and job benefits. At the time of the interview, employees are expected to return all County-furnished property, such as computers, cell phones, uniforms, tools, equipment, I.D. cards, keys, credit cards, documents, and handbooks. Arrangements for clearing any outstanding debts with the County and for receiving final pay also will be made at this time.

IV. Employment at Will

Nothing in this guideline is intended to alter the at-will status of employment with the County. Either you or the County may terminate the employment relationship at any time with or without cause and with or without prior notice. The County reserves the right to terminate any employment relationship, to demote, or to otherwise discipline an employee without resorting to the above disciplinary procedures.

Alcohol and Drug-Free Workplace Policy

Being under the influence of alcohol or other drugs while at work, using, consuming, distributing, or possessing alcohol or drugs on County work sites is strictly prohibited. This prohibition does not apply to the possession or consumption of alcoholic beverages at sanctioned events on County work sites held

after working hours. Sanctioned events include employee celebrations, such as birthdays, work anniversaries, Christmas parties, etc. Upon request, either the County Board Chairman, County Administrator, or the Corporation Counsel can determine whether an event is "sanctioned". Violation of this policy may result in disciplinary action taken against the employee, including discharge.

I. Definitions

For purposes of this Guideline:

- "Illegal drugs or other controlled substances" means *any* drug or substance that (a) is not legally obtainable, (b) is legally obtainable but has not been legally obtained, or (c) has been legally obtained but is being sold or distributed unlawfully.
- "Legal drug" means any drug, including any prescription drug or over-the-counter drug, that has been legally obtained and that is not unlawfully sold or distributed.
- "Abuse of any legal drug" means the use of any legal drug (a) for any purpose other than the purpose for which it was prescribed or manufactured; or (b) in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.
- "Reasonable suspicion" includes a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech, or breath odor; information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.
- "Possession" means that an employee has the substance on their person or otherwise under their control.

II. Prohibited Conduct

A. Scope

The prohibitions of this section apply whenever the interests of the County may be adversely affected, including any time an employee is:

- 1) On County premises;
- 2) Conducting or performing County business, regardless of location;
- 3) Operating or responsible for the operation, custody, or care of County equipment or other property; or
- 4) Responsible for the safety of others in connection with, or while performing County-related business.

B. Alcohol

The following acts are prohibited and will subject an employee to discharge:

- 1) The unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol; or
- 2) Being under the influence of alcohol from unauthorized consumption.

C. Illegal Drugs

The following acts are prohibited and will subject an employee to discharge:

- 1) The use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any illegal drug or other controlled substance; or

- 2) Being under the influence of any illegal drug or other controlled substance.

Despite many States' recent legalization of medical and/or recreational marijuana, the County's zero-tolerance policy prohibits any employee from having marijuana in their system while working and also prohibits any employee from possessing marijuana while on County property.

D. Legal Drugs

The following acts are prohibited and will subject an employee to discharge:

- 1) The abuse of any legal drug;
- 2) The purchase, sale, manufacture, distribution, transportation, dispensation, or possession of any legal prescription drug in a manner inconsistent with law; or
- 3) Working while impaired by the use of a legal drug whenever such impairment might:
 - a. Endanger the safety of the employee or some other person;
 - b. Pose a risk of significant damage to County property or equipment; or
 - c. Substantially interfere with the employee's job performance or the efficient operation of The County's business or equipment.

III. Disciplinary Action

A. Discharge for Violation of Guideline

A first violation of this guideline will result in immediate discharge whenever the prohibited conduct:

- (1) Caused injury to the employee or any other person, or, in the sole opinion of management, endangered the safety of the employee or any other person;
- (2) Resulted in significant damage to County property or equipment, or, in the sole opinion of management, posed a risk of significant damage;
- (3) Involved the sale or manufacture of illegal drugs or other controlled substances;
- (4) Involved the possession, distribution, or dispensation of illegal drugs or other controlled substances or alcohol in a quantity greater than for personal use;
- (5) Involved an employee who had not completed the introductory period or was a casual, seasonal, or temporary employee; or
- (6) Involved the failure of an employee to report a criminal conviction, as required by the below policy.

B. Discretion Not to Discharge

In circumstances other than those described above, the County, at the discretion of management, may choose not to discharge an employee for a first violation of this guideline if the employee satisfactorily participates in and completes an approved drug or alcohol abuse 'assistance' or rehabilitation program when recommended by the County or the employee contacts the Employee Assistance Department within two working days after being referred there by management and follows the recommendations made by the Employee Assistance Department, including satisfactory participation in and completion of an approved drug or alcohol abuse, assistance, or rehabilitation program.

C. Effect of Criminal Conviction

Any employee convicted of violating a criminal, traffic alcohol, or drug offense in the workplace must inform the County of such conviction. (Violations included but not limited to: operating while intoxicated, possession of an illegal substance, intent to sell or distribute illegal drugs, open intoxicant, etc.) Notification must be given within five (5) days after the conviction. Failure to do so subjects the employee to disciplinary action up to and including discharge.

D. Written Warning

An employee who is not discharged for a first violation of this guideline will receive a final written warning and immediate suspension without pay for a period of 10 calendar days.

E. Effect of Second Violation

A second violation of this guideline at any time will result in immediate discharge.

F. Effect of Discharge on Eligibility for Rehire

Employees who are discharged for a violation of this guideline will not be eligible for rehire by the County.

IV. Pre-Employment Testing

Any person applying for a position with the County shall be required to undergo a test for use of controlled substances as a condition of employment once the individual is considered otherwise qualified for employment.

Every job applicant required to undergo a drug test will be required to sign an appropriate consent and release form. If the potential employee refuses to undergo the test, refuses to sign the consent form, or tests positive, he/she will not be considered qualified for employment with the County. Any applicant rejected because of a positive test result may reapply for a position with the County after he/she has completed a rehabilitation program and furnishes the County with proof of the same.

V. Reasonable Suspicion Testing

Whenever the County officials have reasonable suspicion to believe that the actions, appearance, or conduct of an employee while on duty are indicative of the use of a controlled substance or alcohol, the employee may be required to undergo a drug and/or alcohol screening test. A refusal to undergo a test under such circumstances will result in a "presumed positive" test result, subjecting the employee to discipline, up to and including discharge. Reasonable suspicion means personal observation or other evidence which is recognized as symptoms of intoxication or impairment (e.g., behavior, speech, work pattern, breath odor).

In any reasonable suspicion circumstances, a County representative will transport the individual to an appropriate collection facility and await the completion of the collection procedure. The County representative will then transport the employee back to the County's premises, where a spouse, family member, or another individual will be contacted to transport the employee to his/her home. In the event no such individual is available, the County will contact a taxi or use other means to transport the employee home. If the reasonable suspicion test result is negative, the County will reimburse the employee for the cost of the taxi. If an employee refuses to agree to any of these procedures and attempts to operate his/her vehicle, the County will take appropriate efforts to discourage him/her from doing so, up to and including contacting law enforcement officials. Any employee failing to cooperate with any of the procedures described above will be subject to immediate dismissal.

Any employee involved in an on-the-job injury where drug/alcohol abuse is suspected to be a contributing factor will be required to undergo a drug and/or alcohol screening test. The procedures outlined in the reasonable suspicion testing portion of this policy shall be applicable.

VI. Employee Assistance Program

Consistent with the County's philosophy that its employees are its most valuable resource, the County will assist those employees whose use of alcohol or controlled substances may be the result of a problem such as alcoholism or chemical dependency. Accordingly, the County encourages all employees who have a problem with substance abuse or alcoholism to come forward and work with the County in resolving the problem.

At the discretion of the County, to deal with problems associated with alcohol and/or drug abuse, an employee may be granted the opportunity to be involved in the Employee Assistance Program (EAP). The EAP is designed to deal with a broad range of human relations problems such as alcohol or drug abuse, emotional or behavioral disorders, family and marital discord, financial and legal difficulties, and other personal problems. (Please refer to the EAP policy for further details.)

Any employee who voluntarily admits a problem and requests assistance from a drug or alcohol rehabilitation program before the County identifies a drug or alcohol problem on the job will be granted any necessary unpaid leave of absence to participate in such a program. Such leave of absence will be available to an employee only one time and will be conditioned on the employee's full compliance with the terms of the rehabilitation program. Requests from employees for such assistance shall remain confidential and shall not be revealed to other employees or management personnel without the employee's consent. No disciplinary action will be taken when an employee comes forward before the County identifying a drug and alcohol problem on the job.

If it is clinically established that an employee's alcohol use revealed in a screening drug test required by the County is a result of alcoholism, the employee will be offered the opportunity to participate in a rehabilitation program. Any discipline given to the employee will remain on the employee's record, but any required discharge may be converted to a suspension/medical leave of absence, pending successful completion of the treatment. This conversion right will only be given once during an employee's employment. (This paragraph does not apply to a positive drug screening test which may result in immediate discharge.)

Before an employee will be allowed to participate in an alcohol rehabilitation program and later be reinstated to his/her job upon the successful completion of that program, there must be a clinical diagnosis of alcohol dependency by a qualified licensed professional. Normal procedures for requesting a medical leave of absence must be followed. The employee will also be required to admit himself/herself into any prescribed program and actively participate in the same. Accordingly, proof of admission to the program, regular attendance, and "alcohol-free" participation will be required. The County will also require participation in any recommended or prescribed aftercare or similar follow-up treatment. Failure to participate in any such prescribed program or failure to attend any scheduled aftercare or follow-up sessions will disqualify the individual from further employment, and any prior discipline, withheld for purposes of rehabilitation, will be reinstated. In addition, the employee will be required to notify the County of the identity of the rehabilitation program counselor and authorize that counselor to communicate with the County regarding the employee's progress and to release to the County any information relating to that treatment.

Upon successful completion of the rehabilitation program, the employee will be reinstated as if returning to work from a medical leave of absence, if he/she is qualified to return to work under applicable County rules.

VII. Confidentiality

The County respects the confidentiality and privacy rights of all of its employees. Accordingly, the results of any tests administered under this policy and/or the identities of any employees participating in a rehabilitation program will not be released by the County to anyone without the express written consent of the employee.

An employee is not required to disclose to the employer the lawful use of prescribed medications. However, if an employee is prescribed medication that may impair his/her ability to safely operate equipment in the workplace, inhibit the employee's ability to fully and safely perform essential job functions, create a reasonable suspicion that the employee is under the influence of a substance in violation of the County's Alcohol/Drug Drug-Free Place Policy, or result in a positive drug test result for a banned substance, that at the sole discretion of the employee, the employee may disclose to his or her Department Head, or the Human Resources Generalist, that he/she has been prescribed medications that can have certain side effects that affect cognitive or physical functioning (such as opiate-based medications). Any information disclosed by the employee regarding prescribed medications will be kept confidential by the employer and not further disclosed. If the employee decides not to disclose to the employer the use of prescribed medications in the workplace, then the employer is not required to consider these mitigating factors when addressing concerns about employee safety, workplace conduct, and job performance.

VIII. Statement of Policy Regarding Alcohol/Drug-Free

It is the policy of Langlade County to maintain an alcohol and drug-free workplace for all employees. Therefore, the use, manufacture, distribution, possession, or being under the influence of an unlawful controlled substance or alcohol in the workplace is prohibited.

All employees are required to report to their supervisors, within five (5) days, in writing, of any alcohol or drug arrest and/or conviction resulting from violations in the workplace. Failure to do so may result in the immediate termination of employment.

The County retains ownership of all County property at all times. Employees should not expect privacy concerning County property. The County reserves the right to inspect County property at all times, including, without limitation, the contents of vehicles, desks, lockers, etc. The County also reserves the right to inspect the property of any employee brought onto County property, such as lunch boxes or lunch coolers, at any time.

All employees will be given a copy of this Statement of Policy and will be required to comply with its terms.

