

# Buffalo County Employee Handbook

Buffalo County  
Buffalo County Courthouse  
407 South 2<sup>nd</sup> Street  
Alma, WI 54610



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## **LETTER FROM THE BOARD**

We look forward to working together, with the employees, on behalf of Buffalo County. The Buffalo County Board of Supervisors recognizes that the effectiveness of the organization is dependent on the contributions, dedication and professionalism that employees bring to their jobs.

The Buffalo County Employee Handbook has been established to provide an orderly procedure for the handling of personnel matters and to promote greater efficiency in personnel administration that meets the social, economic and program needs of the county. These policies and procedures shall apply to all employees except where the terms of a collective bargaining agreement controls. It shall be the responsibility of every member of supervisory staff to administer these policies in a fair and impartial manner.

The system herein established shall be consistent with the following principles:

1. Recruiting, selecting, and advancing employees on the basis of their relative ability, knowledge and skills, including open competition of qualified applicants for initial appointments.
2. Recognizing good job performance, rewarding exceptional performance, and addressing unacceptable performance, all in a fair and timely manner.
3. Fair treatment of all applicants and employees in all aspects of personnel administration without regard to political preference, race, religion, color, sex, age, nation origin, ancestry, sexual orientation, marital status, military participation, or any other legally protected class status and with proper regard to their rights as citizens in accordance with legal statutes.

The provisions set forth in this policy supersede all prior personnel policies and replaces provisions previously found in the collective bargaining agreements for general municipal employees, which have expired, whether written or established by past practice. Because this policy is based on county operational policies, federal and state mandated policies, and present employee fringe benefit programs which are all subject to change, this manual is also subject to change.

The County Administrative Coordinator, in conjunction with the Buffalo County Human Resources Committee, will review the policies in these documents on a continuous basis for accuracy and appropriateness. The County Administrative Coordinator, County Board Committees, Department Managers or individual employees may request revisions or initiation of new policies. The request(s) must be made in writing and directed to the County Administrative Coordinator. The County Administrative Coordinator will address the Buffalo County Human Resources Committee on policy initiation and revisions, as appropriate. All county employees will be notified of any changes.

Open communication regarding these policies will continue to promote greater efficiency in personnel administration that meets the social, economic and program needs of the county.

## **MISSION STATEMENT**

### **Our Mission:**

Buffalo County will provide solution-oriented services to the citizens of Buffalo County through the application of professional skills, adopted plans, and standards which facilitate the growth of the county's economy and enhance the quality of life and preserve the natural environment for current and future generations.

### **Our Guiding Principles:**

Service - Quality, timeliness, and cost efficiency of services with applicable solutions to the challenges that arise are our number one priority. The citizens of Buffalo County are our customers and the reason for our existence.

Professionalism – Our employees are the source of our identity. Their competence, knowledge, and experience reflect on Buffalo County's reputation and vitality.

Integrity – The members of the Buffalo County Board of Supervisors must conduct its business in a manner that is socially and fiscally responsible.

Resourcefulness – The Buffalo County Board of Supervisors will pursue new ways to “get the job done” with the resources available to us.

Innovation – The Buffalo County Board of Supervisors will be open to innovative ways to address issues, provide solutions to difficult challenges, and promote the Board's mission.

Teamwork and Dedication – The Buffalo County Board of Supervisors will work together to make the Board successful.

### **Our Objectives:**

Accuracy – We will assemble the best data and information available and perform objective analysis for decision-making and provide all possible solutions to each of our particular challenges.

Continuous Improvement – Services and functions should always be re-evaluated to ensure quality services to the citizens of Buffalo County.

User Friendliness – With the needs of the public being our uppermost priority, we will work to provide personal assistance to ensure citizens receive prompt and efficient support as requested.

Courtesy and Respect – We will be open to and provide opportunities for the ideas and concerns of others regarding matters of the Board.

# INTRODUCTORY MATTERS

- **OVERVIEW OF HANDBOOK**
- **EQUAL OPPORTUNITY EMPLOYMENT**
- **ORGANIZATION AND ADMINISTRATION**
- **ROLE OF MANAGEMENT**
- **DEPARTMENT WORK RULES**

## **OVERVIEW OF HANDBOOK**

This Employee Handbook has been prepared to provide general information and to assist you in finding answers to common questions. The Employee Handbook cannot anticipate and answer all of the questions that may arise in the course of employment with Buffalo County. It is expected that you will turn to your supervisor and other administrative personnel, as necessary and appropriate, in order to find answers to employment questions that are not addressed, or not fully addressed, in the Employee Handbook.

The Employee Handbook should not be considered an agreement, contract of employment, express or implied, or a promise of treatment or guarantee of any benefits or conditions of employment. It is required that all new and existing employees read and acknowledge receipt of this Employee Handbook (see Acknowledgment Form at the end of the Employee Handbook).

The Employee Handbook will be posted on the Buffalo County Employee Intranet. Any changes made in this Employee Handbook will be brought to the attention of all employees by hard copy or via e-mail.

## **EQUAL OPPORTUNITY EMPLOYMENT**

It is the policy of Buffalo County to provide equal opportunity in employment to all qualified employees and applicants for employment. Buffalo County does not discriminate on the basis of age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, use or non-use of lawful products off the employer's premises during nonworking hours, or any other legally-protected class status. Positive action is required from all employees to help ensure Buffalo County complies with its obligations under state and federal law and does not discriminate with regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms and conditions of employment.

In accordance with the Americans with Disabilities Act (ADA), Buffalo County will reasonably accommodate qualified individuals with a disability so that the individual can perform the essential functions of his/her job. An individual who can accommodate for a job without undue hardship will be given the same consideration for a position as any other applicant.

Safety standards apply to all applicants and employees. Applicants/employees who pose a direct threat to the health/safety of other individuals in the workplace, when such threat

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cannot be eliminated by a reasonable accommodation, shall have their employment status reviewed.

Any employee with questions or concerns about equal opportunities in the workplace, or reasonable accommodation, should bring the issue to the attention of their supervisor. Buffalo County prohibits any form of retaliation for making a report in good faith about issues associated with equal employment opportunity and reasonable accommodation.

## **ORGANIZATION AND ADMINISTRATION**

### **Responsibility and Authority:**

1. **The Buffalo County Board of Supervisors shall:**
  - 1.1 Authorize by resolution any amendments to this Employee Handbook.
  - 1.2 Approve all new non-elected Department Manager appointments as required by State Statutes.
2. **Department Managers shall:**
  - 2.1 Utilize this Employee Handbook as it pertains to their respective departments and keep employees informed of its provisions and amendments.
  - 2.2 Recommend to the County Administrative Coordinator any amendments to this Employee Handbook, which improve County operating efficiency or employment relations.
3. **County Administrative Coordinator shall:**
  - 3.1 Recommend to the Buffalo County Human Resources Committee any amendments to the Employee Handbook from Department Managers, which improve County operating efficiency or employment relations.
4. **The Buffalo County Human Resources Committee shall:**
  - 4.1 Recommend to the Buffalo County Board of Supervisors any amendments to this Employee Handbook by resolution.
  - 4.2 Be responsible for the interpretation, administration and enforcement of this Employee Handbook.

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## **ROLE OF MANAGEMENT**

### **Employer Rights:**

Certain rights and responsibilities are imposed by state and federal laws and regulations. Many of these rights and responsibilities have implications for policies and procedures governing employment. For this reason, the Buffalo County Board of Supervisors reserves any and all management rights regarding employees' employment status. These rights and responsibilities include, but are not limited to, the right to:

- A. Manage and direct County employees;
- B. Direct all operations of the County;
- C. Establish reasonable work rules and schedules of work;
- D. Hire, promote, schedule, transfer and assign employees in all positions;
- E. Suspend, demote, terminate employees or take disciplinary action against employees;
- F. Lay off employees, in whole or in part, because of lack of work or for other business reasons;
- G. Assign work duties;
- H. Introduce new or improved methods or facilities, or change existing methods or facilities;
- I. Contract out for goods and services;
- J. Discontinue certain operations;
- K. Take whatever action is necessary to carry out the functions of the County in situations of emergency.

## **DEPARTMENT WORK RULES:**

Department Managers may develop internal departmental work rules, which are necessary for providing efficient and courteous services to the public and for providing a safe work site for employees, subject to the following:

1. All such rules shall be in writing and copies shall be provided, available, and explained to all affected employees. A copy shall be maintained in the County Administration Office.
2. Any rules established under this section may be declared void if determined by the County Administrative Coordinator or designee to be in conflict with any regulation or law.

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# **GENERAL PROVISIONS**

- **Policy 001. Definitions**

## **POLICY 001. DEFINITIONS**

1. **Purpose:** To provide clarity and consistency when referencing employee positions and any associated employment benefits.
2. **Definitions:** The following words and phrases are utilized in this policy manual will be the definitions set forth, unless a different meaning is specifically afforded to the word or phrase via definition established in the policy.
  - 2.1 **Casual Part-Time Employees** - An individual who is hired and scheduled to meet unexpected needs or perform non-routine activities. Hours are based on notification to the individual and their ability to accommodate the request. Minimum hour requirements exist to receive pro-rated benefits.
  - 2.2 **Good Standing** – An employee is considered in “good standing” if they have not violated any conditions of the Employee Handbook or federal or state laws.
  - 2.3 **Complaint** - A written complaint regarding the interpretation or application of the Buffalo County Employee Handbook or an administrative decision affecting the employee’s working conditions.
  - 2.4 **Emergency** - A sudden and unforeseen combination of circumstances, which calls for immediate action and leaves no time for deliberation. The County Board Chair has the authority to act, without County Board direction or approval, in the event of an emergency.
  - 2.5 **Employee** - A person, other than an elected official of the County, who, in exchange for county salary or wages and fringe benefits, provides the County with certain defined services, subject to the control and direction of a supervisor or the County Board of Supervisors. An “Employee” is an “at will” steward of the County and can be temporarily or permanently removed at any time for any reason not prohibited by law.
  - 2.6 **Elected Official** - The following County positions: Sheriff, Register of Deeds, County Treasurer, County Clerk, Coroner, and Clerk of Circuit Court.
  - 2.7 **Emergency Services** – Include, but are not limited to, Emergency Medical Technicians and Fire and Rescue services.

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- 2.8 Exempt Employee - An employee who is excluded from specific provisions of the Federal Fair Labor Standards Act, such as overtime eligibility, by virtue of being classified as executive, administrative, professional, or certain computer employees and generally paid on a salaried basis
- 2.9 FMLA - The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified reasons with continuation of group health insurance coverage, under the same terms and conditions as if they had not taken leave. FMLA leaves are governed by applicable Wisconsin State and U.S. Federal laws and regulations.
- 2.10 Domestic Partner – As defined by current Wisconsin State Statutes.
- 2.11 Highway Management: Highway Commissioner or his/her designee.
- 2.12 Hire Date - The date an employee begins non-temporary employment.
- 2.13 Length of Service - The employee’s length of continuous service from the employee’s most recent date of hire.
- 2.14 Department Manager - Any county official confirmed by the County Board of Supervisors or hired to assume the responsibility for the operation of a county department.
- 2.15 Non-Exempt Employee - An employee who is covered by the provisions of the Federal Fair Labor Standards Act, classified as an hourly employee and is entitled to receive overtime compensation, or compensatory time off.
- 2.16 Non-Represented Employee - An employee who is not represented by formally recognized collective bargaining units and is classified by such virtue as supervisory, managerial or confidential responsibilities or through voluntary non-representation.
- 2.17 Normal Work Week – A full-time employee consists of forty (40) hours of work in one week, subject to modification by the County Board of Supervisors.
- 2.18 Position Description - A written description of a position containing a title, a general statement concerning the purpose of the position, a list of the

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duties and responsibilities, any supervisory responsibilities, education and/or experience, necessary skills, abilities, certifications, licenses, registrations, physical demands, work environment and any additional information necessary to describe a particular position.