Business-Related Events and Functions

Alcoholic beverages may be available for consumption at certain business-related events, meetings, and social occasions, as well as industry meetings and conferences, which an employee may attend in the course and scope of his/her employment. In addition, alcohol may be available for consumption at certain business-related special events and functions that are authorized or sponsored by the County. The purchase and/or consumption of alcohol at these events does not violate the County's Drug and Alcohol Use policy. However, being under the influence of alcohol such that judgment and/or job performance is impaired, which results in offensive and/or unprofessional conduct, and/or behavior that endangers

and/or compromises the welfare and/or safety of the employee or others, or is harmful to the County's business relationships, is specifically prohibited by this policy. Violation of the above rules and standards of conduct will not be tolerated. Employees may be disciplined, up to and including discharge, for violating these policies without prior notice or warning. The County also may bring the matter to the attention of appropriate law enforcement authorities.

Inspections and Searches on County Premises

I. Purpose of the Guideline

Langlade County believes that maintaining a workplace that is free of drugs, alcohol, and other harmful materials is vital to the health and safety of its employees and the success of the County's business. The County also intends to protect against the unauthorized use and removal of County property. In addition, the County intends to assure its access at all times to County premises and County property, equipment, information, records, documents, and files. At times, it may be necessary for the County to provide records, information or assistance to a government entity by the terms of a warrant, court order, or other order issued by law. Accordingly, the County has established this guideline concerning inspections and searches on County premises. This Guideline applies to all employees of the County.

II. Definitions

For purposes of this Guideline:

- (1) "Prohibited materials" means explosives and/or hazardous materials or articles; illegal drugs or other controlled substances as defined in the County's Drug-Free Workplace Guideline; drug-related paraphernalia; the unauthorized use or consumption of alcoholic beverages on County property; or County property and/or proprietary and confidential information belonging to a third party that an employee is not authorized to have in their possession.
- (2) "County property" includes all documents, records, software, electronic codes, data, and files, in both hard copy and electronic form, relating to the County's business; and all equipment, hardware, and other property of any kind, whether owned, leased, rented, or used by the County.
- (3) "County premises" includes all premises and locations owned or leased by the County or under the control of the County, including parking lots, lockers, and storage areas.
- (4) "Reasonable suspicion" includes a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech, or breath odor; information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.
- (5) "Possession" means that an employee has prohibited material or County property on their person or otherwise under their control.

III. Inspections and Searches

A. Access to County Property

1. To ensure access at all times to County property, and because employees properly in possession of County property or information related to County business may not always be available to produce the property or information when needed in the ordinary course of the County's business, the County reserves the right to conduct a routine inspection or search at any time for County property on County premises. In addition, the County reserves the right to access at all

times information and communications stored in County computer files, on County mobile devices, and in employee voicemail boxes and electronic-mail systems.

2. Routine searches or inspections for County property may include an employee's office, desk, file cabinet, closet, computer files, voice mail, electronic mail, County-issued mobile device, or similar places where employees may store County property or County-related information, whether or not the places are locked or protected by access codes and/or passwords.
3. Because even a routine search for County property might result in the discovery of an employee's possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to the County.

B. Inspections and Searches for Prohibited Materials

1. Inspections or searches for prohibited materials in or on County premises also will be conducted whenever the County has reasonable suspicion to believe that a particular employee or group of employees may have materials in violation of this guideline.
2. Inspections or searches for prohibited materials may be conducted by an independent security service or by County personnel.
3. Inspections or searches for prohibited materials may be conducted on a regular or random basis at locations where employees enter or exit County premises, without regard to whether there is reasonable suspicion that any employee may have prohibited materials in violation of this guideline.
4. Inspections or searches for prohibited materials may be conducted from time to time even when there is no immediate reason to suspect the presence of the materials. In such cases, the County may announce the inspection in advance, *except* for inspections or searches conducted at locations where employees enter or exit County premises.
5. Inspections or searches for prohibited materials may include an employee's office, desk, file cabinet, closet, computer, county-issued mobile device, or similar places where employees may place personal possessions or information, whether or not the places are locked or password protected. Inspections or searches for prohibited materials also may include an employee's locker, or an employee's pockets, purse, briefcase, lunch box, or another item of personal property that is being worn or carried by the employee while on County premises.
6. In cases involving an inspection or search of an employee's pockets, purse, briefcase, or another item of personal property that is being worn or carried by the employee, the employee will be requested to conduct a self-search (i.e., by turning out or emptying pockets, purses, etc.) in the presence of an observer who will be a person of the same gender.
7. Employees who refuse to cooperate during an inspection or search will not be forcibly detained or searched. They will be informed, however, that the County will base any disciplinary decision on the information that is available, including their refusal to consent to the search as well as the information that gave rise to a reasonable suspicion that the employees had prohibited materials, if applicable, and that their failure or refusal to cooperate could deprive the County of information that may clear them of suspicion. In addition, the County reserves the right to take appropriate action to prevent the unauthorized removal from County premises of County property.

IV. Approvals for Inspections

11. In instances in which the inspection or search is conducted because there is reasonable suspicion that a particular employee or group of employees may have prohibited materials in violation of this guideline or may be using County property in an unauthorized manner, and in instances in which an item of the employee's personal property will be searched, the inspection or search will

be approved in advance by the Department Head or Supervisor who is available at the time the inspection or search is to be conducted and by the Human Resources Generalist or their designated alternate(s) in the event of unavailability.

12. All inspections or searches that are conducted as part of the County's program of periodic (and unannounced) inspections will be approved in advance by the Human Resources Generalist, who will inform the Department Head or Supervisor of the impending inspection before its occurrence.

V. Disciplinary Action

Employees who are found to have prohibited materials in violation of this guideline and/or in violation of County Property; Proprietary and Confidential Information Guideline, the Technology Use and Privacy Guideline, and the Drug-Free Workplace Guideline, or employees who are found to have used County property in an unauthorized manner, will be subject to discipline, up to and including discharge, regardless of the County's reason for conducting the search or inspection.

VI. Confidentiality

Managers and Supervisors will make their best effort to restrict communications concerning a violation or possible violation of this guideline to persons who have an important work-related reason to know.

Workplace Violence

I. Statement of Policy

The County recognizes that workplace violence is a concern among employers and employees across the country. The County is committed to providing a safe, violence-free workplace. In this regard, the County strictly prohibits employees, consultants, customers, visitors, or anyone else on County premises or engaging in a County-related activity from behaving in a violent or threatening manner. Moreover, the County seeks to prevent workplace violence before it begins and reserves the right to address certain behaviors, even in the absence of violent behavior.

The County believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs and has established procedures within the Department of Administration for responding to any situation that presents the possibility of violence.

II. Workplace Violence Defined

Workplace violence includes, but is not limited to, the following:

- 1) Threats of any kind;
- 2) Threatening, physically aggressive, or violent behavior, such as intimidation of or attempts to instill fear in others;
- 3) Other behavior that suggests a propensity towards violence, which can include belligerent speech, excessive arguing or swearing, sabotage, or threats of sabotage of County property, or a demonstrated pattern of refusal to follow County policies and procedures;
- 4) Defacing County property or causing physical damage to the facilities; or

Violations of this policy may result in disciplinary action, including termination of employment.

The County retains ownership of all County property at all times. Employees should not expect privacy concerning County property. Upon a reasonable suspicion that a violation of this policy has occurred, the

County reserves the right to inspect County property, including, without limitation, the contents of desks, lockers, etc. in the presence of the employee. Upon reasonable suspicion and in the presence of the employee, the County also reserves the right to inspect the property of any employee brought onto County property, such as lunch boxes or lunch coolers, at any time.

III. Reporting

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, customer, consultant, visitor, or anyone else, they should notify the Human Resources Generalist immediately.

Further, employees should notify the Human Resources Generalist and their supervisor if any restraining order is in effect, or if a potentially violent nonwork-related situation exists that could result in violence in the workplace. No adverse employment action will be taken against an employee because they notified the County of a potentially violent non-work situation.

IV. Investigation

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, the County will inform the reporting individual of the results of the investigation. To the extent possible, the County will maintain the confidentiality of the reporting employee and the investigation. The County may, however, need to disclose results in appropriate circumstances, for example, to protect individual safety. The County will not tolerate retaliation against any employee who reports workplace violence.

V. Corrective Action and Discipline

If the County determines that workplace violence in violation of this policy has occurred, the County will take appropriate corrective action and will impose discipline on offending employees. The appropriate discipline will depend on the particular facts but may include written or oral warnings, probation, reassignment of responsibilities, suspension, or termination. If the violent behavior is that of a non-employee, the County will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.

Under certain circumstances, the County may forego disciplinary action on the condition that the employee takes a medical leave of absence. In addition, the County may request that the employee participates in counseling, either voluntarily or as a condition of continued employment.

VI. Employee Assistance Program

Any employee who believes that they may have a problem that could lead to violent behavior is encouraged to use the County's Employee Assistance Program. The EAP is a professional, confidential counseling service that is available to all personnel and members of their household to assist in resolving emotional difficulties, marital and family conflict, stress, chemical dependency, conflicts at work, and other concerns. The EAP counselor can help to clarify a problem and to develop an action plan during the counseling session. EAP services are prepaid by the County.

Further information regarding the County's Employee Assistance Program may be obtained from your supervisor or the Human Resources Generalist.

Office Closed Due to Inclement Weather

When County offices are closed due to inclement weather, hourly employees shall not be paid unless the employee exercises the option to use PTO. If County offices are closed after the start of the working day, hourly employees shall be paid for all hours worked and will be allowed to substitute PTO for any unpaid leave resulting from the office closure. If County offices are not closed and an hourly employee legitimately is unable to work due to inclement weather, they shall receive no pay unless they exercise the option to use PTO. Salaried employees shall not be affected by this provision. The County Administrator has the authority to close the County offices due to inclement weather.

Safety Program

The County is committed to providing and maintaining a healthy and safe work environment for all employees. Accordingly, the County has instituted an Injury and Illness Prevention Program designed to protect the health and safety of all personnel. Every employee will receive a copy of the County's General Safety Rules and will receive health and safety training as part of the Injury and Illness Prevention Program. A complete copy of the Injury and Illness Prevention Program is kept by the Human Resources Generalist and is available for your review.

You are required to know and comply with the County's General Safety Rules and to follow safe and healthy work practices at all times. You may be subject to discipline for engaging in any unsafe or unhealthy work practice or for violating established safety rules. You also are required to report immediately to your supervisor any potential health or safety hazards, and all injuries or accidents. Please review your building-specific Safety Program for a location of first aid supplies and listed doctor and/or medical facility.

Infectious Disease Control Policy

The County will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles, and railings. An employee work group will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious diseases in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also install alcohol-based hand sanitizers throughout the workplace and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

I. Staying Home When Sick

Many times, with the best of intentions, employees report working even though they feel ill. We provide certain time off benefits to compensate employees who are unable to work due to illness. Information on time off benefits can be found in the time off policies in this handbook.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: Examples include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report working ill will be sent home by these health guidelines.

II. Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your healthcare provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

III. Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

IV. Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, the County may implement these social distancing guidelines to minimize the spread of the disease among the staff.

A. During the workday

Employees are requested to:

- 1) Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail, or instant messaging to conduct business as much as possible, even when participants are in the same building.
- 2) If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room, and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
- 3) Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops, and training sessions.
- 4) Do not congregate in work rooms, pantries, copier rooms, or other areas where people socialize.
- 5) Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
- 6) Encourage members and others to request information and orders via phone and e-mail to minimize person-to-person contact. Have the orders, materials, and information ready for fast pick-up or delivery.

B. Outside activities

Employees might be encouraged to the extent possible to:

- 1) Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
- 2) Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

Personal Visits and Telephone Calls

Disruptions during work time can lead to errors and delays. Therefore, personal telephone calls must be kept to a minimum, and only be made or received after working time, or during lunch or break time.