- 2.19 Regularly Scheduled Part-Time - An individual who is hired for a set schedule. This can be either set days or number of hours per payroll period. Minimum hour requirements exist to receive pro-rated benefits.
- 2.20 Satisfactory Evaluation – Annual evaluation that has an average score in the “acceptable” range or higher and proven achievement of the previous year’s goals as agreed upon with their immediate supervisor and approved by the Administrative Coordinator.
- 2.21 Supervisor - An individual reporting directly to management, that is responsible for a unit and/or employees.
- 2.22 Temporary or Seasonal Employees - An individual hired for a limited term to accomplish a project or task and generally for a duration less than, or equal to, five (5) months. Schedule can be forty (40) hours or less per week based on need. No benefits available.
- 2.23 Limited Term Employee: An individual who is hired in periods of excessive workload or to substitute for regularly scheduled employees who are absent from work for long periods of time. Hours are based on notification to the individual and their ability to accommodate the request. Minimum hour requirements exist to receive pro-rated benefits.

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# TIME AT WORK & COMPENSATION

- **POLICY 101. HOURS OF OPERATION**
- **POLICY 102. ALTERNATE WORK SCHEDULE**
- **POLICY 103. OVERTIME & COMPENSATORY TIME**
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- **POLICY 107. EMPLOYEE MEETING ATTENDANCE**
- **POLICY 108. TRAVEL, MEALS AND LODGING**
- **POLICY 109. FLEET POLICY & EQUIPMENT**

## **POLICY 101. HOURS OF OPERATION**

1. **Purpose:** To provide employees with regular work hours and work schedules while ensuring staffing coverage necessary for effective county operations.
2. **Courthouse Hours:**
  - 2.1 Regular courthouse hours are 8:00 a.m. to 4:30 p.m. Monday through Friday for employees working in and from the County Courthouse building excluding corrections/communication officers.
  - 2.2 The Buffalo County Board of Supervisors reserves the right to change these hours.
  - 2.3 If a Department has the need to close or does not have staff in the department during courthouse hours, the Department Manager must get prior approval from the County Administrative Coordinator or County Board Chair. The Department Manager shall make arrangements for a means to handle emergency situations.
3. **Communication/Corrections Officers:**
  - 3.1 The standard daily work schedule will be shifts for twenty-four (24) hour coverage.
4. **Recycling Department Non-Exempt Employees:**
  - 4.1 The standard daily work schedule will be 7:00 a.m. to 3:30 P.M., Monday through Friday. These hours may be seasonally adjusted.
5. **Highway Department Non-Exempt Employees:**
  - 5.1 The normal daily work schedule will be between eight (8) and ten (10) hours per day, Monday through Friday.
  - 5.2 These hours, including, daily start times, may be adjusted by Highway Management as needed for reasons including, but not limited to, seasonal, weather and emergency conditions.

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- 5.3 Highway Management may notify any Highway Department hourly employee(s) that a portion of or all of that workday will be cancelled and that no work will be available for that portion or all of that work day.
- 5.4 In the event of cancellation, employees may substitute accumulated PTO or compensatory time, if available, to allow the employee to be compensated for up to forty (40) total regular hours for the week.
- 5.5 Efforts will be made by Highway Management to notify employees at the end of the work shift for any adjusted start time or shop closure for the following standard work day.
- 5.6 Highway Management shall notify an employee at least forty-five (45) minutes prior to any adjusted start time or closure.
- 5.7 If an employee is directed by Highway Management to stay at a jobsite up to a specified time within the standard daily work schedule, the travel time back to an employee's starting Highway Shop location may go outside the standard work day and the employee shall be compensated for this drive time.
- 5.8 Employees within the Highway Department may be directed to work different schedules within the standard work week as deemed by Highway Management as most advantageous to the County.

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## **POLICY 102. ALTERNATE WORK SCHEDULE**

1. **Purpose:** To enhance the ability of the County to fulfill its responsibilities, to render services to the public, and to enhance employee morale.
2. **Policy:** In certain instances, it may be advantageous for a particular department to offer an employee alternative, regular work hours which differ from the normal established workplace hours of operation.
  - 2.1 It is recommended that such time of work deviations (within the courthouse) be limited to a daily schedule within the hours of 7:00 a.m. to 5:30 p.m., Monday through Friday of each week. However, there may be instances in which other work schedules may be approved by the Department Manager.
  - 2.2 In all instances, the employee requesting the alteration of regularly scheduled hours of work (in excess of three (3) work days) must complete a Buffalo County Alternative Work Schedule Request Form (See Appendix A).
3. **Request:** The completed Alternative Work Schedule Request Form shall:
  - 3.1 Be completed by the employee in advance of any schedule change and fully document the specific reason(s) for the requested alteration of scheduled work hours, and the specific schedule of work hours requested.
  - 3.2 Be submitted to the immediate supervisor for review and recommendation;
  - 3.3 Be submitted to the Department Manager for review and approval if the immediate supervisor is not the Department Manager;
  - 3.4 Be submitted to the County Administration Coordinator for final approval or denial.
  - 3.5 A copy of the form shall be returned to the Department Manager to be shared with the employee of the approval or denial with a copy retained in the County Administration Office.
  - 3.6 The Department Manager shall monitor the alternative work schedule to assure the needs of the department are met.

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## **POLICY 103. OVERTIME AND COMPENSATORY TIME**

1. **Purpose:** To provide a consistent system for distributing overtime and compensatory time in compliance with the overtime-pay provisions of the Federal Fair Labor Standards Act (FLSA).
2. **Definition:** Overtime is any time worked in excess of forty (40) hours within a weekly payroll period beginning on Sunday and ending on Saturday.
3. **Accrual:** Any paid benefit time (paid time off, extended leave bank, nonproductive holiday hours, etc.) shall not be counted as hours worked for overtime purposes.
  - 3.1 Compensatory time shall not accumulate beyond sixty (60) hours unless otherwise addressed in this policy. Exceptions may be approved on a case-by-case basis upon the recommendation of the Department Manager and approval by the County Administrative Coordinator. Any request from the Department Manager shall be in writing and include details supporting the request and a plan for reduction of hours.
  - 3.2 The Department Manager or their designee must develop plans to reduce accumulated compensatory time in excess of sixty (60) hours within three (3) months of the time being accumulated. Exceptions may be approved if written supporting documentation is provided by the Department Manager to the County Administrative Coordinator for up to an additional three (3) months.
4. **Approval:** The employee's Department Manager or their designee will have the right to approve or deny overtime and compensatory time requests. Except in emergencies, all overtime and compensatory time either earned or utilized must be approved in advance and documented on the employee's time sheet.
  - 4.1 An employee who works unauthorized overtime or compensatory time may be subject to employee disciplinary action.
5. **Exempt/Non-Exempt Employees:**
  - 5.1. Each position/employee is designated as either "Non-exempt" or "Exempt" from the federal Fair Labor Standards Act (FLSA) and state wage and hour laws. Appendix E

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- 5.2 Employees classified as “non-exempt” are paid on an hourly basis and entitled to overtime pay for hours worked in excess of forty (40) hours per week.
- 5.3 Overtime for non-exempt employees shall be compensated by payment of one and one-half (1½) times the regular rate of pay, or as compensatory time off of one and one-half (1½).
- 5.4 Employees classified as “exempt” are paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws and are not eligible for overtime pay.
- 5.5 Department Managers and “exempt” supervisory employees are not eligible for compensatory time or overtime.
- 5.6 Exempt professional and administrative personnel as defined by FLSA, excluding Department Managers and exempt supervisory employees, working in excess of their respective hourly and weekly schedules earn compensatory time on the basis of one hour compensatory time for one hour worked as approved by the Department Manager.

**6. Communication/Corrections Employees Overtime:**

- 6.1 Overtime is any time worked in excess of forty (40) hours within a standard work week beginning on Sunday and ending on Saturday. Time worked includes travel to and from trainings held outside of the courthouse building.
  - 6.1.1 Schedules are subject to change due to meetings, staffing needs or training to minimize use of overtime hours.
  - 6.1.2 Overtime will be paid for anything outside the employee’s work schedule if the schedule change is made with less than twenty-four (24) hour notice.
- 6.2 Communications/Corrections cannot accumulate compensatory time. Overtime will be compensated by payment at one and one-half (1 ½) time the regular rate of pay.

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- 6.3 If a communication/corrections employee is called in to work to outside of their normal work shift, the employee shall receive overtime pay at the rate of one and one-half (1 ½) his her/hourly wage. The employee's time sheet shall identify this as "unscheduled".
- 6.4 If a communications/corrections employee is scheduled for training or staff meeting prior to the start of a shift or immediately after a shift or on their scheduled day off, overtime is paid if the employee has excess of forty (40) hours of time worked within the standard work week.
- 6.5 If a communications/corrections employee is requested to remain at work beyond the normal completion of their scheduled work shift to complete assigned duties, time will be credited towards time worked and overtime will be paid if the employee has excess of forty (40) hour of time worked within the standard work week.

**7. Highway Department Overtime:**

- 7.1 Overtime shall be compensated by payment of one and one-half (1 ½) times the regular rate of pay.
- 7.2 Due to flexible daily work schedule, overtime shall be paid for hours worked in excess of forty (40) hours per week in a day or forty (40) in a standard work week beginning on Monday and ending on Friday.
- 7.3 A minimum of two (2) hours shall be paid to employees called into work for outside the standard work week.
- 7.4 All hours on Saturday, Sunday and holidays shall be compensated at one and one half (1 ½) times the regular rate of pay.

**8. Highway Department Compensatory Time:**

- 8.1 Upon approval of Highway Management, in lieu of overtime payout for any overtime accumulated, an employee may accumulate compensatory time at time and one-half (1½) for each hour worked.
- 8.2 Compensatory time may be accumulated up to a maximum of forty (40) hours; if compensatory time is not used, all hours accrued shall be paid out to zero on the payroll following June 30<sup>th</sup> and prior to December 31<sup>st</sup>.

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8.3 Accumulated or earned compensatory time can only be used in at least one-half (1/2) hour increments. If an employee wishes to use accumulated compensatory time, the employee must do so by indicating on the daily time sheet for that day approved by Highway Management.

**9. On Call Pay (Health and Human Services Employees):**

9.1 Employees required to be on call shall be paid at the rate approved by the Buffalo County Human Resources Committee, Buffalo County Finance Committee and Buffalo County Board of Supervisors through the normal budget process.

9.2 Employees performing non-direct duties, i.e. phone contacts, time will be logged in ten (10) minute, non-overlapping increments for the purposes of compensation.

9.3 Direct contact situations will be actual time and shall be compensated at a minimum of one (1) hour.

9.4 Compensation will be in the form of compensatory time at the straight time rate for exempt professional employees.

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## **POLICY 104. PAYROLL & DEDUCTIONS FROM PAYROLL**

1. **Purpose:** To provide standardized payroll procedures in accordance with applicable State and Federal guidelines and to ensure accurate and up-to-date personal information is on file within the County Administration Office for all employees.
2. **Payment of Wages:**
  - 2.1 Method of payment – All county employees shall be paid by direct financial institution deposit after initial pay period or any institutional change.
  - 2.2 Pay Period and Payday – All county employees shall be paid every other Friday. When the payday is a holiday, payroll deposits will be available on the preceding Thursday. If there are any two (2) holidays during a payroll processing week, the payroll deposits will be available the following Monday.
  - 2.3 Payroll Distribution – Employee payroll check facsimiles shall be issued by the County Treasurer’s Office to the Department Manager or designee for distribution to personnel on each payday by placing them in the department’s mailbox except for employees working outside the courthouse which will be mailed via first-class mail to their current mailing address on file.
  - 2.4 Employees Absent on Payday – Check facsimiles for absent employees shall be held by the Department Manager until the employee picks up the check facsimile or has made other arrangements with the employee.
  - 2.5 Pay Upon Leaving Employment – All wages due an employee upon shall separation shall be paid in accordance with Wisconsin State Statues and will be sent to the employee’s last known address of record.
3. **Personal Data Changes:**
  - 3.1 Employees are to notify the County Administration Office of any changes in personal data within two (2) days of any change. Personal mailing addresses, telephone numbers, numbers and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, marital status, W-4 changes, benefit changes, certification of achievements, and other such status reports must be accurate and current at all times.

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- 3.2 An employee not notifying the County Administration Office of a change which affects their payroll deductions may require adjustments in future payroll withholdings or cash repayment.
- 3.3 Department Managers are to notify the County Administration Office within two (2) days of any employee providing them notice of retirement or employment separation. The original signed notice from the employee is to be filed in the employee's personnel records.

**4. Deductions:**

- 4.1 **Employee Responsibility:** If you have any questions or concerns about your salaried status or you believe that any deduction has been made from your pay that is inconsistent with your salaried status, you should immediately notify your Department Manager who can assist you in understanding the information that is required in order to investigate the matter. The employee may be instructed to contact the County Administration Office directly to address any questions or concerns.
- 4.2 **Employer Responsibility:** Buffalo County is committed to investigating and resolving all complaints as promptly, but also as accurately, as possible. Consistent with the U.S. Department of Labor's policy, any complaint will be resolved within a reasonable time given all the facts and circumstances. If an investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed and the County will take whatever action it deems necessary to ensure compliance with the salary basis test in the future. The County Administration Office will work with an employee to resolve any issues that result in an overpayment of wages paid in error to the employee.

**5. Timekeeping:**

- 5.1 **Purpose:** To provide time reporting requirements for all employees of Buffalo County.
- 5.2 **Records:** All employees are required to complete time sheets showing all time worked and absence from work with appropriate codes (hours worked, paid time off, extended leave bank, and so forth) that were incurred for the pay period.

**Policy 104. PAYROLL & DEDUCTIONS FROM PAYROLL**

**Effective Date: May 31, 2015**

**Buffalo County**

**Revised Date: January 23, 2017**

**Employee Handbook**

Employees will mark their time sheets in tenths for the purpose of computing regular hours as follows:

One hour no minutes	1.0	One hour 30 minutes	1.50
One hour 5 minutes	1.08	One hour 35 minutes	1.58
One hour 10 minutes	1.17	One hour 40 minutes	1.67
One hour 15 minutes	1.25	One hour 45 minutes	1.75
One hour 20 minutes	1.33	One hour 50 minutes	1.83
One hour 25 minutes	1.42	One hour 55 minutes	1.92

- 5.2.1 Employees on official business outside the normal work schedule (compensatory time or overtime) shall be clearly noted on their timesheets.
- 5.2.2 Time sheets for each two week pay period must be completed accurately and submitted to the approving supervisor by all employees. Department Managers or their designee shall submit payroll input to the County Administration Office according to the due dates and times noted on the annual payroll calendar.
- 5.2.3 All meal periods and breaks, paid or unpaid, should be noted accordingly on the time sheet.
- 5.2.4 Department Managers will review time records for accuracy and completeness and verify overtime/compensatory/on-call entries prior to submission for data input, sign the timesheet in ink and forward to the County Administration Office.
- 5.2.5 Department Managers are required to initial time sheet for each meal period when authorizing paid time.
- 5.2.6 All Department Managers shall immediately notify the County Administration Office in writing of any personnel changes which may affect the pay status of an employee.
- 5.2.7 The County Administration Office shall maintain central payroll records for all county departments.
- 5.2.8 The County Administrative Office shall be responsible for the preparation of all required reports such as federal or Wisconsin state tax withholding, social security, retirement, health insurance, etc.

**Policy 104. PAYROLL & DEDUCTIONS FROM PAYROLL**

**Effective Date: May 31, 2015**

**Buffalo County**

**Revised Date: January 23, 2017**

**Employee Handbook**

**POLICY 105. TOTAL BASE WAGES & OTHER FORMS OF COMPENSATION**

1. **Purpose:** To review and provide total base wages in accordance with State law which authorizes collective bargaining for total base wages only; to allow for consideration of other forms of compensation outside of collective bargaining.
2. **Policy:** The County is prohibited from engaging in collective bargaining with municipal employees on any form of compensation except for total base wages.
  - 2.1 Premium pay, merit pay, automatic pay progressions and any other form of supplemental compensation may be considered, but not bargained, by the County.
  - 2.2 The wage rates for new hires are established by the Buffalo County Human Resources Committee.
  - 2.3 The County may bargain with units comprised exclusively of public safety employees, as defined by law, on any terms or conditions of employment, including any form of compensation, except as set forth in Wis. Stat. 111.70(4)(mc).

**3. Salary Administration:**

3.1 Supervisory Staff/Employee Salaries:

The Buffalo County Human Resources Committee will review and recommend upcoming year's salaries for all employees to the Buffalo County Finance Committee for approval by the Buffalo County Board of Supervisors during the annual budget process.

3.2 Elected Officers Compensation:

Every two years (or as established by current Wisconsin State Statute) the Buffalo County Human Resources Committee shall review, and recommended to the Buffalo County Finance Committee who will forward to the Buffalo County Board of Supervisors, salary schedules for all elected officers of the County in accordance with the State Statues.

**Policy 105. BASE WAGES & OTHER FORMS OF COMPENSATION**

**Effective Date: May 31, 2015**

**Buffalo County**

**Revised Date:**

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**4. Payroll Administration:**

4.1 The County Administration Office shall:

- 4.1.1 Plan, organize, and develop procedures to ensure effectiveness and accurate reporting and processing of employee payrolls;
- 4.1.2 Ensure that payrolls are processed in accordance with all applicable laws; and
- 4.1.3 Suspend payment or processing of any transaction submitted by any payroll unit or department when it is determined that any applicable laws or county policy may be or has been violated.

**Policy 105. BASE WAGES & OTHER FORMS OF COMPENSATION**

**Effective Date: May 31, 2015**

**Revised Date:**

**Buffalo County**

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## **POLICY 106. EMPLOYEE BREAKS**

1. **Purpose:** To provide employees with regular meal and break periods throughout the normal workday.
2. **Policy:**
  - 2.1 Employees are entitled to a fifteen (15) minute paid break for each four (4) hour periods of work when positions allows.
  - 2.2 If an employee works greater than four (4) but less than six (6) hours, they will be entitled to either a fifteen (15) minute paid break or a thirty (30) minute unpaid lunch break, but not both.
  - 2.3 Breaks cannot be accumulated or used at the beginning or end of a workday or used to extend the lunch break.
  - 2.4 Employees are entitled to a thirty (30) minute unpaid lunch break per eight (8) hour day when positions allow. Department Managers may develop other department rules to address unpaid lunch breaks.
  - 2.5 Department Managers shall make every effort to keep offices open during lunch breaks. If an office must close for lunch breaks, the Department Manager or designee shall:
    - 2.5.1. Place a visible sign as to when the department will reopen; and
    - 2.5.2 Place a visible sign as to where help can be found.

**Policy 106. EMPLOYEE BREAKS**  
**Effective Date: May 31, 2015**  
**Revised Date:**

**Buffalo County**  
**Employee Handbook**

**POLICY 107. EMPLOYEE MEETING ATTENDANCE**

1. **Purpose:** To allow employees the opportunity to interact with committees and establish guidelines for compensation.
  
2. **Policy:**
  - 2.1 Buffalo County employees are encouraged to interact with the Buffalo County Board of Supervisors and participate in County Board and Standing Committee meetings.
  
  - 2.2 Department Manager must approve meeting attendance in order for any employee to be compensated. Such approval shall be documented on the employee's time sheet.
  
  - 2.3 Department Manager may approve personal time off, vacation, compensatory or personal time for an employee to attend any meetings if the absence of the employee does not adversely affect the department during working hours.

**Policy 107. EMPLOYEE MEETING ATTENDANCE**

**Effective Date: May 31, 2015**

**Revised Date:**

**Buffalo County  
Employee Handbook**

## **POLICY 108. TRAVEL, MEALS AND LODGING**

1. **Purpose:** To establish a uniform system for determining county responsibility for expenses incurred by employees while performing official county business.
2. **Policy:**
  - 2.1 Business activities, trips and travel are inclusive to Buffalo County employees.
  - 2.2 No family, friends or others will be allowed to accompany employees during county sponsored activities including travel to/from: trainings, meetings, seminars, conventions, etc.
  - 2.3 Special consideration may be granted upon approval from the Department Manager and the County Administrative Coordinator or Buffalo County Board Chair. Exceptions may be allowed for other government employees to encourage collaboration with other agencies or counties to reduce overall expenses to the County.
  - 2.4 Department Managers will determine departmental travel and training needs and authorize expenditures. Department Manager shall notify the County Administrative Coordinator if the employee's travel and training is beyond the adjoining states to Wisconsin.
3. **Lodging:**
  - 3.1 When overnight lodging is necessary to carry out the business of the County, the cost of such lodging will be paid by the County utilizing the maximum "State Rate" for Wisconsin or if traveling outside of the State of Wisconsin, the rate established by their state.
  - 3.2 Prior approval is required by the Department Manager.
  - 3.3 Lodging expense will be eligible based on distance away from "home" or the County Courthouse. The destination should be a minimum distance of 50 miles (one way).
  - 3.4 Additional evening stay with approval by the Department Manager may be authorized if the commute time home is greater than three (3) hours and anticipated "home arrival" should be after 9:00 PM or scheduled end of conference is after 6:00 PM. Hospitality activities are not included.

### **Policy 108. MEALS, TRAVEL AND LODGING**

**Effective Date:** May 31, 2015  
**Revised Date:** January 23, 2017

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3.5 Sales tax exemption status should always be claimed.

**4. Meal Reimbursement:**

4.1 Employees are expected to utilize meeting meals and hotel breakfasts as provided.

4.2 The County will reimburse an employee for meals at the following rates:

Breakfast	\$7.00
Lunch	\$10.00
Dinner	\$15.00

4.3 Maximum gratuity allowed will be based on 15% of meal and is part of the maximum allowable reimbursement rate.

4.4 Employees are eligible for reimbursement for “morning” or “evening” meals when traveling outside of Buffalo County and occurring outside two hours of their normal work shift, (i.e. for a normal day shift – leaving home before 6:00 AM or arriving home after 6:30 PM.)

4.5 Lunch meals will be reimbursed when in route outside of the County as they would normally occur during a scheduled shift period leaving the courthouse before 10:00 AM and returning to the courthouse after 2:30 PM.

4.6 Elapsed time between reimbursable meals should not be less than four (4) hours.

4.7 Department Managers may grant exceptions on a case-by-case basis and expense is within their department budget.

**5. Mileage Reimbursement:**

5.1 The County shall reimburse an employee for necessary and reasonable travel for use of personal vehicle(s) for work purposes. Use of the county fleet vehicles are encouraged whenever possible.

5.2 Mileage reimbursement will be paid at the established rate per mile by the Buffalo County Finance Committee.

**Policy 108. MEALS, TRAVEL AND LODGING**

**Effective Date: May 31, 2015**

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- 5.3 When the workday begins or ends at a location other than Alma, only differential mileage will be paid.
- 5.4 Proof of vehicle insurance is required to be on file in the County Administration Office to receive the current established mileage reimbursement rate.
- 5.5 The alternative mileage reimbursement rate is \$.26 per mile when proof of insurance is not on file.
- 5.6 Vehicle mileage is not reimbursable for entertainment purposes.
- 5.7 Reimbursement for vehicle mileage for meals will be logged with destination and will be paid within five (5) miles of an event.
- 5.8 Mileage shall be detailed on STATEMENT OF EXPENSES INCURRED FOR THE COUNTY OF BUFFALO which is available on the Employee Intranet signed by the employee and approved by the Department Manager or designee.

**6. Receipts:**

- 6.1 Receipts are required for reimbursement and allocation of expenses as defined by the Internal Revenue Service (IRS). Valid receipts will normally include the following:
  - Name of Store/Restaurant/Hotel, etc. (handwritten if not machine generated)
  - Date of Purchase
  - Description of Purchase
  - Total Cost
  - Purchasers signed name
- 6.2 Failure to provide valid receipts may affect reimbursement amount or the use of account issued credit card.
- 6.3 Allowable expenses shall be detailed on STATEMENT OF EXPENSES INCURRED FOR THE COUNTY OF BUFFALO which is available on the Employee Intranet signed by the employee and approved by the Department Manager or designee.