For safety and security reasons, employees are prohibited from having personal guests visit or accompany them anywhere in County facilities other than the reception areas. Some departments have different schedules that supersede this policy.

County Property; Confidential and Personal Information

I. Confidentiality

“Confidentiality” refers to the protection of information that is intended to be private. Langlade County government maintains the highest standards of confidentiality to ensure the best possible service to the public. It is the policy of the Langlade County government to comply with all applicable rules and regulations that are designed to protect the confidentiality of information in its custody. Confidential information shall be limited to individuals having a legitimate, job-related reason or purpose to have access to the material. The authority to access written or verbal information by Langlade County employees, officials, and agents does not allow the release of information without proper authorization.

Any information or records that are “personal” in nature should be kept confidential. Some examples of “personal” records are medical records, medical billing information, financial information, medical condition or leave status, birth dates, age, disabilities, social security numbers, addresses, names of family members, racial or ethnic groups, religious beliefs, and sexual preferences. This list is intended for illustration only and is not intended as an exhaustive list of all personal or confidential records.

Keeping information or records confidential means that these things will not intentionally, negligently, or carelessly be released to any person who does not have a proper business reason to know such information, or that confidential information will not be released without proper authorization. A violation of this principle is called a “breach of confidentiality.” A breach of confidentiality can result in personal and financial liability, and can also result in disciplinary action, up to and including termination of employment or contracted status. It is the responsibility of any County employee, official, or agent releasing information to another to comply with all applicable laws, rules, and policies. Any breach of confidentiality must be reported as soon as possible to the Langlade County Human Resources Department, and through the appropriate steps within the County’s chain of command.

Each Department shall establish, maintain and enforce procedures to identify and protect the confidentiality of information in their custody or possession. Each Langlade County employee and official shall sign an acknowledgment that they agree to abide by this Confidentiality Policy.

II. Protected Health Information

Each Department that has access to any “personal health information” (as defined by HIPAA) shall be responsible to establish and maintain procedures to protect each individual’s identifiable health information by HIPAA regulations.

III. Designation of Privacy Officer

Each Department that has access to any personal health information shall designate a “Privacy Officer”. The Privacy Officer will assess their department’s compliance with HIPAA’s privacy standards. The Privacy Officer will be responsible to instruct and train Department staff on procedures made within the Department to secure personal health information. The Privacy Officer may request funding from the County to purchase necessary equipment (i.e., locks for file cabinets, privacy screens, software) to comply with HIPAA privacy standards.

IV. Departmental Policies

Each Department with access to personal health information shall develop and institute procedures regarding the maintenance and protection of this information as required by HIPAA regulations. Each Department with access to personal health information will provide a copy of departmental policies and procedures for protecting this information to departmental staff.

V. Obligations on Termination

Upon termination of employment, whether voluntary or involuntary, all tangible and intangible County property must be returned to the County immediately. This includes documents, materials, data files, and records of any kind, including any that contain confidential Information or personal information, and any copies thereof. Also, the terminating employee must immediately notify the County if the employee has confidential information or personal information stored in the employee’s personal computer, or a mobile, cloud, or another storage medium and work with the County to identify all such Information and its location and help ensure it is retrieved and/or permanently deleted by the County (or the County’s designated agent).

VI. Security

To avoid loss of County property, the IT and Maintenance Departments maintain and promulgate security procedures, which include maintaining control of entrances, exits, restricted areas, document control, and record keeping. Specific procedures regarding the protection of County property, traffic throughout the facilities, and designation of restricted areas are issued by the IT and Maintenance Departments and posted on County bulletin boards. In addition, employees are expected to comply with County policies regarding the authorized and secure use of the County’s computer technology, as described in the County’s Security Regulations and the Technology Use and security guideline of this manual. Employees are expected to abide by all of the County’s security procedures.

Avoiding the loss or theft of confidential information or personal identification information is an important part of each employee’s job. Accordingly, employees must observe good security practices. Employees are expected to keep confidential information secure from outside visitors and all other persons who do not have a legitimate reason to see or use such information. Employees are not to remove County property without authorization. Failure to adhere to County policies regarding confidential information and personal identification information will be considered grounds for dismissal.

Given the sensitivity of confidential information and personal identification information, employees may only dispose of such information by secure methods approved by the County. If an employee has any doubts or questions about how to handle confidential information or personal identification information, the employee should consult with the County's IT and Maintenance Departments.

Personal and County-Provided Portable Communication Devices

County-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy regarding the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Some employees may be authorized to use their PCD for business purposes, if approved by the Department Head and County Administrator. A Cell Phone Request Form must be completed by the Department Head and Employee and forwarded to the County Administrator for final approval. Reimbursement for a personal cell phone shall be \$25 for Department Heads and \$10 for all other employees. These employees should work with the IT department to configure their PCD for County use. Communications sent via a personal PCD also may be subject to monitoring if sent through the County's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages, and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a County-provided or personal device, employees must comply with applicable County guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use, and operation of vehicles. Using County-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergencies.

If employees who use a personal PCD for business resign or are discharged, they will be required to submit the device to the IT department for resetting on or before their last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, County information and personal data (such as contacts, e-mails, and photographs). The IT department will make efforts to provide employees with personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of County information. This is the only way currently possible to ensure that all County information is removed from the device at the time of termination. The removal of County information is crucial to ensure compliance with the County's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a County -issued device, the County's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Electronic Communications & Information Systems Policy

I. Purpose and Scope

Langlade County maintains information systems that enable electronic communications and information exchanges, including but not limited to computers, e-mail, telephones, cellular telephones, pagers, voice mail, fax machines, copiers, external electronic bulletin boards, wire services, online services, and access to the internet. The information systems are provided for the purpose of facilitating and supporting legitimate County business. The purpose of this policy is to set forth rules to govern access and use of the County's information systems and to ensure that these systems are not used in a way that violates the law, disrupts the operation of County government, or is otherwise contrary to the best interest of County government.

This policy shall apply to all information systems supplied or supported by the County, including but not limited to systems accessed on or from County premises, accessed using County equipment from any location, or by any methods funded by the County. This policy applies to all of Langlade County government, including its departments, offices, boards, commissions, committees, employees, officials, agents, and volunteers; hereinafter collectively referred to as "user(s)".

II. Compliance with Federal & State Regulations

To the extent that this policy conflicts with any superseding authority, including Federal regulations and/or laws or rules of the State of Wisconsin, then the rules established by the superseding authority shall prevail and the remaining provisions of this policy shall control. This includes the applicable sections of the Electronic Communications Privacy Act of 1986 (18 U.S.C. §§ 2510- 2711); and Wis. Stats. §947.0125.

III. Access and Authority

Each Department Head shall determine which employees/users in their department shall have access to the various information systems covered by this policy. Employees/users are required to sign the Electronic Communications and Information Systems Acknowledgement Form and receive any required training before they are granted access and authorization to use the County's information systems.

The provisions of this policy shall apply to the use of County-owned/provided equipment and/or services from home or other locations off County premises. County-owned equipment (e.g., laptops) may be removed from County premises solely for County work-related purposes under prior authorization from the Department Head. Remote access to the County's network requires the approval of the Information Services Department.

IV. Prohibited Communications

The County's information systems cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- a) Personal business, except as otherwise allowed under Section 5.
- b) Discriminatory or harassing.
- c) Derogatory to any individual or group.
- d) Obscene as defined in Wis. Stats. § 944.21.
- e) Defamatory or threatening.
- f) Illegal or contrary to the County's policy or business interests.

V. Limits on Personal Use

Electronic communication and information systems are provided for County government use only. Personal non-business purposes may be permitted on conditions established by the Information Services Committee. These conditions may include:

- a) Personal use is limited to breaks, lunch, or immediately before/after work.
- b) Personal use must not interfere with the productivity of the employee or his or her co-workers.
- c) Personal use does not involve any activity prohibited by this policy.
- d) Personal use does not consume system resources or storage capacity on an ongoing basis.
- e) Personal use does not involve large file transfers or otherwise deplete system resources available for business purposes.

Concerning personal use of the County's information systems, no expectation of privacy is expressed or implied in any respect related to accessing, transmitting, sorting, or communicating information via the information systems.

User shall be responsible for any applicable taxes regarding personal use of County equipment and information systems.

VI. County Access to Communications

Electronic information created and/or communicated by an employee/user using e-mail, word processing, utility programs, spreadsheets, voice mail, telephones, internet and bulletin board systems, desktop faxes, copiers, and similar electronic media may be accessed and monitored by the County, except for communications which are privileged under the law. For privileged communications, the County will take steps necessary to protect the confidentiality of such communications.

The County reserves the right, at its discretion, to review, monitor, intercept, access, and disclose all messages created, received, or sent over the electronic communication systems for any purpose including, but not limited to cost analysis; resource allocation; optimum technical management of information resources; and detecting use which violates County policies or may constitute illegal activity.

Disclosure will not be made except when necessary to enforce the policy, as permitted or required under the law, or for business purposes. Any such monitoring, intercepting, and accessing shall observe any confidentiality regulations under Federal and State laws.

VII. Security/Appropriate Use

When transmitting information electronically, users understand that such communications may be intercepted by third parties. Anyone receiving an electronic communication in error shall notify the sender immediately. The communication may be privileged, confidential, and/or exempt from disclosure under applicable law.

The County reserves the right to access communications over its information systems to monitor compliance with this policy, however, this right will not extend to communications that are privileged under the law. The County reserves the right to restrict access to its information systems at any time, including but not limited to blocking access to internet sites with inappropriate content.

Unless authorized to do so, those individuals with access to the County's information systems are prohibited from engaging in, or attempting to engage in:

- a) Monitoring or intercepting the files or electronic communications of other employees or third parties.
- b) Hacking or obtaining access to systems or accounts they are not authorized to use.
- c) Using other people's log-ins or passwords except a departmental log-in authorized by the Department Head.
- d) Breaching, testing, or monitoring computer or network security measures.

No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

Users must never install or download software to County computers and information systems, including the networked storage devices without the assistance and approval of the Information Services Department.

Virus-scanning software must not be disabled, modified, uninstalled, or otherwise inactivated. The Information Services Department must be contacted if a virus notification is received.

VIII. Passwords

All administrative login names and passwords for computers and network file servers must be kept on file with the Information Services Department. Users are responsible to maintain the security of their passwords, including changing passwords regularly.

IX. Computer Software Use

Employees/users shall ensure that their use of any proprietary computer software complies with all licensing requirements, and intellectual property rights protected under the law, including but not limited to: The Copyright Act and related amendments (17 U.S.C., §§ 101-1101; 37 CFR.Ch.II). Users shall respect all copyrights and cannot copy, retrieve, modify, or forward copyrighted materials except as permitted by the copyright owner. Employees/users shall not utilize software unless such software has been certified by the Information Services as compliant with software management policies.

X. Encryption

Users should not assume electronic communications are not capable of being intercepted by others. Employees with a business need to encrypt messages (e.g., for purposes of safeguarding sensitive or confidential information) shall submit a written request to their Department Head and/or the Information Services Manager. When authorized to use encryption, the employees/users shall use encryption software obtained for them by the Information Services Department. Employees/users who use encryption on files stored on a County computer must provide their Department Head and/or the Information Services Department with a sealed hard copy record (to be retained in a secure location) of all of the passwords and/or encryption keys necessary to access the files.

XI. Participation in On-Line Forums/Social Networks

Users interested in establishing or hosting a public forum or social networking site related to the County must first obtain the permission of the Information Services Director by completing the Social Networking Access Form, and comply with any conditions of use established by the Director.

Along with any other disclaimers required by the Information Services Director, the user shall include the following disclaimer: "The views, opinions, judgments, and communications expressed are solely those of the author."