**Policy 108. MEALS, TRAVEL AND LODGING**

**Effective Date: May 31, 2015**  
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**7. County Issued Credit Cards:**

- 7.1 Some departments have authorized county issued credit cards. Department Managers with county issued credit cards will develop department policy to allow for proper allocation and approval of expenses.
- 7.2 Department Managers needing an emergency expenditure requiring the Use of a county issued credit card shall work with the County Administrative Coordinator or his/her designee.
- 7.3 Receipts are always to be attached.
- 7.4 There should not be any purchase of personal items on a county issued credit card.

**Policy 108. MEALS, TRAVEL AND LODGING**

**Effective Date: May 31, 2015**

**Revised Date: January 23, 2017**

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## **POLICY 109. FLEET POLICY AND EQUIPMENT**

1. **Purpose:** To provide guidelines and assign responsibilities for the safe operation and use of vehicles owned by the County.
  
2. **Policy:** The County has established a fleet of vehicles (automobiles, SUVs and pickups) to be available for business related use by the employees of the County. By making use of a county owned fleet vehicle, the individual's overall risk exposure (liability) will be greatly reduced and the cost of departmental vehicle related mileage reimbursement expense should be diminished, thus leaving funds available for other departmental uses.
  - 2.1 Whenever a county owned fleet vehicle is available for business related purposes, employees are required to use the fleet vehicle in place of a personally owned vehicle unless prior approval is granted from department manager or designee.
  - 2.2 The scheduling and maintenance of the county owned fleet vehicles will be the complete responsibility of the County Administration Office or Department Manager or designee if a county vehicle is assigned to their department. Department Managers will develop policies for scheduling vehicle usage in their control.
  - 2.3 A fleet vehicle (for outside of Buffalo County use) can be reserved through the County Administration Office via e-mail using the County Admin Office e-mail address.
  - 2.4 Reservation priority will be given to business related trips for extended periods/distance traveled for meetings, training, conferences or the transport of multiple authorized passengers via e-mail using the County Admin Office e-mail address.
  - 2.5 All requests for reservation of a county owned fleet vehicle must contain: employee name, departure date and time, destination, and estimated return date and time.
  - 2.6 When multiple duplicated date and time requests are received, preference will be given to the trip(s) which will incur the most out of county mileage during a given period of time, and/or when multiple employees (or authorized passengers) will be attending the same meeting.
  - 2.7 Reservations are confirmed with the information being placed on an Outlook Express calendar (computerized) under Public Folders under County Car that can easily be accessed by all employees.

### **Policy 109. FLEET POLICY AND EQUIPMENT**

**Effective Date:** May 31, 2015

**Revised Date:** January 23, 2017

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- 2.8 The County Administration Office will not normally notify individuals of any changes made to vehicle reservations. However, it is best to periodically verify that a fleet vehicle has been reserved for you by confirming the information contained in the Outlook Express calendar in the Public Folders under County Car.
- 2.9 Please schedule your vehicle usage as far in advance as possible. Reservation alterations (bumping) will not normally be allowed within three (3) working days of the scheduled departure date.
- 2.10 Please be certain to make your vehicle reservations on a timely basis. Please note that fleet vehicles for use solely within Buffalo County are available on a first come, first serve basis and cannot normally be reserved. These in-county vehicles are not normally available for out of county usage.
- 2.11 It is the responsibility of each employee to maintain all Buffalo County vehicles and equipment in a well-kept manner and to perform a safety check of the vehicle. At a minimum, the employee should do a visual check of lights, brake lights and signal checks, horn and tires prior to leaving.
- 2.12 Prior to your departure, please obtain the fleet vehicle keys, fuel card and mileage log from the County Administration Office.
- 2.13 Please fill the fleet vehicle with fuel, before returning keys, if the tank is less than one-half full.
- 2.14 Upon your return, please assure the vehicle mileage log sheet is accurately completed; take the vehicle keys, fuel card and all documents (including any fuel receipts) to the County Administration Office.
- 2.15 If returning a fleet vehicle after normal business hours, please deposit the mileage log sheet clipboard, keys, fuel card and all documents (including any fuel receipts) in the overnight box located in the entryway of the Sheriff's Department entrance.
- 2.16 Please inform the County Administration Office personnel of any problem(s) you encounter with a fleet vehicle, to allow for corrective action to be taken/appropriate maintenance to be completed. Forms are provided on the clipboard to document issues related to the vehicle.

**Policy 109. FLEET POLICY AND EQUIPMENT**

**Effective Date: May 31, 2015**

**Revised Date: January 23, 2017**

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### **3. General Vehicle Usage Policy Guidelines:**

- 3.1 These are not meant to be all inclusive, but rather cover several of the more common questions.
- 3.2 The fleet vehicles are not be used for personal use without express permission of the County Administrative Coordinator, County Board Chair or Department Manager. Any personal mileages may be taxable under IRS regulations and must be noted on the mileage log.
- 3.3 For overall safety purposes, there will be no food consumed in the fleet vehicles by the driver while the vehicle is in motion. No beverage may be consumed in the fleet vehicle if it causes the driver to be inattentive.
- 3.4 In addition, whenever usage of a cell phone is required by the driver, the vehicle must be safely stopped and adequately parked, except Law Enforcement. Violations of this provision are subject to disciplinary action and legal prosecution.
- 3.5 If you do not intend to make use of a fleet vehicle for a county business related trip, you must inform your Department Manager or designee, in writing or by department policy, in advance of your trip, of the specific reason you wish to be exempted from the use of a fleet vehicle.
- 3.6 The appropriate Department Manager or designee will review the request and determine if the request for exemption is to be allowed, based on the merits of the request, and inform the employee of their decision.
- 3.7 In the event an employee does not request an exemption, in advance, regarding the use of a fleet vehicle, or the request for exemption is denied by the Department Manager or designee, and the employee uses a personal vehicle for a business related trip (when a county fleet vehicle is available for use), individual mileage reimbursement will be limited to the rate per mile applied when the appropriate vehicle insurance coverage information is not on file – currently \$ 0.26 per mile.
- 3.8 If the use of a personal vehicle is specifically authorized for a combination business and personal use trip, an employee will be reimbursed the prevailing mileage rate for the mileage incurred on one (1) way only (to the actual location of the business function).

**Policy 109. FLEET POLICY AND EQUIPMENT**

**Effective Date: May 31, 2015**

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- 3.9 The fleet vehicles will be assigned in a consistent predetermined manner by the County Administration Office or department policy if the vehicle is under the control of the department.
- 3.10 Requests for use of a specific fleet vehicle cannot normally be honored. However, exceptions may be granted as appropriate.
- 3.11 Please address all questions to your Department Manager. Your Department Manager will then correspond with the County Administration Office.
- 3.12 There will no doubt be situations or questions that arise which are not covered in this document.
- 3.13 Each such unique situation or question will be addressed by the County Administration Office as they are encountered.
- 3.14 At the conclusion of each use, all debris and equipment must be removed from the vehicle.
- 3.15 The Buffalo County Employee Safety Handbook details the overall policy. This policy will be enforced by random checks performed by the County Administration Office or designee, your governing “Standing” Committee of the County Board of Supervisors or the County Board Chair.
- 3.16 Do not drive under the influence of alcohol, prescription medicines that warn against operating a vehicle, sleepiness, or illegal drugs. Alcoholic beverages or any illegal drugs are not permitted in county vehicles at any time.

**4. Fines Incurred by Employees:**

- 4.1 Any fines (monetary or otherwise) incurred by employees while performing official county business, due to the employee’s actions, are the sole responsibility of the employee, with the exception of Wisconsin Statute 895 (State and political subdivisions thereof to pay judgments taken against officers).
- 4.2 Where applicable, such actions may result in disciplinary action.

**Policy 109. FLEET POLICY AND EQUIPMENT**

**Effective Date: May 31, 2015**  
**Revised Date: January 23, 2017**

**Buffalo County**  
**Employee Handbook**

**Policy 110.**

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**POLICY 111. SALARY CLASSIFICATION & COMPENSATION SYSTEM**

1. **Purpose:** It is the policy of the Employer to administer a uniform employee compensation system.

1.1 The salary and benefits provided by the County to its employees are for the purpose of obtaining and retaining competent individuals to perform services which the County is either required to or discretionally provides to its residents.

1.2 The County will provide salaries and benefits on the basis of external competitiveness and internal equity whenever possible and within the financial limits established.

2. **Goals:**

2.1 Recognize the value each position and employee brings to Buffalo County.

2.2 Pay salaries that are competitive for the work being performed.

2.3 Attract and retain fully qualified employees.

2.4 Increase an employee's understanding of pay administration.

2.5 Increase department manager accountability for administration of pay.

3. **Format:**

3.1 Non-Represented Position Placement on Salary Schedule:

3.1.1 All positions within the Buffalo County Salary Classification & Compensation Schedule (Appendix E) shall be placed in a job classification ("pay grade") based upon factors set forth below.

3.2 Non-Represented Position Titles and Categories:

3.2.1 All positions within the Buffalo County Salary Schedule are assigned an official title and assigned to a pay grade.

3.2.2 All position requests are expected to conform to the identified titles.

**Policy 111. SALARY CLASSIFICATION & COMPENSATION SYSTEM**

**Effective Date: January 1, 2016**

**Buffalo County**

**Revised Date: January 23, 2017**

**Employee Handbook**

3.2.3 New or modified titles shall be approved by the Buffalo County Human Resources Committee as recommended by the Department Manager, Standing Committee and County Administrative Coordinator and reflected on the Buffalo County Salary Schedule.

3.2.4 No position shall be moved between pay grades merely because an employee in the position has greater knowledge, skill or ability than the position requires.

3.3 Ranges:

3.3.1 Each pay grade shall have a step range for each position assigned to the pay grade using the highest and lowest wage for that pay grade.

**4. Salary Administration:**

4.1 Current Non-Represented Employee Placement:

4.1.1 All current employees in positions identified on the Buffalo County Salary Schedule shall be placed at least at Step 1 or Start of their assigned pay scale.

4.1.2 The Buffalo County Human Resources Committee with recommendation from the County Administrative Coordinator and Department Managers may provide placement above the minimum step based on available financial resources to place employees closest to the employee's current salary without a decrease in rate of pay. If the employee's current salary exceeds the maximum rate in their pay grade, the employee's wage shall be "frozen".

4.1.3 Placement in pay grades shall be determined by factors that may include, but are not limited to, education and experience required, scope of supervisory responsibility, knowledge and discretion, customer and client service orientation, occupational skills, exposure and risks, hazards and physical efforts, similar positions in similar counties and internal equity where possible.

4.2 New Hires:

4.2.1 Placement of new hires with the minimum skills and qualifications will normally be hired at Step 1 or Start range.

**Policy 111. SALARY CLASSIFICATION & COMPENSATION SYSTEM**

**Effective Date: January 1, 2016**

**Buffalo County**

**Revised Date: January 23, 2017**

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- 4.2.2 A new hire may be hired up to Step 4 or 12 months subject under the following conditions:
  - 4.2.2.1 The new hire has a level of experience or skill set which enables the employee to perform the job with little or no training immediately upon hire.
  - 4.2.2.2 The market conditions demand a higher starting step.
  - 4.2.2.3 Approval of the County Administrative Coordinator as recommended by the Department Manager with identified funding source within the department's budget to cover expenses.
- 4.2.3 A new hire may be hired above Step 4 or 12 months subject to approval of the Buffalo County Human Resources Committee as recommended by the County Administrative Coordinator and Department Manager.
- 4.2.4 Starting a new hire at Step 7 or 30 months is discouraged.
- 4.2.5 The placement of other current employees within the pay and grade must be considered before approving a new hire at Step 7 or 30 months.
- 4.2.6 The Department Manager must identify a funding source within the department's budget to fill new position to start at Step 7 or 30 months and obtain approval as necessary from the Buffalo County Human Resources Committee and the Buffalo County Finance Committee.