The user shall not use the County's logo or other official representations of Langlade County government without the permission of the Information Services Director or County Administrator.

The Information Services Department shall have unrestricted access to monitor the online forum or social networking site. The employee/user shall be responsible to remove any content on hosted social network sites that violates this Policy (i.e., harassing, offensive, derogatory, obscene, or defamatory).

XII. Electronic Records

Communications and records transmitted or stored electronically may be considered public records. The designated legal custodians, under Wis. Stats. § 19.33, are responsible to maintain records for the applicable period prescribed in the County's Records Retention Policy.

Use of Social Media

The County respects the right of any employee to maintain a blog or web page or to participate in personal social networking, Twitter, or a similar site, including but not limited to Facebook and LinkedIn. However, to protect County interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a personal social networking platform, such as Twitter or a similar site, during work time or at any time with County equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages, and social networking platforms, such as Twitter, Facebook, LinkedIn, or similar sites. Any information that cannot be disclosed through a conversation, a note, or an e-mail also cannot be disclosed on a blog, web page, or social networking site.

Whether the employees are posting something on their blog, web page, social networking, Twitter, or a similar site or someone else's, if the employee mentions the County and also expresses either a political opinion or an opinion regarding the County's actions that could pose an actual or potential conflict of interest with the County, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is their personal opinion and not the County's position. This is necessary to preserve the County's goodwill in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter, or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous, or violent is forbidden. County policies apply equally to employee social media usage.

The County encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

Mobile Device Policy

The County prohibits the use of all handheld mobile devices including cell phones, smartphones, tablets, personal organizers, or other devices for work purposes while operating a motor vehicle, or for personal purposes, while operating a motor vehicle during working hours or on County business. Moreover, all use of county-issued mobile devices, or personally owned mobile devices used for work-related purposes, must be made by County policy including the Technology Use and Security Policy, and Section XII thereof relating to "Remote Access to Technology Resources".

Employees may use hands-free mobile devices while driving when safe and lawful to do so. Special care should be taken in situations where there is heavy traffic, inclement weather, or the employee is driving in an unfamiliar area. Employees must adhere to all Federal, State, and local rules and regulations regarding the use of mobile devices while driving.

Under no circumstances are employees allowed to use mobile devices to write, send or read any emails, text, or other written messages for work purposes while operating a motor vehicle, or for personal purposes while operating a motor vehicle during working hours or on County business.

Electronic Surveillance

The County reserves the right to install security cameras in work areas for specific business reasons, such as security, theft protection, or protection of proprietary information. The County may find it necessary to monitor work areas with security cameras when there is a specific job or business-related reason to do so. The County will do so only after first ensuring that such action complies with State and Federal laws. Employees should not expect privacy in work-related areas. Employee privacy in nonwork areas will be respected to the extent possible. The County's reasonable suspicion of onsite drug use, physical abuse, theft, or similar circumstances would be possible exceptions. Employees should contact their supervisor or the Department of Administration if they have questions about this policy.

External Communications

Occasionally employees may be contacted by outside sources requesting information about County matters, including information regarding current or former employees, County-wide projects, or other workplace issues. To avoid providing inaccurate or incomplete information to outside sources, and the possible negative exposure that may result from providing information about the County to outside sources, any employee asked to speak for or on behalf of the County by any outside source should immediately contact the appropriate County official, as detailed below.

Employees violating this policy may be subject to discipline, up to and including termination of employment.

This policy is in no way intended to prohibit an employee from documenting and speaking with outside third parties regarding perceived or alleged unacceptable or illegal working conditions. The policy is also in no way intended to deter any employee from speaking with any individual regarding labor organizing.

I. Media Contacts

The County will respond to media inquiries in a timely and professional manner only through the designated spokesperson. If an employee is contacted by a representative from any media organization (e.g., television, radio, or newspaper reporters) to speak for or on behalf of the County, the employee should notify the media representative that they are not authorized to make a public comment on behalf of the County and immediately refer the media representative to the County Administrator. No employee may communicate with media agents on behalf of the County without prior authorization, or obtaining standing authorization from the County Administrator.

II. Outside Attorneys and Investigators

If an employee is contacted by an outside attorney or investigator regarding County business, including information regarding current or former employees, County projects, or other workplace issues, the employee should inform the inquiring party that they are not authorized to speak on behalf of the County and immediately obtain the individual's name and telephone number. The individual's name and telephone number should then be provided to the Human Resources Generalist. Nothing in this policy restricts an employee from discussing their wages or other terms and conditions of employment with coworkers or others to the extent protected by law.

III. Employment References and Verifications

Employees contacted by outside sources requesting an employment reference or employment verification for a current or former employee should not provide any information to the requesting individual or organization. Instead, employees should refer the requesting individual or organization to the Human Resources Generalist. No employees, other than the Human Resources Generalist or County Administrator, are authorized to provide employment references or employment verifications for any current or former employee. The County's authorized representative(s) may verify dates of employment and last position held but will not disclose any other information unless the current or former employee provides written authorization to the County to provide additional detail.

Dress Code

It is the policy of Langlade County to project a professional, business-like image to customers, clients, visitors, and co-workers.

To achieve this policy, Langlade County requires that employees dress and groom appropriately:

- Is suitable for their job responsibilities and work environment;
- Meets the requirements established for safety reasons; and
- Complies with any department-specific dress code requirements.
- Maintain good personal hygiene (clean and free of offensive odor).
- Keep nails manicured and clean; length should allow for easy cleaning and be compatible with expected tasks.
- Excessive use of perfume or cologne is unacceptable.
- Keep facial hair clean, neat, and well-groomed (if applicable).
- Maintain neat, professional, clean, and controlled hair.

- Visible tattoos that are offensive to others must be covered.

Exceptions to the dress code may be made for the observance of religious belief, qualifying medical condition or disability, and cultural, and ethnic purposes, at management's discretion. Managers or supervisors are responsible for monitoring and ensuring compliance with this policy in their respective departments.

I. Procedures

If the Manager or Supervisor determines that the policy is not being followed, then he/she will inform the employee and the employee will be allowed the opportunity to return to the workplace after changing into the proper attire. Work time lost will be unpaid.

Continuing violations of the dress code may result in disciplinary action.

The Department Head can reserve the right to schedule or cancel a casual dress day based on business necessity.

II. Additional Information

The Department Head may require a more specific dress code for public appearances such as; seminars, customer/client visits, court hearings, public meetings, career fairs, etc.

Nothing in this dress code is intended or should be construed to violate, restrict or discriminate against any employee's actual or perceived race, religion, religious creed, sex, sexual orientation, gender, gender identity or status, gender expression, national origin, ancestry, age, nursing mothers, or any other basis protected by local, State, or Federal laws. If any employee believes that their protected rights based upon a protected class are being restricted or violated in some manner by the dress code, please contact your manager or the Human Resources Generalist so that these concerns can be addressed. Any employee who needs a medical or religious accommodation to the County's dress and grooming standards should contact the Human Resources Generalist.

III. Uniform Allowance

A. Sheriff's Office

Employees required to wear uniforms as a condition of employment shall be provided an initial issue upon hire. After completion of one year's service, employees will thereafter receive an annual Uniform Allowance of:

Corrections Officers: \$ 350.00

Employees that also work as part-time deputies shall receive an additional \$150.00 annual allowance. The Sheriff and Chief Deputy positions shall receive an annual clothing allowance of \$650.00. The Jail Administrator position shall receive a clothing allowance of \$350.00. The uniform allowance is to be utilized for the maintenance and purchase of uniform items only. Payment and administration of the uniform allowance will be made by existing departmental policy.

B. Highway Department

The Highway Department furnishes uniforms to employees in the Paving, Mechanic, Welder, and Foreman positions. Other Highway Department employees are allowed to purchase uniforms and/or coveralls, at

their own expense, through the Department's contracted provider. Administration of the uniform/coverall program will be by departmental policy. Eligible employees in the Highway Department will receive \$225.00 per year for clothing and safety shoes. The annual payment will be made in December each year, to those employees on the active payroll at the time of payment, by departmental policy.

C. Forestry Department

Forestry department staff shall receive an annual clothing allowance of \$225.00 which can be used for the purchase of boots, blue jeans, work shirts, safety shoes, etc.

D. Maintenance Department

Employees have furnished uniforms, through the department's contracted provider, by departmental policy.

Tobacco and Vape-Free County Buildings and Vehicles

Tobacco use contributes to health problems, both directly through the use of tobacco products and indirectly, to non-tobacco users, through involuntary inhalation of tobacco smoke. This section is enacted to reduce health risks associated with tobacco and vape use in Langlade County buildings and vehicles.

I. Definitions

- a) "tobacco products" has the meaning given in Section 139.75, Wisconsin Statutes (1991-92) and includes the following: vape; cigarettes; cigars; snuff; chewing tobaccos; and other kinds of tobacco suitable for chewing and/or smoking in a pipe or otherwise.
- b) "use of tobacco products" means smoking, carrying, or possessing a lighted tobacco product; chewing tobacco, or otherwise using a tobacco product for its intended purpose.
- c) "County building" means any building owned or leased by Langlade County; or the leased portion thereof. This definition includes the Multi-Purpose Building and the leased portions of St. Hyacinth's School building.
- d) "County vehicle" means any vehicle owned or leased by Langlade County.

II. Tobacco Use Prohibited

It shall be unlawful and a violation of this section for any person, whether employed by Langlade County or a member of the public, to use tobacco products in any County building or County vehicle.

III. Exceptions

Tobacco Use prohibition does not apply to those areas where there exists a freedom to use tobacco products by Federal Law or Regulation, or State Statute or rules.

IV. Penalty

Any person violating the provisions of this Ordinance shall forfeit no more than Twenty-Five Dollars (\$25.00) for each violation.

Solicitation, Distribution, and Bulletin Boards

Employees may engage in solicitation on County premises only during their nonworking time. Nonworking time means the time during meals or breaks and before or after work.

Solicitation or distribution in any way connected with the sale of any goods or services for profit is strictly prohibited anywhere on County property at any time. Similarly, solicitation or distribution of literature for any purpose by non-employees is strictly prohibited on County property at any time.

The County has bulletin boards located throughout the facility to communicate with employees. Postings on these boards are limited to items posted by the County, including statutory and legal notices, safety and disciplinary rules, County policies, memos of general interest relating to the County, local operating rules, and other County items. All postings require the prior approval of a Department Head. No postings will be permitted for any other purpose.

Vehicle Use Policy

I. Policy

It is the policy of Langlade County to maintain a fleet of vehicles for business use, to control the use of those vehicles, and to handle the assignment of unassigned vehicles. Some vehicles may be assigned to certain individuals. For these, the Department Head will keep a list of who is driving which vehicle.

Employees must sign out a vehicle and obtain approval for each use. Individuals who are assigned a vehicle for long-term projects do not need to obtain approval each day. These vehicles must remain parked on County-owned property during non-working hours unless otherwise agreed upon.

To maintain our smoke-free environment and as a courtesy to other users/passengers, Langlade County requires, per Ordinance 2-93, that individuals refrain from smoking and vaping in County fleet vehicles.

The following covers all departments that operate vehicles. Refer to your department section for any deviation from these guidelines. All vehicle operations should follow these guidelines as a MINIMUM.

II. Drive Eligibility and Selection

To be eligible to drive a County vehicle, employees must meet all of the following requirements. (Note: changes to items on the driver agreement/eligibility form may result in the loss of the employee's authorization to operate County vehicles.)

It is recommended that all drivers of county vehicles must be age 21 years of age or older. All drivers must have a current, valid driver's license.

The employee must agree via Langlade County Vehicle Use Employee Agreement to:

- Notify their Department Head of any restrictions placed on his/her driver's license;
- Notify their Department Head if his/her driver's license is suspended or revoked;
- Notify their Department Head of all traffic violations for which they have been cited for while operating a county-owned vehicle.
- Complete required mileage logs.
- Present a current, valid driver's license to their Department Head.
- Abstain from the use of alcohol during work hours or while operating a County vehicle.
- Provide a copy of my current personal auto insurance coverage and limits upon request.
- Use a safety belt at all times and make sure all passengers are buckled up while in the vehicle. Exceptions are allowed only where the use of a safety belt is exempt by state statute.

The Department Head will submit a signed Langlade County Vehicle Use Employee Agreement for each driver to the Department of Administration.

III. Responsibility

Each employee who operates a County vehicle (assigned or unassigned) is responsible for ensuring his/her driver's license is current. Employees shall make a walk-around inspection of the vehicle before each use. The employee shall document any notable imperfections of the vehicle. Items that should be included in the walk-around include but are not limited to major scratches, dents, tire pressure, windows clear of obstructions, the as cap is closed, and lights in working order.

Per Resolution 24-01, "a County employee or elected official shall only transport passengers in a County-owned vehicle when the operator of the vehicle is acting within the scope of his/her employment or otherwise actively discharging the duties of his/her position. Only authorized employees are permitted to operate County vehicles." Unauthorized passengers, including but not limited to, personal friends or family members, are prohibited from traveling in County-owned vehicles.

Employees using County vehicles are required to abide by all State and local traffic laws while operating the vehicle. When using vehicles for County business, employees are expected to exercise care, arrange for required maintenance and follow all operating instructions, safety standards, and guidelines.

STATE LAW REQUIRES EVERYONE TO WEAR A SAFETY BELT WHEN IN A VEHICLE. Employees shall fasten their safety belts and make sure all passengers are buckled in while in the vehicle. Exceptions are allowed only where the use of a safety belt is exempt by state statute.

MANDATORY: NO CONSUMPTION OF ALCOHOLIC BEVERAGES DURING WORK HOURS OR WHILE OPERATING A COUNTY VEHICLE.

Employees shall notify the supervisor if any vehicles appear to be damaged, defective, or need repair.

The Department of Administration will keep copies of the Langlade County Vehicle Use Policy Employee Agreements on file. The Department Head is responsible for handling the assignment of a vehicle to their employee. This department will also work to meet requests for reasonable accommodations related to business travel to assist with job-related limitations, as required by the Americans with Disabilities Act.

If an employee or volunteer is required (via his/her job description) to drive a county vehicle, the Department Head will have the individual complete the following form as part of the regular paperwork process before authorizing an employee to operate a county-owned vehicle:

1. Langlade County Vehicle Use Employee Agreement

The vehicle is to be locked when not attended with work articles removed from the vehicle and securely stored when a vehicle is not in use. Work articles may remain in the vehicle if the vehicle is locked in a garage.

The County requires all local fuel purchases to be from the Langlade County Highway Department. The driver is also responsible to return the vehicle to its main location with a full tank of gasoline. The Highway Department will bill the department for fuel and oil charges used.

IV. Procedures

Each department will be responsible to reserve a vehicle for business use according to the procedures required for the vehicle requested.

V. Vehicle Maintenance

Effective vehicle maintenance is necessary to provide a good running and safe vehicle. Drivers shall be responsible for driving a vehicle with care and keeping it in good, safe driving condition. Interiors of vehicles shall be kept clean of all paper, bottles, and, cans. Drivers are responsible for checking the following each time the vehicle is used:

Fuel Supply	Oil Level	Wipers	Body Damage
Brakes	Tires	Lights	Horn

Routine maintenance such as oil changes is the responsibility of the owning department/drivers unless coordinated through a maintenance contract.

VI. Accident Reporting

All accidents or incidents shall be reported immediately to the Department Head and the Langlade County Clerk on the forms located in the glove compartment of the vehicle. Accident packets must be kept up to date and in all insured vehicle's glove compartments. Information such as any witness names, phone numbers, and the license number of the other party is extremely important. Relying on memory a day or two later or assuming that the police report will have this information does not work. These instructions are clear as to notification requirements. It is also important that the driver of the vehicle report the accident promptly to the local police department. Langlade County may require disciplinary action for an employee who is found to be at fault in a preventable accident, or receives a traffic violation, citation while operating a county vehicle.

If an employee sustains injuries in an accident while on a job assignment, a first report of injury must also be completed and reported to the Department of Administration to meet the required reporting procedure for workers' compensation.

VII. Additional Information

If a County vehicle is not available, employees can utilize their vehicle and submit a monthly expense form for mileage reimbursement. When employees operate their vehicle for County business, it is recommended they have the following personal auto insurance coverage:

Per the Wisconsin County Mutual Insurance Corporation, the limits of coverage the employee should have are:

- **\$100,000/\$300,000/\$50,000**
- **\$100,000 per person/\$300,000 per accident Bodily Injury/\$50,000 per accident Property Damage, or**
- **\$300,000 Combined Single Limit**

If desired, the Department Head can request a certificate of insurance from the employee and keep it on file. NOTE: For volunteer workers, the Wisconsin County Mutual Insurance Corporation requires proof of

insurance on the automobile used. Proof of insurance should include evidence that liability coverage is maintained.

Certain vehicles, such as the Sheriff squads, Aging Department buses, and Highway Department equipment, are used for specific business operations on a routine basis. It is understood that persons utilizing these vehicles for their regularly assigned functions will do so without having to obtain approval each time.

Vehicles that are driven less than 10,000 miles a year will be required to have a mileage log completed. The mileage log will be kept in the vehicle and completed when the vehicle is serviced, or refueled. The odometer reading will need to be taken on January 2nd, and December 31st of every year. If a vehicle is driven over 10,000 miles in a calendar year, then a daily mileage log must be kept for the vehicle.

Vehicles shared by departments for business travel shall have a mileage log form documenting the driver's name, a vehicle driven (VIN), date, the beginning and ending odometer reading, destination and purpose of the trip, the number of business miles, gallons of gasoline and any other service for oil, tires, fluids, etc. In instances where a County-owned vehicle is provided to an employee on a 24-hour basis, it is the policy of the County that the employee will abstain from personal use of the vehicle other than for commuting to and from work. When a County-owned vehicle is used for commuting to and from work regularly, this is considered a benefit to the employee and will be included on the employee's W-2 using the formula of \$1.50 per one-way commuting, known as the \$3.00/day rule. If an employee takes a County vehicle home regularly there will be an additional \$15.00 per week income subject to all taxes.

If an employee takes a car home "occasionally" it doesn't have to be assessed as income. For example, if someone is going to a seminar at 6 a.m., and it would be in the opposite direction of where the vehicles are stored, and they take the car home to leave from home.

VIII. Highway Department Vehicles

Highway Department vehicles are not exempt from personal use assessments except for the vehicles driven by the Langlade County Highway Commissioner and the Patrol Superintendent unless they meet an exempt status as listed below:

IX. Vehicles Exempt from Personal Use Assessment

1. Clearly marked police and fire vehicles
2. Unmarked vehicles used by law enforcement officers if the use is officially allowed.
3. Any vehicle designed to carry cargo with a loaded gross vehicle weight (GVW) of OVER 14,000 lbs.
4. A pickup truck with a loaded GVW of 14,000 pounds or less is a qualified non-personal use vehicle if it has been specifically modified so it is not likely to be used more than minimally for personal purposes. For example, a pickup truck qualifies if it is clearly marked with permanently affixed decals, painting, or advertising, **AND** meets either of the following requirements:

Equipped with at least one of the following items:

- a. Hydraulic lift gate
- b. Permanent tanks or drums
- c. Permanent sideboards or panels that materially raise the level of the sides of the truck bed

- d. Other heavy equipment (such as an electric generator, welder, boom, or crane used to tow autos and other vehicles)

Used primarily to transport a particular type of load for which it was specifically designed or significantly modified.

Non-compliance with this policy and procedure will result in disciplinary action.

Holidays

The County observes the following standard holidays each year:

New Year's Day	Thanksgiving Day
Good Friday	Friday After Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve
Floating Holiday**	

Eligible employees will receive a day off on each of the holidays listed above. Floating Holiday must be used in the calendar year. Corrections and Dispatch staff will have President's Day as the observed holiday.

I. Eligibility

Unless otherwise provided in this policy, immediately upon hire, all full-time employees will receive time off with pay at their normal base rate for each county-observed holiday. Casual employees are not eligible for paid holiday benefits. The County reserves the right to determine how many and which holidays will be paid per year. Moreover, all employees are ineligible for holiday benefits while they are on leave of absence.

Non-exempt employees must work their scheduled workday before and after the holiday to be eligible for holiday pay unless the employee is absent with prior permission from their supervisor.

II. Weekends and Vacations

If the actual holiday falls on a Saturday or Sunday, the Friday before or the Monday following the actual holiday will, at the discretion of the County, be declared the observed holiday. The County Administrator may designate a different date for observing a holiday. All offices will be closed on observed holidays, except any County government office, program, or service required by law to remain open and accessible (for example Sheriff's Office). Offices that are required to remain open by law during observed holidays and other designated office closure dates are expected to maintain the minimum staff necessary to meet statutory mandates. Holidays that occur during an eligible employee's vacation/PTO will not be counted as vacation days taken.

III. Pay In Lieu of Time Off

The County may, in its sole discretion, require some or all employees to work on County-observed holidays, in which case the County will provide pay instead of time off.

IV. Rate of Pay

Any employee who performs work on an observed holiday will receive their regular rate of pay for all time worked in addition to the Holiday Pay. Any hourly employee who works on an actual holiday shall receive time and one-half pay for all time worked, unless otherwise dictated by union contracts. The work shifts beginning at 6:00 a.m. or later are considered the actual holiday and will be effective for the entire shift.

Paid Time Off

Langlade County offers a Paid Time Off (PTO) benefit plan which consolidates all paid leave benefits into a single account. The extended leave bank is intended for use in situations where the employee is absent from work due to medical necessity lasting three (3) days or more, Family and Medical Leave (FMLA), or Federal leave. The PTO plan encourages employees to carefully plan their time away from work and maximize time spent on the job. The County expects that employees empowered to control their time at work and away from work will do so judiciously and responsibly.

I. Eligibility

For a new employee, the County Administrator and Human Resources Generalist determine which PTO step will apply at the start of employment. During an employee's initial introductory employment period of the first twelve (12) months of employment, while a probationary employee is on an unpaid leave status, the County will deduct from the accrual of PTO for each day the probationary employee is on an unpaid leave status.

II. Use

Subject to certain limitations discussed below, employees may use PTO as soon as it is accrued. Employees may take PTO for any reason, including the following: vacation, personal illness, medical and dental appointments, emergencies, family care, medical leave, disability leave, or any reason for which paid sick and/or safe leave is allowed under applicable local ordinances, and personal commitments. Nonetheless, employees should make every effort to schedule time off for personal appointments (medical appointments, teacher conferences, auto repairs, etc.) before and after working hours.

All employees must record all absences (whether paid or unpaid) on their bi-weekly timecards.

III. Accrual

Each employee earns PTO hours twice a month, based upon years of service, see the chart below. Newly hired full-time employees will be pre-loaded with 40 hours of PTO and newly hired Part-Time employees will be pre-loaded with one week's worth of hours based on their regular work schedule.

Accrual amounts are added to the employee's PTO bank on the 1st and 15th of each month.