**5. Salary Schedule Adjustments:**

- 5.1 The Salary Schedule may be adjusted at the County's discretion.
- 5.2 Base Wage salary schedule adjustments may be made to the Salary Schedule upon approval of the County Board of Supervisors as recommended by the Buffalo County Human Resources and Buffalo County Finance Committee by resolution under Policy 105 of the Employee Handbook.

## 6. Step Increases:

### 6.1 Current Employees

- 6.1.2 Eligible step increases may occur effective each calendar year commencing on January 1, 2016, and then on January 1st of each subsequent year.
- 6.1.3 Employees must have a satisfactory performance evaluation and achieve accountabilities attributed to their position as identified by the Department Manager or designee in order to qualify for any step increase. Department Managers must approve the step increase.
- 6.1.4 Department Managers shall file the original approved performance evaluation with the County Administration Office on December 1<sup>st</sup> of each year prior to any employee receiving a step increase.
- 6.1.5 Occasionally employees in a classification may exceed upon initial placement when this system was implemented or reach the maximum rate of pay in their current pay grade. This employee's rate of pay will remain constant until the maximum rate of pay in the classification is raised above the employee's current wage rate and the employee has met the criteria to merit a step increase. Otherwise, the employee is considered "frozen" and no step or other increase will occur.

### 6.2 New Employees

- 6.2.1 New employees hired in the last quarter of the calendar year will not be eligible for a step increase until after four (4) months of employment.
- 6.2.2 New employees must have a satisfactory performance evaluation and achieve accountabilities attributed to their position as identified by the Department Manager in order to qualify for any step increase.
- 6.2.3 Department Managers must identify funding sources in the budget to cover recommended step increase for new employees.

## **Policy 111. SALARY CLASSIFICATION & COMPENSATION SYSTEM**

**Effective Date: January 1, 2016**

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**Revised Date: January 23, 2017**

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- 6.3.4 Department Managers shall file the original approved performance evaluation with the County Administration Office prior to any employee receiving a recommended step increase.

**7. Demotion:**

- 7.1 Demotion is the movement of an employee from one pay grade to a lower pay grade resulting from disciplinary measures, as a request for a voluntary demotion, or in response to position/department change(s).
- 7.2 Salary Schedule placements for demotions shall be as follows:
  - 7.2.1 For demotions that occur because of position changes and/or position consolidations (not based on the performance of an employee), the salary shall be “red circled” and frozen at that level until the salary range of the new pay grade catches up to the employee’s salary.
  - 7.2.2 For demotions that occur because the employee voluntarily applied for and accepted a position in a lower pay grade, the salary will be reduced to within the new pay grade applicable to the placement as a step to be determined by the Buffalo County Human Resources Committee as recommended by the County Administrative Coordinator or Department Manager.
  - 7.2.3 For demotions that result because of the employee’s performance or discipline, the employee’s salary will be decreased to within the salary range of the new pay grade and step as determined by the Buffalo County Human Resources Committee as recommended by the County Administrative Coordinator or Department Manager.

**8. Appeal Process:**

- 8.1 Employees in positions included within the Buffalo County Job Classification/Pay Grade system may appeal their initial grade and step placement to the Buffalo County Human Resource Committee within fifteen (15) days of placement. This includes employees who have been placed in a new classification.

- 8.2 If changes occur in an employee's position which may impact the placement on the pay grade, the employee's Department Manager may request a review by the Buffalo County Human Resource Committee. An employee may not initiate a position review, only a Department Manager may do so.
- 8.3 If changes occur in an employee's position which places them in a different classification,
- 8.4 Any employee who disagrees with their direct supervisor or Department Manager's employee evaluation because it results in no step increase may file a request for review to the Buffalo County Human Resource Committee within fifteen (15) days of receiving a written copy of the employee evaluation form.
- 8.5 The Buffalo County Human Resource Committee will review the request and make a determination on each appeal if possible within six (6) weeks of the appeal being filed. The Buffalo County Human Resource Committee's decision shall be final.

**9. Exception to Policy:**

- 9.1 Highway Seasonal Patrolman, Highway Seasonal Mowing and Part-time Employees identified under the Service-Maintenance Job Classification shall have a two (2) step range according to the Buffalo County Job Classification/Pay Grade for Non Represented Employees. Performance Evaluations are not required for seasonal, temporary or limited term employees.

**APPEALS PROCESS FOR SALARY SCALE PLACEMENT OR CLASSIFICATION**

Name of Employee: \_\_\_\_\_

Department: \_\_\_\_\_

Department Manager (if applicable): \_\_\_\_\_

Please state reason(s) why you believe you have not been placed correctly on the salary schedule. Please state whether this disagreement relates to the grade or step placement. (You may attach additional pages.)

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Please state what action you are requesting:

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Department Manager's Comments (if applicable):

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Please attach copy of current job description.

\_\_\_\_\_  
Employee's Signature                      Date

\_\_\_\_\_  
Department Manager's Signature                      Date

County Administrative Coordinator's Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date Received by Administration Office: \_\_\_\_\_

Date Reviewed by Human Resources Committee: \_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_

Date Decision Returned to Employee: \_\_\_\_\_

Date Notification to Department Manager: \_\_\_\_\_

Date Notification to Personnel Advisor: \_\_\_\_\_

# **TIME AWAY FROM WORK**

- **POLICY 201. PAID HOLIDAYS**
- **POLICY 202. LEAVES - BEREAVEMENT**
- **POLICY 203. LEAVES - JURY DUTY**
- **POLICY 204. LEAVES - EDUCATIONAL**
- **POLICY 205. LEAVES – EMERGENCY CONDITIONS**
- **POLICY 206. LEAVES- FAMILY, MEDICAL & MILITARY**
- **POLICY 207. LEAVES - MILITARY**
- **POLICY 208. LEAVES – SICK LEAVE**
- **POLICY 209. LEAVES – PERSONAL TIME OFF**
- **POLICY 210. LEAVES – VOLUNTEER EMERGENCY SERVICES**

## **POLICY 201. PAID HOLIDAYS**

1. **Purpose:** To identify employee holidays and establish a consistent procedure for scheduling and payment.

### **2. Paid Holidays:**

2.1 The courthouse, except the Law Enforcement Center, will be closed on the following legal holidays observed by the County:

New Year's Day  
The Friday before Easter  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
The Day after Thanksgiving  
Christmas Eve  
Christmas Day

2.2 Eligibility:

2.2.1 In order to be eligible for holiday pay, an employee must be on the active payroll the day before and the day after such said holiday.

2.2.2 Holidays within any unpaid period of absence, except Worker's Compensation leave, shall be without pay.

2.3 Scheduling:

2.3.1 In the event that a holiday falls on a Saturday, the proceeding Friday shall be observed as the holiday; should a holiday fall on a Sunday, the following Monday shall be observed as the holiday.

### **3. Holiday Pay for Highway Employees:**

3.1 All non-exempt employees shall receive one and one-half (1 ½) times their regular hourly rate of pay for all hours worked on a holiday in addition to their holiday pay.

## **Policy 201. PAID HOLIDAYS**

**Effective Date: May 31, 2015**

**Revised Date: December 19, 2016**

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**4. Holiday Pay for Communication/Corrections Employees:**

- 4.1 Holiday pay for Communication/Corrections employees will be accrued at eight (8) hours per holiday. All communications/corrections employees will be compensated for eleven (11) holidays per year, for a total of eighty-eight (88) holiday hours. Holiday time must be used in full workday increments; either for an eight (8) hour shift or twelve (12) hour shift. They may take these holidays any time during the year with the approval of the Sheriff or his/her designee. If days cannot be scheduled as time off, said unused days not scheduled before December 31 shall be paid at the hourly rate earned by the employee. In the event of separation, employees who have taken more days than allowable shall have any overpayment deducted from final wages.
- 4.2 If a Communication/Corrections employee works a holiday, the employee shall have an additional four (4) hours of holiday pay added to their holiday accrual balance. A maximum of twenty-four (24) hours of holiday pay may be carried over if an employee works Christmas Eve Day and/or Christmas Day, which must be utilized as pay or time off within the first three (3) months of the year.

**5. Holiday Pay for Part-time Employees:**

- 5.1 Part-time employees shall receive holiday pay up to the number of hours they are normally scheduled to work or it shall be pro-rated based on previous years' hours worked and their current work schedule.

**Policy 201. PAID HOLIDAYS**

**Effective Date: May 31, 2015**

**Revised Date: December 19, 2016**

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## **POLICY 202. LEAVES-BEREAVEMENT**

1. **Purpose:** To grant time away from work for employees for bereavement.
2. **Policy:**
  - 2.1 Funeral Leave:
    - 2.1.1 Immediate Family—All full-time county employees may receive up to three (3) day funeral leave with full pay for the death of a father, mother, sister, brother, spouse, domestic partner, child, step-father, step-mother, step-child, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandparent, or grandchild as approved by the Department Manager at his/her discretion.
    - 2.1.2 The Department Manager may make a recommendation to the County Administrative Coordinator to grant the authorization of up to three (3) days of emergency leave with pay in the event of the death of any member of the employee's family not identified above at his/her discretion.
    - 2.1.3 Pallbearer/Military Funeral—All full-time employees may receive one (1) day with pay when requested to be a pallbearer or to participate in a military funeral. This time shall not be in addition to any funeral day(s) allowed under the Immediate Family provision.
    - 2.1.4 Funeral leave as described above is available to regular part-time employees (minimum 30% employed) for normal hours scheduled to work.
    - 2.1.5 Employee must submit documentation that verifies eligibility for leave when requested by Administration.

### **Policy 202. LEAVES - BEREAVEMENT**

**Effective Date:** May 31, 2015

**Revised Date:** January 23, 2017

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**POLICY 203.**

**LEAVES – JURY DUTY**

1. **Purpose:** To grant time away from work with pay for employees summoned to jury duty.
  
2. **Policy:** An employee shall be given time off with pay when subpoenaed to appear before a court, public body, or commission in connection with county business or fulfill their civic responsibilities when required.
  - 2.1 An employee shall provide prior notice to the Department Manager or designee.
  
  - 2.2 Any witness fees received, less travel allowance, shall be returned to the County Treasurer.

## **POLICY 204. LEAVES – EDUCATIONAL LEAVE**

1. **Purpose:** To provide employees with the opportunity for time off to increase their knowledge, proficiency, ability and skills.
2. **Policy:** Employees may be granted an unpaid leave to further their education, subject to the staffing needs of the department.
  - 2.1 The County shall not reimburse any expenses incurred while on an educational leave.
  - 2.2 Employees may request four (4) hours of paid time off per week—not to exceed forty (40) hours as a lifetime maximum--to further their education if approved by: Department Manager, County Administrative Coordinator, and the Buffalo County Human Resources Committee.
    - 2.2.1 Upon approval, a contract must be signed by the employee and kept on file in the County Administration Office. (Appendix F)
    - 2.2.2 If an employee chooses to separate employment with Buffalo County within two (2) years of utilizing the four (4) hours off of paid time per week clause, or failed to obtain their degree, the time paid must be reimbursed to Buffalo County at the pay rate the employee was at when the time was utilized and shall typically be deducted on their final payroll payment.

### **Policy 204. LEAVES – EDUCATIONAL LEAVE**

**Effective Date: May 31, 2015**

**Revised Date: January 23, 2017**

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## **POLICY 205. LEAVES - EMERGENCY CONDITIONS**

1. **Purpose:** To provide a plan for employees in the event of an emergency closing due to inclement weather or other emergency situation.
2. **Policy:** Buffalo County makes every effort to maintain its normal schedule of operations.
  - 2.1 Emergency Absences and Shut-Down of Facilities:
    - 2.1.1 The County Administrative Coordinator or designee in concurrence with Highway Management and/or Sheriff, Public Health Officer or Emergency Management Director may order certain departments to be closed or staffing curtailed due to inclement weather or inability to provide a work site (i.e., lack of electricity, lack of heat or air conditioning).
    - 2.1.2 Emergency closure of the courthouse will be communicated through Department Managers or Elected Officials. The County Administrative Coordinator or his/her designee will contact the Department Managers and Elected Officials who will then notify the employees in their departments or offices.
  - 2.2 Weather Conditions:
    - 2.2.1 If the courthouse is closed before noon, employees reporting to work will be paid for actual time worked.
    - 2.2.2 If the courthouse closed after noon, employees reporting to work will be paid for the whole workday.
    - 2.2.3 If the courthouse closed prior to opening for the day, the employee may charge lost time to accumulated PTO.
    - 2.2.4 If an employee has no accumulated PTO, they may charge lost time to time off without pay.
    - 2.2.5 Department Managers may allow the employee to make up lost time within the same week.
    - 2.2.6 Lost time may not be charged to PSLB time.

### **Policy 205. LEAVES – EMERGENCY CONDITIONS**

**Effective Date: May 31, 2015**

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- 2.2.7 Employees failing to report for work in a timely manner due to inclement weather conditions will be paid only for those hours actually worked.
  - 2.2.7.1 Employees may apply accrued PTO to receive full pay for scheduled hours absent.
  - 2.2.7.2 If accrued time is not available all absent hours shall be without pay with the Department Manager's approval.
  - 2.2.7.3 Department Managers may allow the employee to make up lost time within the same week.
  - 2.2.7.4 Lost time may not be charged to PSLB

2.3 Other Conditions:

- 2.3.1 In conjunction with local health and/or safety authorities, the County Administrative Coordinator or designee may decide to close a work site or take other emergency measures in order to safeguard the health and welfare of employees and the public and/or because a situation exists affecting the ability of employees to perform their job. Examples of emergency conditions might include power outages, a natural disaster, or a quarantine imposed by health officials. Under such circumstances, the County may authorize paid leave status for employees.

**Policy 205. LEAVES – EMERGENCY CONDITIONS**

**Effective Date: May 31, 2015**  
**Revised Date: January 23, 2017**

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## **POLICY 206. LEAVES - FAMILY, MEDICAL & MILITARY**

1. **Purpose:** Child rearing, family illness, employee medical leave, and military call-to-duty and military caregiver leave are available to employees as specified below. The intent of this Policy is to comply with both the Wisconsin and Federal Family and Medical Leave Acts. Should this policy conflict in any way with the applicable federal and state statutes or regulations, the statutes, or regulations will control.
2. **Policy:** Eligible employees may qualify for unpaid leave under Wisconsin's Family and Medical Law (§103.10, Wis. Stats.) and/or the federal Family and Medical Leave Act. When applicable, the leaves shall run concurrently. Employee rights posters for both laws are in the workplace for reference by all employees. An explanation of employee rights and responsibilities are set forth below.

### 2.1 Basic Leave Entitlement - Federal:

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

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

### 2.2 Basic Leave Entitlement - State:

2.2.1 State FMLA requires covered employers to provide, on a calendar year basis, the following unpaid, job-protected leave to eligible employees for the following reasons:

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2.3 Family Leave:

2.3.1 Up to a maximum of six (6) weeks per twelve (12) month period for the birth or adoption of a child. The leave must begin no earlier than 16 weeks before estimated birth or placement and no later than 16 weeks after birth date or placement of the child.

2.3.2 Up to a maximum of two (2) weeks leave per twelve (12) month period to care for a child, spouse, domestic partner, parent or parent-in-law, or parent of a domestic partner who has a serious health condition.

2.3.3. Total maximum time is eight (8) weeks per twelve (12) month period.

2.4 Medical Leave:

2.4.1 A maximum of two (2) weeks per twelve (12) month period for the employee's serious health condition.

2.5 Bone Marrow and Organ Donation

2.5.1 Up to six (6) weeks leave per twelve (12) month period for the purpose of serving as a bone marrow or organ donor

2.5.2 The employee must provide Buffalo County with written verification that the employee is to serve as a bone marrow or organ donor and so long as the leave is only for the period necessary for the employee to undergo the bone marrow or organ donation procedure and to recover from the procedure.

2.6 Military Family Leave Entitlements:

2.6.1. Exigency Leave:

2.6.1.1 Under the Federal FMLA, a qualifying exigency may arise when an eligible employee with a spouse, son, daughter, or parent in the Armed Forces (including National Guard and Reserves) is on covered active Duty or has been notified of impending call or order to covered active duty in support of a contingency operation with deployment in a foreign country.

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2.6.1.2 Eligible employees may take up to 12-workweeks of unpaid leave. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

2.6.1.3 In addition, parental care leave is an exigency leave category when a military member's parent is incapable of self-care and certain activities, such as arranging for alternative care, arise from the military member's covered active duty.

## 2.6.2 Caregiver Leave:

2.6.2.1 Federal FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member, during a single 12-month period.

2.6.2.2 A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, or a covered veteran, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

2.6.2.3 In addition, a serious injury or illness includes injuries or illnesses that existed before the service member's active duty and that were aggravated by service in the line of duty on active duty.

“Covered Veterans” must meet one of four definitions of “serious injury or illness.”

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2.7 Benefits and Protections:

- 2.7.1 During Federal and State FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work.
- 2.7.2 If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave.
- 2.7.3 Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- 2.7.4 Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

2.8 Eligibility Requirements:

- 2.8.1 Federal: Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.
- 2.8.2 State: Employees are eligible if they have worked for a covered employer for more than 52 consecutive weeks, for a minimum of 1,000 paid hours, and if at least 50 employees are employed by the employer on a permanent basis.

2.9 Definition of Serious Health Condition:

- 2.9.1 Federal: A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

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- 2.9.1.1 Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.
- 2.9.2 State: “Serious health condition” means a disabling physical or mental illness, injury, impairment, or condition which requires inpatient care in a hospital, nursing home or hospice, or outpatient care that requires continuing treatment or supervision by a health care provider.
- 2.10 Use of Leave: Under some circumstances, employees may take FMLA leave on an intermittent basis. Intermittent leave may be taken in the smallest increment allowed by the County for any other type of leave.
  - 2.10.1 Federal leave based on a birth or child placement may only be taken intermittently on a reduced leave schedule if the County agrees.
  - 2.10.2 State family leave for birth/placement or care of a child, spouse, domestic partner, parent or parent-in-law, or parent of a domestic partner with a serious health condition may be taken as partial absences from employment if scheduled so not to unduly disrupt the County’s operations.
  - 2.10.3 Federal leave based on a serious health condition of an employee, employee’s child, spouse or parent (including covered service members) may only be taken intermittently or on a reduced-leave schedule when medically necessary, unless the County agrees otherwise.
  - 2.10.4 State medical leave for self may be taken in non-continuous increments as medically necessary.
  - 2.10.5 No leaves will be granted in daily or hourly increments of less than those specified in policies or labor agreements.

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- 2.10.6 Employees shall make a reasonable effort to schedule medical treatments so they do not unduly disrupt current operations and they shall provide the County with reasonable advance notice.
- 2.10.7 Leave due to qualifying exigencies may also be taken on an intermittent basis.
- 2.11 Substitution of Paid Leave for Unpaid Leave:
  - 2.11.1 Federal: Buffalo County requires the use of paid time leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the County's normal paid leave policies.
  - 2.11.2 State: An employee may substitute, for portions of family leave or medical leave, any type of paid leave provided by the County or choose to take unpaid leave.
- 2.12 Employee Responsibilities:
  - 2.12.1 Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable.
  - 2.12.2 When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an County's normal call-in procedures.
  - 2.12.3 Employees must provide sufficient information for the County to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave.
  - 2.12.4 Employees also must inform the County if the requested leave is for a reason for which FMLA leave was previously taken or certified.

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- 2.12.5 Employees also may be required to provide a certification and periodic recertification supporting the need for leave.
- 2.13 Employer Responsibilities:
  - 2.13.1 Covered employers must inform employees requesting leave whether they are eligible under FMLA.
  - 2.13.2 If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities.
  - 2.13.3 If they are not eligible, the County must provide a reason for the ineligibility.
  - 2.13.4 Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement.
  - 2.13.5 If the County determines that the leave is not FMLA-protected, the County must notify the employee.
- 2.14 Unlawful Acts by Employers:
  - 2.14.1 FMLA makes it unlawful for any employer to:
    - 2.14.1.1 Interfere with, restrain, or deny the exercise of any right provided under FMLA;
    - 2.14.1.2 Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.
- 2.15 Enforcement:
  - 2.15.1 Federal: An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

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- 2.15.2 State: An Employee who believes his or her rights have been violated may, within 30 days after the violation occurs, or the employee should reasonably have known that the violation occurred, file a complaint with the Department of Workforce Development, Equal Rights Division.
- 2.15.3 FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.
- 2.16 Military Leave:
  - 2.16.1 A military leave of absence will be granted to any employee who volunteers or is called to active duty in any branch of the “uniformed services.”
  - 2.16.2 The employee’s re-employment rights will be governed by federal and state law.
  - 2.16.3 Under federal law, military leave is also granted to qualifying employees who are family members of service members.
  - 2.16.4 Employees on leave for an annual two-week tour of duty shall be paid the difference between their total military pay (including housing allowances, etc.) and the pay they would have normally earned had they worked.

**Policy 206. LEAVES – FAMILY, MEDICAL & MILITARY**

**Effective Date: May 31, 2015**

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## **POLICY 207.**

## **LEAVE – PERSONAL LEAVE**

1. **Purpose:** To provide employees with a flexible means of utilizing paid leave time.
2. **Policy:**
  - 2.1 Unpaid Leave:
    - 2.1.1 Any employee requesting an unpaid leave shall submit the request in writing to the Department Manager thirty (30) days in advance and shall state the reason for such leave and the period of time to be absent. The thirty (30) day notice may be waived under emergency circumstances by the County Administrative Coordinator.
    - 2.1.2 A leave of absence without pay may be granted to protect the length of service and benefit rights of an employee whose services might otherwise be terminated.
    - 2.1.3 An unpaid leave may only be granted when it is reasonably expected that the employee will return to employment when the conditions necessitating the leave have changed; and when granting a leave is in the best interest of the County.
    - 2.1.4 The County Administrative Coordinator may authorize unpaid leaves for up to thirty (30) calendar days.
    - 2.1.5 Any leave extending over thirty (30) calendar days shall be submitted to the County Administrative Coordinator with a recommendation by the Department Manager or direct supervisor to be presented to the Buffalo County Human Resources Committee at their next regular meeting for their review and consideration.
    - 2.1.6 The employee shall be notified of any action taken within five (5) working days of the determination.

**Policy 207. LEAVES - PERSONAL**

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- 2.2 Unpaid Leave Restrictions:
  - 2.2.1 Unpaid leaves of absence shall not be granted to allow an employee to seek other employment.
  - 2.2.2 Unpaid leaves shall normally not exceed periods exceeding one (1) year, except as provided for in the MILITARY LEAVE portion of this document.
- 2.3 Benefits During Unpaid Leave:
  - 2.3.1 No benefits (i.e., life insurance, health insurance, PTO/PSLB) shall be accrued during leaves of absence for personal reasons if the leave is for more than fourteen (14) calendar days.
  - 2.3.2 Length of service shall continue to accrue during leaves of absence for personal illness and injury due to accident.
  - 2.3.3 The employee may continue health insurance by remitting monthly premium payments to the appropriate County Administration Office. Such insurance shall be cancelled if the employee fails to remit payment upon notice of delinquency.
- 2.4 Expiration of Unpaid Leave:
  - 2.4.1 An employee may return to work at an earlier date than scheduled if approved by the Department Manager.
  - 2.4.2 Any employee failing to return to work upon expiration of unpaid leave shall be considered to have resigned, not in good standing.
- 2.5 Return to Service After Unpaid Leave:
  - 2.5.1 Upon expiration of leave, excluding unpaid leaves exceeding six (6) months, the employee may be reinstated to the vacated position or equivalent position, provided stated qualifications are met.