YEARS OF SERVICE	HOURS EARNED TWICE A MONTH BASED ON 20 HOUR WORK WEEK	HOURS EARNED TWICE A MONTH BASED ON 30 HOUR WORK WEEK
------------------	--	--

0	0.84	1.25
1	2.50	3.75
2 to 6	3.34	5.00
7 to 14	4.17	6.25
15 to 19	5.00	7.50
20 +	5.84	8.75

YEARS OF SERVICE	HOURS EARNED TWICE A MONTH BASED ON 35 HOUR WORK WEEK	HOURS EARNED TWICE A MONTH BASED ON 37.5 HOUR WORK WEEK	HOURS EARNED TWICE A MONTH BASED ON 40 HOUR WORK WEEK	HOURS EARNED TWICE A MONTH FOR SHERIFF'S OFFICE DISPATCH AND CORRECTIONS
0	1.46	1.56	1.66	1.67
1	4.38	4.69	5.00	5.33
2 to 6	5.83	6.25	6.67	7.33
7 to 14	7.28	7.82	8.33	9.33
15 to 19	8.75	9.38	10.00	11.33
20 +	10.22	10.94	11.67	13.33

IV. Accrual Limits

For a full-time, employee, the PTO bank shall not exceed 245 hours for 35-hour-a-week employees, 262.50 hours for 37.5 hour-a-week employees, 280 hours for 40 hour-a-week and salaried employees, and 320 for Sheriff's Office Dispatch and Correction employees.

When there is a vacancy in a department and an employee is unable to take PTO time off and they are losing PTO, the Department Head can authorize the payout of PTO that is being lost if the employee's Extended Leave Bank is full. Exceptions may be made by the County Administrator on a case-by-case basis if it is in the best interest of the County. If a Department Head is losing PTO due to a vacancy, then the County Administrator can authorize the payout of the PTO that is being lost. It is the Department Head's responsibility to be sure they have adequate funding within their budget before authorizing the payout. The Department Head will coordinate payment with the Department of Administration. The employee has the option to transfer the amount of PTO that would be lost to their Extended Leave bank upon authorization by their Supervisor.

The maximum number of PTO bank hours for part-time employees will be limited to their percentage of full-time, multiplied by their maximum accrual. (For example: 17.5 hours of a 35-hour position is 50%, therefore, 245 x .50 = 122.50 hours). The maximum hours for part-time employees will be the approved hours for the position.

When the total number of accrued PTO hours in the employee's account exceeds the requisite accrual limit, the excess is automatically subtracted from the total and the employee's bank remains at the maximum amounts as described above.

For purposes of calculating years of service, employees with a date of hire before November 1 shall use a starting date of January 1 of the year of hire. Employees with a date of hire after November 1 shall use a starting date of January 1 of the year after the date of hire.

Accrual multipliers will change on January 1.

A maximum of 200 PTO hours may be transferred to the employee's extended leave bank annually.

For part-time employees, a maximum of 200 PTO hours multiplied by their percentage of full-time may be transferred to the employee's extended leave bank annually (i.e., 85 hours x 50% = 42.50 hours).

V. Usage and Authorization

Employees using planned PTO hours or scheduled time off must seek prior approval from their Supervisor.

Employees are not allowed to use PTO for unscheduled absences unless the employee complies with the applicable departmental policies regarding the use of unscheduled leave, including the amount of advance notice that must be given to the department head or supervisor.

The operational needs of the Department will be considered in granting requests of a non-emergency nature.

PTO must be used in increments of no less than:

- ¼ hour for hourly employees
- 1 hour for salaried employees

Usage of PTO and time worked cannot exceed the normal workday hours for the position.

Employees may donate PTO days to another county employee, as authorized by Personnel Committee and per the approved Employee Leave Sharing Policy.

Any remaining PTO hours at the end of each year will automatically be carried forward into the next year, not to exceed the PTO limits.

Employees, who wish to transfer up to 200 PTO hours annually to their extended leave bank, must complete a PTO distribution form by March 31st, June 30th, September 30th, or November 30th.

Employees who transfer from one County department to another department, where the maximum PTO bank amount decreases, will be paid out any amounts they have in their bank over the new cap. The employee will also have the option to transfer up to 100 hours from their PTO bank to their Extended Leave bank to aid in not losing future PTO time.

VI. Unpaid Leave

An employee's PTO balance shall not be allowed to fall below zero. Once a PTO bank is exhausted, the employee will immediately revert to unpaid time and receive a deduction in his/her pay to compensate for any PTO time taken more than the accrued hours.

Any leave taken after a PTO bank is exhausted is unpaid leave, and if this occurs without the prior permission of the Department head, the employee will be subject to disciplinary action.

VII. Extended Leave Bank

The extended leave bank is intended for use in situations where the employee is absent from work due to a medical necessity lasting three (3) days or more, Family and Medical Leave (FMLA), or for funeral leave.

A doctor's excuse is required if an employee is absent from work due to medical necessity lasting three (3) days or more unless waived by the Department Head.

Hours can be used from the extended leave bank for funeral leave as set forth under Funeral Leave.

At the discretion of the Department Head, the extended leave bank may be used in situations where the employee is absent from work due to injury or illness lasting less than three (3) days.

Employees may not donate extended leave days to a county employee.

All unused extended leave bank hours are carried forward annually.

For purposes of retirement, at the end of each year, the hours earned for that year will be converted to a dollar amount using the employee's hourly rate of pay for that year.

As extended leave bank hours are used, they will be used on a last in, first out (LIFO) basis for calculating the dollar amount of the retiree's payout.

Retired employees will be paid 50% up to 960 hours of the extended leave bank. For payout purposes, the time paid out will be paid on a first in, first out (FIFO) basis.

In the case of the death of a current employee who has completed the six-month introductory period, all unused extended leave remaining in the employee's account shall be paid to the employee's beneficiary or estate.

Existing employees who are elected or appointed into a County elected office (Clerk of Court, County Clerk, Register of Deeds, Sheriff, Treasurer, or Coroner) will have one-half of their extended leave bank paid at the time of retirement, subject to current limits in place.

VIII. Termination of Employment

Employees are expected to provide the following notice of separation of employment to qualify for a payout of certain benefit accruals:

- two weeks for non-department heads
- four weeks for department heads and supervisory positions.

Employees are eligible to receive a payout of PTO hours remaining in their PTO bank at the time of termination provided they give proper notice. An employee in their introductory period will receive a pro-rated payout depending on their length of employment.

No pay-out of Extended leave bank funds occurs at termination of employment, except retirement.

IX. Grandfathered Employees

Employees who, as of 12/31/2012, had earned vacation benefits above the benefit schedule effective 01/01/2013 will be "grandfathered" by maintaining their vacation benefits.

X. PTO For Family Care and Medical Leave Purposes

Employees who request family care or medical leave under the County's FMLA policy generally must apply any accrued and available PTO to the unpaid portion of their family care or medical leave, as permitted by law.

Employee Leave Sharing

Leave sharing is only available to employees who are on Family Medical Leave (FMLA), and employees who have a qualifying condition under FMLA but do not meet the work time threshold for eligibility (i.e., one year of employment). Leave sharing does not extend FMLA benefits.

Leave sharing is only available to employees who have exhausted all other paid leave (comp time, PTO, extended).

Employees who wish to donate leave must submit a written request to their Department Head. (Note: all employees are eligible to donate PTO).

Requests for employee leaving sharing may only be presented to the Human Resources Generalist by the Department Head.

Leave sharing is limited to PTO and PTO and is donated on a 1:1 ratio.

The employee receiving donated PTO must file a statement acknowledging acceptance of the donation and the responsibility for compliance with any reporting requirements for taxation purposes.

When the employee/recipient of leave donations is no longer on FMLA status, any remaining balance of donated PTO shall revert to the employees whose donations of PTO had not been allocated or used within the payroll system.

Leaves of Absence

I. Family and Medical Leave Act (FMLA)

(includes qualifying exigency and military caregiver leave)

The County will provide Family and Medical Leave to its eligible employees. The County posts the mandatory FMLA Notice and provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act in breakrooms.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. If you have any questions, concerns, or disputes with this policy, you must contact the Department of Administration in writing.

A. General Provisions

Under this policy, the County will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered servicemember with a serious injury or illness) during 12 months to eligible employees. The leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

B. Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

- 1) The employee must have worked for the county for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- 2) The employee must have worked at least 1,250 hours during the 12 months immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
- 3) The employee must work in a worksite where 50 or more employees are employed by the County within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

C. Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) The birth of a child and caring for that child.
- 2) The placement of a child for adoption or foster care and to care for the newly placed child.
- 3) To care for a spouse, child, or parent with a serious health condition (described below).
- 4) The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position. A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or the county's sick leave policy are encouraged to consult with the Human Resources Generalist.

If an employee takes paid sick leave for a condition that progresses into a serious health condition

and the employee requests unpaid leave as provided under this policy, the County may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

- 5) Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter, or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service.

The qualifying exigency must be one of the following:

- a. *short-notice deployment*
- b. *military events and activities*
- c. *child care and school activities*
- d. *financial and legal arrangements*
- e. *counseling*
- f. *rest and recuperation*
- g. *post-deployment activities, and*
- h. *additional activities that arise out of active duty, provided that the employer and employee agree, including the agreement on the timing and duration of the leave.*

Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

To care for a covered servicemember, an eligible employee must be the spouse, son, daughter, parent, or next of kin of a covered servicemember.

- a) A "son or daughter of a covered servicemember" means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.
- b) A "parent of a covered servicemember" means a covered servicemember's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents "in law."
- c) Under the FMLA, a "spouse" means a husband or wife, including those in same-sex marriages, which were made legal in all 50 United States as of June 26, 2015.
- d) The "next of kin of a covered servicemember" is the nearest blood relative, other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA to leave to provide care to the covered

servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin. For example, if a covered servicemember has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered servicemember's next of kin. Alternatively, where a covered servicemember has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered servicemember's next of kin. An employer is permitted to require an employee to confirm a covered family relationship to the covered service member under Statute § 82.

“Covered active duty” which means:

- (a) “Covered active duty” for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.
- (b) (2) Covered active duty or call to covered active duty status in the case of a member of the Reserve components of the Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation, by 29 CR 825.102.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be minor.) This type of leave would be counted toward the employee’s 12-week maximum of FMLA leave in a 12-month period.

- 6) Military caregiver leave (also known as covered servicemember leave) is to care for an injured or ill servicemember or veteran.

An employee whose son, daughter, parent, or next of kin is a covered servicemember may take up to 26 weeks in a single 12-month period to take care of leave to care for that service member.

Next of kin is defined as the closest blood relative of the injured or recovering servicemember.

The term “covered servicemember” means:

- (a) a 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
- (b) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

The term “serious injury or illness means:

- (a) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
- (b) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered

servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.

- (c) Outpatient status, concerning a covered servicemember, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established to provide command and control of members of the Armed Forces receiving medical care as outpatients.

D. Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12 months. The county will measure the 12 months as a calendar year (January 1 – December 31). Each time an employee takes leave, the county will compute the amount of leave the employee has taken under this policy since the beginning of the current calendar year and subtract it from the 12 weeks of available leave. The balance remaining is the amount the employee is entitled to take at that time. An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the county will measure the 12 months as a calendar year. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If spouses both work for the county and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the spouses may only take a combined total of 12 weeks of leave. If spouses both work for the county and each wishes to take leave to care for a covered injured or ill servicemember, the spouses may only take a combined total of 26 weeks of leave.

E. Employee Status and Benefits During Leave

While an employee is on leave, the County will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the County will require the employee to reimburse the County the amount it paid for the employee's share of the health insurance premium during the leave period.

Under current county policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received by the Department of Administration by the 10th day of each month. If the payment is more than 30 days late, the employee's healthcare coverage may be dropped for the duration of the leave.

The employer will provide 15 days' notification before the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request the continuation of such benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium.

payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

F. Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits, and other employment terms. The position will be the same or is virtually identical in terms of pay, benefits, and working conditions. The County may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

G. Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's serious health condition or the serious health condition of a family member must use all paid vacation, personal or sick leave before being eligible for unpaid leave. Sick leave may be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

Disability leave for the birth of the child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employer provides six weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, and personal or family leave before being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave before being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave, or sick leave (as long as the reason for the absence is covered by the county's sick leave policy) before being eligible for unpaid leave.

H. Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA to leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill servicemember over 12 months).

The County may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leaving the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption, or foster care of a child, the County and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the

child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach an agreement with the County before taking intermittent leave or working a reduced-hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

I. Certification for the Employee's Serious Health Condition

The County will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition.

The County may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, an HR professional, a leave administrator, or a management official. The County will not use the employee's direct supervisor for this contact. Before the County makes this direct contact with the health care provider, the employee will be allowed to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the County will obtain the employee's permission for clarification of individually identifiable health information.

The County has the right to ask for a second opinion if it has reason to doubt the certification. The County will pay for the employee to get a certification from a second doctor, which the County will select. The County may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the County will require the opinion of a third doctor. The County and the employee will mutually select the third doctor, and the County will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

J. Certification for the Family Member's Serious Health Condition

The County will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

The County may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional, an HR professional, a leave administrator, or a management official. The County will not use the employee's direct supervisor for this contact. Before the county makes this direct contact with the health care provider, the employee will be allowed to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the County will obtain the employee's family member's permission for clarification of individually identifiable health information.

The County has the right to ask for a second opinion if it has reason to doubt the certification. The County will pay for the employee's family member to get a certification from a second doctor, which the County will select. The County may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If

necessary to resolve a conflict between the original certification and the second opinion, the County will require the opinion of a third doctor. The County and the employee will mutually select the third doctor, and the county will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

K. Certification of Qualifying Exigency for Military Family Leave

The County will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

L. Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave

The County will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemembers.

M. Recertification

The County may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days unless circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the County may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The County may provide the employee's healthcare provider with the employee's attendance records and ask whether the need for leave is consistent with the employee's serious health condition.

N. Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the Human Resources Generalist. Within five business days after the employee has provided this notice, the Human Resources Generalist will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the Human Resources Generalist with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the County's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

O. Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the Human Resources Generalist will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

P. Intent to Return to Work from FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, the County may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

II. Wisconsin Family and Medical Leave Act

The County will provide Family and Medical Leave to its eligible employees. The Wisconsin Family Medical Leave Act provides unpaid leave for an employee's serious health condition, the serious health condition of a parent, child, or spouse, or the birth or adoption of a child.

A. Eligibility

A covered employer has at least 50 permanent employees during at least 6 of the last 12 months. Covered employees have worked for the employer for at least 52 consecutive weeks and at least 1,000 hours in the preceding 52-week period.

1. Definition of a serious health condition

Under Wisconsin law, a serious health condition is a disabling physical or mental illness, injury, impairment, or condition involving inpatient care or outpatient care that requires continuing treatment or supervision by a health care provider.

B. Amount of Leave

The County must permit the employee to take up to 2 weeks of leave for their serious health condition in a calendar year, up to 2 weeks for the serious health condition of a parent, child, o, spouse, and up to 6 weeks for the birth or adoption of a child. This leave may be taken as needed in blocks or intermittently as needed by the employee.

This leave, where applicable, will run concurrently with the Federal FMLA leave.

During the leave, the employee's health insurance must be continued under the same conditions as before leaving.

The employee must be allowed to substitute accrued paid or unpaid leave of any other type the County provides.

When an employee returns from leave, they must be restored to the same position or an equivalent position in all terms and conditions of employment.

C. Request for Leave and Certification Requirements

The employee must make requests for planned leave in advance in a reasonable and practicable manner whenever possible.

An employer may require an employee to provide medical certification of the need for leave.

D. Employee Status and Benefits During Leave

The County must maintain the same group health insurance coverage for the employee during the leave as existed before the leave. The same conditions must apply to coverage during the leave that applied before the leave. (For example: If an employee contributed part of the health insurance premium, this

same arrangement will continue for coverage during the leave. If the employer contributed the entire premium, that must also be the case during the leave.)

If health insurance coverage is provided, the employer may require that the employee pay the full premium for eight (8) weeks of coverage into an interest-bearing escrow account in a financial institution. The employer keeps the account. The premium amount can be paid by the employee at regular intervals over a period of 12 months or longer. The employer must return the amount placed in escrow plus interest to the employee when he or she terminates employment with that employer.

If the employee terminates employment with the employer within 30 days after returning from family or medical leave, the employer may deduct the employer's costs for health insurance coverage during the leave from the escrow account. If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request the continuation of such benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

E. Intermittent Leave or a Reduced Work Schedule

Intermittent leave is permitted for all WI FMLA leaves in increments equal to the shortest increment permitted by the County for any other non-emergency leave.

F. Intent to Return to Work from FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, the County may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

II. Other Disability Leaves

In addition to medical or pregnancy-related disability leaves described above, employees may take a temporary disability leave of absence if necessary to reasonably accommodate a workplace injury or a disability under the ADA. Any disability leave under this section will run concurrently with any medical leave to which the employee is entitled. Disability leaves under this section will be unpaid.

Employees taking disability leave must comply with the Family Care, Medical, and Military Family Leave provisions regarding substitution of paid leaves, notice, and medical certification. To apply these provisions, a disability leave will be considered to be a medical leave.

If a disability leave under this section extends beyond 12 weeks in a 12-month period, the employee will not be entitled to any continued employer contributions towards any employee benefit plan unless otherwise required by law. An employee, however, may elect to continue participating in such benefit plans, at the employee's own expense, to the extent permitted by such plans.

The duration of leave under this section shall be consistent with applicable law, but in no event shall the leave extend past the date on which an employee becomes capable of performing the essential functions of their position, with or without reasonable accommodation. For a full explanation of leave duration and reinstatement rights, employees should contact the Human Resources Generalist.

III. Other Leaves of Absence

Military Leave

The County will grant employees a military leave of absence to the extent required by applicable Federal and State law.

In addition to USERRA, Wisconsin provides the following employment protections for returning military members:

- Reemployment requirements for military members enlisted in the U.S. Armed Forces;
- Reemployment requirements for people in active state service, including the National Guard; and
- Fair employment protections prohibiting workplace discrimination based on military service.

Employees, who are obligated to attend the annual two weeks National Guard Camp, and weekend duty, will be compensated for the difference in pay between the gross amount paid by the National Guard and their regular compensation.

Civil Air Patrol Leave

The County will provide employees with up to 15 days of leave per year to participate in emergency service operations of the Civil Air Patrol. Employees may not take more than five consecutive days of leave. Notice and authorization requirements apply to the leave. Leave is unpaid. Job protections apply to employees taking Civil Air Patrol leave.

Jury and Witness Duty

Employees called for jury duty shall be entitled to receive their normal pay from the County for the actual period of such duty, provided they remit the jury compensation to the County and notify Human Resources. Benefit accruals continue while on a paid leave status. If the employee is required to serve as a juror on a day that he/she is not scheduled to work or while on approved PTO, then such employee shall be entitled to retain the juror fees. The County may not discharge, threaten, coerce, or penalize an employee for complying with a jury summons or serving on a jury.

Additionally, employees who have been subpoenaed to testify in an action or proceeding as a result of a crime against them or an incident involving them during the course of their employment must be paid for the time lost from work. The County will not discharge an employee because the employee has been subpoenaed to testify in a criminal case or a proceeding brought before the Children's or Juvenile Code of the Wisconsin statutes. The employee will notify the County the first business day after receipt of a subpoena regarding testifying obligations.

Voting Leave

Employees eligible to vote, and who do not have three consecutive hours off between the time the opening and closing of the polls, may request time off to vote. The County may specify the hours an employee may use.

Election Official Leave

Employees may be absent from work on an election day to serve as election official. Leave is for the entire 24-hour period of each election day during which the employee serves as an election official. Advance notice requirements apply. Leave is unpaid.

Emergency Responder Leave

The County will permit employees who are volunteer firefighters, emergency medical technicians, first responders, or ambulance drivers to be late for or absent from work if they are responding to an emergency that begins before the workday starts. Notification and certification requirements apply. Leave is unpaid. Job protections apply to employees taking emergency responder leave.

Bone Marrow and Organ Donation Leave

Under the Bone Marrow and Organ Donation Leave Act, employees who have worked for the County for more than 52 weeks and at least 1000 hours during the 52 weeks are eligible for up to 6 weeks of unpaid leave in 12 months to serve as a bone marrow or organ donor. Employees may substitute paid or unpaid leave.

Funeral/Bereavement Leave

1. Immediate Family

In the event of a death in the immediate family, each employee shall be given funeral/bereavement leave of up to three (3) days with pay, to take care of necessary funeral arrangements, attend the funeral, and bereave their loss. Immediate family is defined as the employee's current spouse, current domestic/civil-union partner, father, mother, step-father, step-mother, father-in-law, mother-in-law, brother, sister, step-brother, step-sister, children, and step-children. Funeral/Bereavement leave for "immediate family" does not require the substitution of PTO or Extended Leave Bank.

2. Other Family Members

Each employee shall be given one (1) day of funeral/bereavement leave with pay, to attend the funeral of a relative other than a member of the immediate family. This leave shall be limited to the funeral of brothers-in-law, sisters-in-law, aunt, uncle, grandparents, step-grandparents, current grandparent-in-law, grandchildren, niece, or nephew. Funeral/Bereavement Leave for "other family members" requires the substitution of PTO or Extend Leave if additional time is needed.

3. County Employees

Each employee shall receive four (4) hours off with pay to attend the funeral of a County employee or a retired County employee, at the discretion of the Department Head. The County shall have the discretion to limit the number of employees off in cases of emergency.

Personal Leave of Absence

After an employee has exhausted all applicable paid leave benefits, an unpaid personal leave of absence of up to five (5) days per calendar year may be granted at the discretion of the Department Head.

A written personal leave of absence, without pay, for more than five (5) days, but not over six (6) months in any year may be granted by the County Administrator to any full-time employee providing said employee does not accept employment elsewhere or become self-employed. The employee, to whom written leave of absence has been granted, shall be entitled at the expiration of the time stated in such leave, to be reinstated to the position in which the employee was working at the time the leave was granted. For any unpaid leave of absence of thirty consecutive days, no benefits shall be received or accrued (except qualified FMLA leave); however, previously accrued benefits shall not be lost. If an

employee wishes to continue health insurance coverage, the coverage may be continued provided the full premium is paid by the employee.

Employee Benefits

The County provides benefits as described in general terms below. The terms on which benefits are made available to employees are outlined in the governing plan documents. In the event of a conflict between the following descriptions and the terms of the plan documents, the plan documents will control. This handbook is not a plan document and does not create any enforceable rights concerning benefits or otherwise. The County reserves the right to eliminate or modify any of its benefits at any time without prior notice. Employees who have any questions regarding benefits should contact the Human Resources Generalist.

Upon completion of thirty (30) days of the introductory period, the employee is entitled to and may use the following fringe benefits: life insurance and accrued PTO. To be eligible for health insurance employees must be permanent full-time or permanent part-time. A permanent full-time or permanent part-time employee will be eligible for insurance the first month after thirty (30) days of employment with the County, pending they meet the hours required in item B below.

Regular part-time employees who meet the eligibility requirements for health insurance coverage as outlined in the health insurance plan document may enroll in the health insurance plan (s) offered by the County but shall be responsible for paying a prorated portion of the costs of such health insurance, which shall be deducted from their pay. Such regular part-time employees shall receive the following fringe benefits, prorated according to the number of hours worked, compared to the schedule of the department in which they work, including PTO, holiday pay, health insurance, and longevity pay.

Employees working a regular work week of less than seventeen and one-half (17½) hours per week shall receive no fringe benefits.