**Policy 207. LEAVES - PERSONAL**

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2.5.2 Employees on unpaid leaves exceeding six (6) months may be eligible for reinstatement to a vacant position for which qualified, if available.

2.6 Unauthorized Absence and Tardiness:

2.6.1 An employee absent from duty without approval, including tardiness, may not be paid for absent time, nor may absent time be made up. Such absences are subject to disciplinary action, which may include discharge. However, it is recognized that there may be extenuating circumstances and due consideration may be given in each case.

2.6.2 Department Managers shall develop protocol for employees to request PTO/Vacation prior to shift schedule. If an employee does not follow the established protocol, the employee may be considered absent and may be subject to disciplinary action, which may include discharge.

## **POLICY 208. LEAVES – SICK LEAVES**

1. **Purpose:** To provide employees with a means of utilizing accrued sick leave time.

### **2. Personal Sick Leave Bank (PSLB):**

2.1 Each employee has a Personal Sick Leave Bank (PSLB) account, except for represented Law Enforcement employees.

2.2 Accrued sick leave is placed in the PSLB upon start-up of the program, and thereafter is added at an annual basis.

Maximum levels of the PSLB are:

480 hours for a full-time employee  
360 hours for 75% part-time employee  
240 hours for 50% part-time employee  
144 hours for 30% part-time employee

2.3 Exceptions to these hours will be employees with more than 480 hours, up to a total of 720 hours, as of the effective date (June 1, 2013) or for Communications/Corrections Officers hired before April 6, 2014 with more than 480 hours up to a total of 800 hours, as of the effective date of January 1, 2017 of this policy. No additional hours may be added to an employee's PSLB account if the amount exceeds 480 hours.

2.4 Time placed in the PSLB is available for extended illness of greater than three (3) days or Family Medical Leave.

2.5 The employee's PTO account is used to cover illnesses of three (3) days or less. However, when an illness is greater than three (3) days, the use of PSLB time will revert to the first day.

2.6 A medical physician's statement will be required for the employee to use the PSLB time. If a FMLA event occurs FMLA forms and procedures will be required for use of PSLB hours, subject to applicable state and federal law.

## **Policy 208. LEAVES – SICK LEAVE**

**Effective Date: May 31, 2015**

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**POLICY 209.**

**LEAVES – PERSONAL TIME OFF (PTO)**

1. **Purpose:** The purpose of the Paid Time Off (PTO) Plan is to provide regular full-time and regular part-time employees a flexible means to carefully plan their time away from work and maximize time spent on the job.

1.1 PTO can be utilized for any purpose, subject to approval by the Department Manager. At a minimum, documentation of PTO must be recorded on the individual employee’s timesheet.

1.2 This benefit is available to regular non-represented employees. Temporary, seasonal and casual employees and elected officials are not eligible for PTO.

2. **Earning Time:**

2.1 PTO time is earned based on length of service and number of regular hours, up to a maximum of 80, paid in each pay period.

2.2 The number of hours paid is calculated by a multiplier to determine PTO hours credited to the employee per pay period.

2.3 This time is available after it is accrued.

Based on 2080 Work Hours Annually				
Multiplier Level	Years of Service	Annual Limit (in hours)	Multiplier	Full Time Accrual Amount (per pay period)
Level 1	0 – 4	176	0.0846	6.77
Level 2	5 – 9	216	0.1038	8.30
Level 3	10 – 14	240	0.1154	9.23
Level 4	15 – 19	256	0.1231	9.85
Level 5	20 – 24	272	0.1308	10.46
Level 6	25 plus	296	0.1423	11.38

Note: 0 – 4 means from the beginning of employment to the end of the 4<sup>th</sup> year; 5 – 9 means from the beginning of the 5<sup>th</sup> year to the end of the 9<sup>th</sup> year, etc.

3. **Accumulation:**

3.1 Each employee has a PTO account.

**Policy 209. LEAVES – PERSONAL TIME OFF**

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- 3.2 As time is earned it is credited to the account.
- 3.3 Maximum PTO Accumulation is:
  - 320 hours for a 100% full-time employee
  - 240 hours for 75% part-time employee
  - 160 hours for 50% part-time employee
  - 96 hours for 30% part-time employee
- 3.4 Once the maximum is reached any additional hours are forfeited until PTO hours are utilized.

IT IS THE EMPLOYEE'S RESPONSIBILITY TO UNDERSTAND THIS PROVISION AND CAREFULLY PLAN THEIR PTO USAGE AND DISTRIBUTION TO ENSURE THAT PTO IS NOT LOST.

**4. Annual Paid Time Off Options:**

- 4.1 On the first day of each year, the employee has the option of placing up to the maximum allowed into the Personal Sick Leave Bank from their Paid Time Off (PTO) bank:
  - 96 hours for a full-time employee
  - 72 hours for 75% part-time employee
  - 48 hours for 50% part-time employee
  - 28 hours for 30% part-time employee
- 4.2 The employee should notify the County Administration Office in writing of the number of hours they wish to transfer from PTO to PSLB.
- 4.3 The request must be made with the payroll period which includes the date of December 31 of that year.
- 4.4 PTO hours up to the maximum accumulation will be continued into the following year. If an employee does not indicate a choice, all PTO hours up to the account maximum will be carried forward.

**5. Termination in Good Standing:**

- 5.1 An employee who leaves Buffalo County in good standing is paid for all PTO hours remaining in the employee's account at their current rate of pay.

**Policy 209. LEAVES – PERSONAL TIME OFF**

**Effective Date: May 31, 2015**  
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**6. Use of Paid Time Off:**

- 6.1 To maximize work integrity and personal well-being, one (1) week of employee's regular scheduled hours of continuous Paid Time Off (PTO) is recommended for use each year.
- 6.2 PTO time is to be scheduled with the Department Manager or their designee as far in advance as possible.
- 6.3 Department Manager, or their designee, may deny the use of PTO if it cannot be accommodated in the workload of the department.
- 6.4 PTO hours shall be paid at the current rate of pay at time of usage.
- 6.5 Unscheduled PTO hours for personal injury or illness or other unforeseen emergency circumstances must be made at least one (1) hour before the start of the work day or shift except in cases of emergency or development of illness during work hours. Communications/Corrections Officer's request shall be at least two (2) hours before the start of their shift except as stated above.
- 6.6 Part-time employees may only take the number of PTO hours that part-time employee is scheduled to work the day PTO is being requested for. Part-time employees cannot take PTO on days not scheduled to work.
- 6.7 The County reserves the right to require use of PTO while an employee is on worker's compensation.
  - 6.7.1 An employee must use enough PTO hours, if available to the employee to recover the employee share of benefits and mandatory deductions.
  - 6.7.2 If no PTO hours are available, the employee shall make arrangements with the County Administration Office for payment of employee's share of benefits and mandatory deductions.
- 6.8 If you are ill you should not report to work. Employees who report to work appearing to be ill will be sent home on PTO time by the Department Manager, or their designee.
- 6.9 PTO time cannot be used in increments of less than one-half (½) hour.

**Policy 209. LEAVES – PERSONAL TIME OFF**

**Effective Date: May 31, 2015**

**Revised Date: December 19, 2016**

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- 6.10 PTO may not be used beyond employees last day actually worked.
- 6.11 PTO and PSLB time may not be given away or loaned without authorization of Buffalo County Human Resource Committee and verified and approved by the County Administrative Coordinator or designee and Department Manager.
  - 6.11.1 When an individual employee is transferring PTO and/or PSLB hours they must maintain a minimum of 120 hours in each of the PTO or PSLB. Additional guidelines will be applied according to the “Buffalo County Voluntary Transfer of PTO/PSLB Hours” form, which is available in the County Administration Office or on the employee intranet.
  - 6.11.2 Employees will receive unpaid time for overdrawing accounts and be subject to disciplinary action.
- 6.12 Employees cannot be paid for time at work and receive PTO time at the same time.

**7. New Employees:**

- 7.1 New employees begin earning Paid Time Off (PTO) time on the first day of work.
- 7.2 Newly hired employees may request to the Department Manager, or their designee, and the County Administration Office that their PTO bank be authorized to carry a negative balance within the first six pay periods from hire date for emergency situations only not to exceed 24 hours.
- 7.3 Authorized negative balances must be restored through accrual to a positive balance before any further PTO hours may be taken by the employee.
- 7.4 Employees who separate employment, and have a negative PTO bank balance at the time of separation, will have their final pay adjusted from regular hours worked to restore the PTO bank to a zero balance.

**Policy 209. LEAVES – PERSONAL TIME OFF**

**Effective Date: May 31, 2015**

**Revised Date: December 19, 2016**

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**POLICY 210.**

**LEAVE – VOLUNTEER EMERGENCY SERVICE**

1. **Purpose:** To encourage employees to volunteer for emergency services in their community and provide a means for taking time off.
2. **Policy:**
  - 2.1 County employees who have joined these services may be permitted to leave during work hours to answer volunteer emergency calls.
  - 2.2 Department Managers shall set a policy for volunteer emergency calls to prevent the disruption of operations in their department.
  - 2.3 No county office may be closed during standard hours as a result of an employee's response to a volunteer emergency call.
  - 2.4 It is up to the discretion of Department Manager to set a policy on how to account for the time when an employee is away from work for volunteer emergency service.

**Policy 210. LEAVES – VOLUNTEER EMERGENCY SERVICE**

**Effective Date: May 31, 2015**

**Revised Date:**

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# INSURANCE AND RETIREMENT BENEFITS

- **POLICY 301. HEALTH INSURANCE & COBRA**
- **POLICY 302. OTHER INSURANCES**
- **POLICY 303. BENEFITS – RETIREMENT**
- **POLICY 304. OTHER BENEFITS**
- **POLICY 305. EMPLOYEE ASSISTANCE PROGRAM**

## **POLICY 301. HEALTH INSURANCE AND COBRA**

1. **Purpose:** To provide health to those employees who qualify for coverage.
2. **Coverage:**
  - 2.1 The design and selection of health care plans is determined by the Buffalo County Board of Supervisors as recommended by the Buffalo County Human Resource Committee consistent with applicable state, federal and insurance regulations. Employees will receive notification of the health plans as adopted.
  - 2.2 Any employee required to pay all or any portion of the health insurance premium will make such payment by payroll deduction, except when an employee is receiving worker's compensation payments.
  - 2.3 Insurance will be canceled if the employee fails to remit payment upon notice of delinquency.
  - 2.4 Employees on FMLA will continue to pay their contribution.
3. **Eligibility:**
  - 3.1 All full-time, non-temporary employees and elected officials who qualify for coverage may participate in the Health Insurance Plan. Eligible employees will contribute, and the County will contribute, to the costs for the Health Insurance Plan.
  - 3.2 The group health insurance policy is available to all full-time and part-time non-temporary employees.
    - 3.2.1 Part-time employees must be a minimum of half-time status, forty (40) hours per two-week payroll period. Premium will be a pro-rated county share with standard employee contribution rates.
  - 3.3 Employee/employer contribution rate levels for full-time, non-temporary employees and elected officials will be established periodically by the Buffalo County Human Resources Committee and may be adjusted at any time.

### **Policy 301. HEALTH INSURANCE AND COBRA**

**Effective Date:** May 31, 2015  
**Revised Date:** January 23, 2017

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**4. Effective Date:**

- 4.1 Health insurance coverage will be effective thirty (30) days from the date of hire, provided the employee has completed an application. Employees not applying upon hire may subsequently attain coverage with a qualifying event and a certificate of credible coverage. Late enrollees will have a ninety (90) day waiting period for coverage.
- 4.2 Health insurance coverage upon separation from employment generally shall cease after thirty (30) days unless the employee continues coverage under COBRA provisions. Employee shall contact the County Administration Office in advance to review options for coverage.