Casual employees shall not be eligible for any health insurance, pension, or other benefits unless such benefits are specifically contracted for in a written employment agreement between the employee and the County. Wisconsin Retirement System eligibility and enrollment will be administered according to the current policies of the Department of Employee Trust Funds. Health insurance eligibility and enrollment will be administered according to the Langlade County Health Plan Document or Affordable Health Care Act.

I. Insurance Benefits

A. Workers' Compensation Insurance

If an employee suffers an injury or illness as a result of their employment, the employee must contact their Department Head immediately. Medical expenses and wage loss are covered by provisions of the State's Worker's Compensation Act. For an injury requiring medical attention, documentation must be provided by the physician to the Department Head concerning the injury. An injured employee in their healing period receiving worker's compensation shall receive 100% of their regular pay, without having to use paid leave, provided the employee turns all worker's compensation checks (representing Temporary Total Disability or Temporary Partial Disability) received over to the County, and this provision shall not exceed 12 months of employment. The employee's pay will be determined by their normal scheduled hours and normally scheduled overtime.

An employee can choose to receive the worker's compensation benefit directly from the carrier. If this option is chosen it is the employee's responsibility to work with the Department of Administration to work out a payment plan for benefit premiums while out on leave. This arrangement must be set up before any leave of absence.

Once an option is selected, the employee will not be permitted to change their selection during the pendency of the worker's compensation leave.

Any leave of absence due to a workplace injury runs concurrently with all other County leaves of absence. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

The County does not provide workers' compensation benefits, or accept any liability, for any illness or injury that arises from an employee's voluntary participation in any off-duty recreational, social, or athletic activity or event that is not expected or required as part of the employee's work-related duties. Employees who choose to participate in any such off-duty activities may be required to sign a written agreement to confirm that they are voluntarily assuming the risk of injury or illness and releasing the County from any such liability.

B. Health Insurance

The County Group Health Plan will be available for all eligible employees. The terms and conditions of the County's health insurance plan are solely determined by the County Administrator and are subject to change. Changes in the present policy, or carrier, are to be solely determined by the County Administrator or its designee.

To be eligible for health insurance employees must be full-time or permanent part-time. They will be eligible for insurance coverage on the first of the month upon completing thirty (30) days of employment. Eligible employees can choose to enroll or decline coverage during their election period. Coverage will be effective on your eligibility date, provided your completed application is received within 31 days of the date you are eligible. (See Langlade County Group Health Plan Document for more information.)

The employee and employer premium contribution will be determined by the Department of Administration and approved by the Personnel Committee. For eligible permanent part-time employees, the county contribution toward the insurance cost will be prorated, to the extent allowed by law, based on hours worked as a percentage of full-time status.

An open enrollment period will occur each October for coverage effective January 1 of the following year. An election period will occur following a qualifying event, within 30 or 60 days as required by Federal law. (See Langlade County Group Health Plan Document for more information.)

Insurance, while on leave of absence, shall be by the Family and Medical Leave Policy.

Except for FMLA, should an employee be on unpaid leave for ten (10) workdays out of a thirty (30) day calendar period or workday period, the employee shall be required to pay one-half (1/2) of his/her insurance premium. Should an employee be on unpaid leave for thirty (30) workdays, the employee shall be required to pay the full monthly premium.

County elected officials (Clerk of Court, County Clerk, Register of Deeds, Sheriff, Treasurer, or Coroner) shall be eligible for life and health insurance benefits effective the date they take office.

In 2021, Langlade County offered an annual \$5,000 health insurance cash-in-lieu benefit to all employees with 25 years of service to the County. To be eligible for the cash-in-lieu, employees must waive the County's health insurance and must be enrolled in another Employer Sponsored Group Medical Plan.

In 2022, Langlade County expanded their benefit offering to include an annual \$3,000 health insurance cash-in-lieu benefit to all employees who were on the County Health Insurance Plan as of October 1, 2021. To be eligible for the cash-in-lieu, the employee must waive the County's health insurance and must be enrolled in another Employer Sponsored Group Medical Plan. Newly hired employees who do not take the County's health insurance and are enrolled in another Employer-Sponsored Group Medical Plan are also eligible for the \$3,000 annual cash-in-lieu.

Employees enrolled in public insurance programs, such as Medicare, Medicaid, or Tri-Care and employees already waiving the County's coverage prior to 10/1/2021 are not eligible for the Cash-in-lieu payment.

C. Direct Primary Care

Langlade County offers direct primary care services free of charge to individuals covered under the Langlade County Group Health Insurance Plan. Subject to scheduling with their supervisors, employees covered by the Langlade County Group Health Insurance Plan are entitled to take 1-hour of county-paid time off during working hours to attend appointments at the Antigo-Anovia location. If the employee is unable to schedule an appointment at the Antigo-Anovia location, then the employee is granted 2 hours of county-paid time off to attend appointments at an Anovia Clinic of their choice. Employees are prohibited from using County vehicles to attend Anovia appointments. Employees need to schedule any time off with their supervisor.

D. Dental and Vision Insurance

All eligible employees and their dependents currently are eligible to participate in the County's medical, dental, and vision insurance plans starting the first day of the month following 30 days of full-time employment. The premium cost for eligible employees will be provided to you separately. You also may contact the Department of Administration to obtain the current premium schedule.

E. Life Insurance

The State Group Life Insurance Program will be available for all eligible employees. Part-time employees working more than an average of twenty-three (23) hours per week are also eligible. The County will pay 40% of Basic Coverage, employees will pay the difference for Basic Coverage and the employee will pay the full amount for any other elected coverage options. The amount will be deducted from their pay, and the County will make such contributions as may be allowed for participation in the program.

F. Accidental Death and Dismemberment

All eligible employees classified by the County as regular full-time employees currently become eligible for accidental death and dismemberment insurance on the first day of the month following 30 days of full-time employment. The premium cost will be provided to you separately. You also can contact the Department of Administration to obtain the current premium schedule.

G. Flexible Spending Plan

Eligible employees may participate in a Flexible Spending Plan under Internal Revenue Code Section 125. Under this benefit plan, employees may establish a flexible spending account to pay for qualified health care or dependent care expenses on a pre-tax basis. Contact the Department of Administration for more information about this program and contribution limits.

H. Premium Payments for Employees on Leave

The County will pay the employer's portion of premiums for the continuation of County-sponsored group health plan benefits during the first 90 days of any authorized leave. Thereafter, the employee may only continue coverage under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and must pay the full cost of doing so.

If an employee is on approved FMLA leave, the County will permit the employee to continue coverage under County-sponsored group health plans by paying only the amount charged to similarly situated active employees. If an employee does not return to work at the expiration of an FMLA leave, regardless of whether they continued coverage during the FMLA leave, they normally will be eligible to elect COBRA continuation coverage concerning County-sponsored group health plans, with the COBRA qualifying event normally being the expiration of the leave.

I. Conversion/Post-Employment Insurance Options

Under COBRA eligible employees and their dependents may be entitled to continue certain benefit coverage after employment with the County ceases or certain other qualifying events occur. COBRA information is provided separately. In addition, you also can contact the Department of Administration to obtain COBRA information.

J. Insurance Coverage Information

Eligibility requirements and further information concerning insurance coverage are fully explained in the applicable plan documents, summary plan descriptions, and any applicable summaries of material modification, available from the Department of Administration. In all cases, however, the applicable plan document controls any summary or other communication to determine your rights and benefits.

II. Retirement Program

The County will make such contributions to the State Retirement Fund, or the University of Wisconsin-Extension Federal Retirement fund as may be required by law.

An employee will be considered officially retiring from County employment when the Department of Administration receives official notice from WRS/ETF that the employee is officially retiring, and the employee sends written notice to the Department of Administration that he/she is officially retiring from County employment.

An employee's last day worked in the office will be the recorded last day worked.

A. Deferred Compensation Program

Eligible employees may participate in the Wisconsin Deferred Compensation Program. The WDC is a supplemental retirement savings program under the Internal Revenue Code Section 457. Eligible

employees can invest pre-tax or Roth (post-tax) dollars in a variety of investment options. Contact the Department of Administration for more information about this program and contribution limits.

III. Employee Assistance Program

Langlade County understands that employee well-being is important. Langlade County offers an Employee Assistance Program (EAP) that will provide short-term counseling for employees to improve their well-being by managing personal issues in both work and home environments.

The EAP can provide professional, confidential counseling, and help employees identify community resources that may be needed. The EAP is available to employees and any member of their family 24 hours a day.

- Langlade County has access to management training and educational programs through EAP.
- Everyone at some time is faced with personal problems. In most cases, can resolve them, but sometimes a family member needs some help.
- The EAP is available for stress management, household or marital problems, alcohol or other drug abuse, emotional or behavioral difficulties, or personal conflicts.
- In addition to the employee, individuals who live with the employee may utilize this program for short-term counseling services.

A. Eligibility for Services

- Langlade County Employee (full or part-time)
- A household member who lives with an employee of Langlade County

B. Contact Information

Aspirus Employee Assistance Services has counselors available to help you and your family. You can call the confidential helpline 24 hours a day at 800-236-4457 or 715-847-2772.

IV. Other Benefits

In addition to the above, the County also provides or makes available the following benefits to eligible employees:

- Short Term Disability
- Long Term Disability
- Accident Insurance
- Critical Illness Insurance
- Hospital Indemnity
- Cancer Care
- Income Continuation

Additional information on these benefits can be obtained from the Department of Administration.

Revisions to the Employee Handbook

Upon consultation with the Corporation Counsel, the County Administrator may temporarily modify provisions in the Employee Handbook for a period of 60 days. The Administrator shall report the temporary modification to the Personnel Committee. The approval of the Personnel Committee is required in order to approve a formal revision of the Employee Handbook. The approval of the County

Board may also be required if the revision to the Handbook will impose an unfunded financial obligation upon the County.

ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

PLEASE READ THE EMPLOYEE HANDBOOK AND FILL OUT AND RETURN THIS PORTION TO THE HUMAN RESOURCES DEPARTMENT WITHIN ONE WEEK OF EMPLOYMENT.

Employee Name: _____

I acknowledge that I have received a copy of the County's Employee Handbook. I understand that I am responsible for reading the Handbook and for knowing and complying with the policies outlined in the Handbook during my employment with the County.

I further understand, however, that the guidelines contained in the Handbook are guidelines only and are not intended to create any contractual rights or obligations, express or implied, and shall not be construed to create any type of right to a "fair procedure" before termination or other disciplinary action. I also understand that, except for the County's at-will employment policy, the County may amend, interpret, modify, or withdraw any of the provisions of the Handbook at any time in its sole discretion, with or without notice. Furthermore, I understand that, because the County cannot anticipate every issue that may arise during my employment if I have any questions regarding any of the County's guidelines or procedures, I should consult the County's Department of Administration.

I understand and agree that my relationship with the County is "at-will," which means that my employment is for no definite period and may be terminated by me or by the County at any time and for any reason, with or without cause or advance notice. I also understand that the County may demote or discipline me or otherwise alter the terms of my employment at any time at its sole discretion, with or without cause or advance notice.

I understand and agree that the terms of this Acknowledgment may not be modified or superseded except by a written agreement signed by the County Administrator, that no other employee or representative of the County has the authority to enter into any such agreement, and that any agreement to employ me for any specified period or that is otherwise inconsistent with the terms of this Acknowledgment will be unenforceable unless in writing and signed by the County Administrator. I further understand and agree that if the terms of this Acknowledgment are inconsistent with any guideline or practice of the County now or in the future, the terms of this Acknowledgment shall control.

Finally, I understand and agree that this Acknowledgment contains a complete statement of the agreements and understandings that it recites, that no one has made any promises or commitments to me contrary to the foregoing, and that this Acknowledgment supersedes all previous agreements, whether written or oral, express or implied, relating to the subjects covered in this Acknowledgment.

I have carefully read this Acknowledgement of Receipt.

Date: _____ Signed: _____