**5. Health Insurance Incentive:**

5.1 Dual Coverage:

- 5.1.1 A Buffalo County employee who is eligible to participate in the county health insurance plan who elects not to participate in the county health insurance plan and upon providing proof of health insurance coverage from another source is eligible for an incentive, herein referred to as Flexible Dollars.
- 5.1.2 The Buffalo County Finance Committee shall determine, in its sole discretion, the amount, timing and administration of Flexible Dollar contributions by the County prior to each Plan Year.
- 5.1.3 An employee can elect to receive Flexible Dollars by employer contribution into the Employee's 125 Flexible Spending Account or through the Section 125 plan receive a cash payout subject to all appropriate taxes and withholdings prior to each plan year.

5.2 Restrictions:

- 5.2.1 The alternative health plan cannot be a Buffalo County sponsored plan or Medical Assistance.
- 5.2.2 Proof of alternate health insurance coverage is required annually. A letter from an insurance company or spouse/partner's employer with listing of dependents covered and effective date must be provided by December 15<sup>th</sup> for the following year.
- 5.2.3 Incentive will be pro-rated for eligible part-time employees.

**Policy 301. HEALTH INSURANCE AND COBRA**

**Effective Date: May 31, 2015**

**Revised Date: January 23, 2017**

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5.3 Payment:

- 5.3.1 Flexible Dollars will be deposited into the 125 Flexible Spending each pay period; or
- 5.3.2 Flexible Dollars will be added to the employee's regular employment compensation each pay period which will be subject to all appropriate taxes and withholdings.
- 5.3.3 Payment will commence after the first month of non-coverage under a Buffalo County sponsored plan.

5.4 Re-enrollment:

- 5.4.1 Eligibility for health insurance coverage may be based on qualifying events at which time the flexible dollars will cease. If an employee has claimed all of the set aside medical reimbursement for the year, the employee will need to make arrangements with the County Administration Office for repayment.

**6. Coverage Upon Separation:**

- 6.1 Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") and subsequent amendments to the Act, employees covered under an employer's group health care plan are eligible for continuation of health care coverage under the group plan upon the employee's termination (except for gross misconduct) or reduction in hours.
- 6.2 COBRA regulations also allow the employee's spouse and covered dependents to elect continuation coverage upon the employee's death, divorce or legal separation, an employee's entitlement to Medicare, a dependent's loss of dependent status under family coverage, or the employer's filing of a bankruptcy proceeding.
- 6.3 All employees, as well as their qualified dependents, will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the employee begins.

**Policy 301. HEALTH INSURANCE AND COBRA**

**Effective Date: May 31, 2015**

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- 6.4 If a qualifying event occurs which entitles the employee and/or qualified dependents to continuation coverage, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Unless otherwise agreed, continued participation is solely at the participant's expense.
- 6.5 In addition to your right to insurance continuation, there may be other coverage options for you and your family under the Affordable Care Act (ACA). Being eligible for COBRA does not limit your eligibility for coverage for a tax credit through the Health Insurance "Exchange" or "Marketplace."
- 6.6. Additionally, you may be eligible for a special enrollment opportunity for another group health plan for which you are eligible (such as a spouse's plan), even if the plan generally does not accept late enrollees.
- 6.7 Employees discharged will have insurance coverage only through the month in which the discharge is effective.
- 6.8 Employees receiving worker's compensation payments will have the County's share of their premiums paid by the County for a period of one (1) year.

**7. Health Reimbursement Arrangement:**

- 7.1 Buffalo County has established a Health Reimbursement Arrangement (HRA) to reimburse individual employees for health insurance deductibles after the member has met their respective plan deductibles.
- 7.2 HRA balances will be rolled over from year to year and can be used by retired employees for reimbursement of qualified health insurance premiums.
- 7.3 Termination of employment prior to retirement results in the employee forfeiting any accumulated HRA balances.
- 7.4 The County will have funds available for reimbursement at the beginning of the year subject to the following:
  - 7.4.1. Should an employee leave employment with the County during any year after having received an HRA up front contribution from the County, any such payment to the extent it has not been earned and utilized for eligible health related expenses shall be deducted from the employee's last pay check.

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- 7.5 Employees needing assistance in obtaining reimbursement for qualified health insurance premiums should contact the County Administration Office.
8. **Spouse also Employee:**
- 8.1 The County will provide coverage under only one (1) family plan or two (2) single plans when spouses are employees.
9. **Payment for Health Insurance Premiums:**
- 9.1 Payment for health insurance premiums will be made in twenty-four (24) equal payments through payroll deductions throughout the year.

**Policy 301. HEALTH INSURANCE AND COBRA**

**Effective Date: May 31, 2015**

**Revised Date: January 23, 2017**

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## **POLICY 302. OTHER INSURANCES**

### **1. Life Insurance:**

- 1.1 Life insurance is available for employees who are covered under Wisconsin Retirement Plan.
- 1.2 Employees must apply within the first thirty (30) days of employment. Employees applying after the thirty (30) days will be considered as a late enrollee.
  - 1.2.1 Late enrollees must complete insurability application and be approved by the insurance company.
- 1.3 The effective date for coverage will be the first of the month after thirty (30) days of employment.
- 1.4 Payment for life insurance premiums will be made in twenty-four (24) equal payments through payroll deductions throughout the year.
- 1.5 Life insurance coverage will cease the last day of the calendar month in which the employee separates from employment.

### **2. Worker's Compensation:**

- 2.1 Immediate notification shall be given to the County Administrative Office by the Department Manager when an employee is injured on the job or suffers from job-related injury at work.
  - 2.1.1 All employees injured at work must call the nurse help line after their Department Manager is notified.
  - 2.1.2. An employee may become eligible for certain benefits under the Worker's Compensation Act of the State of Wisconsin.
  - 2.1.3. This Act provides weekly compensation payments based on the salary rate of the employee.

## **Policy 302. OTHER INSURANCES**

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**3. Group Dental Plan:**

- 3.1 The County will make available a group dental plan. Employees who participate in the plan will pay the entire premium in twenty-four (24) equal payments through payroll deductions throughout the year.
- 3.2 Coverage will be effective the first of the month after thirty (30) days of employment.
- 3.3 Coverage will cease one (1) month after separation from employment.
- 3.4 Employees may apply for coverage at Open Enrollment annually. No late enrollments are allowed unless the employee has a qualifying event.

**Policy 302. OTHER INSURANCES**

**Effective Date: May 31, 2015**  
**Revised Date: January 23, 2017**

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## **POLICY 303. BENEFITS - RETIREMENT**

1. **Purpose:** To provide retirement contributions to eligible employees in accordance with state law.
2. **Eligibility:**
  - 2.1 Once eligible for coverage under WRS, coverage is mandatory and an employee may not “opt out” of WRS.
  - 2.2 Eligibility is based on the following:
    - 2.2.1 If the employee was initially employed by a WRS employer prior to July 1, 2011 and was enrolled in WRS and is expected to work at least 600 hours for at least one year, the employee will be enrolled immediately in the WRS with the effective date as the first date that compensable service is rendered;
    - 2.2.2 If the employee was initially employed by a WRS employer on or after July 1, 2011 and is expected to work at least 1,200 hours for at least one year, the employee will be enrolled immediately in the WRS with the effective date as the first date that compensable service is rendered.
    - 2.2.3 If the employee does not meet the eligibility requirements at time of hire, the employee will not be enrolled in WRS. However, if the employee subsequently meets the requirements, the employee will be prospectively enrolled.
3. **Cost of Plan:**
  - 3.1 Employers and employees are required to pay a percentage of each payment of earnings equal to “one-half of the total actuarially required contribution rate.”
  - 3.2 Employee contributions are pre-tax.
4. **PTO Retirement Payout:**
  - 4.1 An employee who retires from Buffalo County employment (immediately receives a pension from the Wisconsin Retirement System): PTO hours remaining in the employee’s account is paid out at their current rate of pay.

### **Policy 303. BENEFITS - RETIREMENT**

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- 4.2 An employee who retires on or after June 2, 2013 may elect to transfer up to all remaining PTO hours to their PSLB to use to pay premiums for an approved IRS tax-exempt health insurance program. Exception to these hours will be employees with more than 480 hours, up to a total of 720 hours, as of the effective date (June 2, 2013) or for Communications/Corrections Officers hired before April 6, 2014 with more than 480 hours up to a total of 800 hours, as of the effective date of January 1, 2017 of this Policy.

**5. Personal Sick Leave Bank Retirement Payout:**

- 5.1 Upon retirement, the Personal Sick Leave Bank (PSLB) will be paid into an approved IRS tax-exempt health insurance program at no cost to the County. The PSLB will be paid at a daily rate of \$30.00.

**6. Vacation/Sick Leave Payout:**

- 6.1 Unused sick leave upon retirement for Corrections/Communications employees who began full-time employment with the County prior to April 6, 2014, will be paid into an approved IRS tax exempt health insurance program at no cost to the County at a daily rate of \$30.00.
- 6.2 Unused vacation hours remaining in the employee's account upon retirement for Corrections/Communications employees who began full-time employment with the County prior to April 6, 2014, are paid out at their current rate of pay.

**Policy 303. BENEFITS - RETIREMENT**

**Effective Date: May 31, 2015**

**Revised Date: January 23, 2017**

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## **POLICY 304. OTHER BENEFITS**

1. **Purpose:** The Buffalo County Human Resource Committee will determine the design and selection of benefits and retains the right to changes these benefits. Employees will be notified of any such changes.
2. **Social Security:**
  - 2.1 The County shall provide social security coverage to all employees under the Federal Old Age, Survivors, Disability and Health Insurance System pursuant to the provision of Wisconsin Statutes section 40.41 (1), except for exemptions provided by law.
3. **Deferred Compensation Plan:**
  - 3.1 All eligible county employees and elected officers will be afforded the opportunity to voluntarily participate in the Buffalo County employee Deferred Compensation or Roth plan pursuant to the rules, terms and conditions outlined in the plan.
4. **Section 125 Plan:**
  - 4.1 Buffalo County makes available to its employees and elected officials an IRS Section 125 Plan if they desire.
5. **Group Life Insurance:**
  - 5.1 The County will participate in the Wisconsin Group Life Insurance Program as provided in Wis. Stats. 40.70 through 40.74. All regular employees and elected officials will be eligible to participate, except those who have elected to waive said insurance.
  - 5.2 The employee or elected officer share of the premium for insurance provided in this section will be paid by payroll deduction.
6. **Group Disability Plan:**
  - 6.1 The County will offer a group long-term disability plan and group short-term disability plan on a voluntary basis. Any employee participating in the plan shall have their premiums paid by payroll deduction.

### **Policy 304. OTHER BENEFITS**

**Effective Date: May 31, 2015**

**Revised Date: January 23, 2017**

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## **POLICY 305. EMPLOYEE ASSISTANCE PROGRAM:**

1. **Purpose:** The County recognizes that employees may have times when personal problems become complex and can affect personal health, family harmony, life satisfaction and job performance. Therefore the County offers an Employee Assistance Program (EAP) that will provide confidential assessment, short-term counseling and referral services at no cost to the employee or their family.
2. **Procedure:** The County encourages the use of EAP through informal referral (also known as self-referral) by employees or their family members. Each employee will receive information on how they can contact EAP should they wish to refer themselves.
  - 2.1 Supervisors or Department Managers may also refer an employee to EAP through the supervisory referral process, when an employee experiences work performance problems. The decision to accept a supervisor referral to EAP rests with the employee, due to the voluntary nature of the program.
  - 2.2 A Supervisor or Department Manager referral to EAP in no way replaces the standard disciplinary policies of the County. The supervisory referral serves as an additional avenue through which employees can address problems which may adversely affect work performance. An employee's job security or future career advancement will not be jeopardized as a result of their participation in the Employee Assistance Program.
3. **General Provisions:**
  - 3.1 All employees of Buffalo County and their immediate family members are eligible for free EAP sessions. The County incurs the cost for the EAP benefit. Any ongoing counseling or other services pursued by the employee will be his/her responsibility. In many instances, private health insurance provides some coverage for additional help.
  - 3.2 Appointments with an EAP consultant can be scheduled by contact the EAP office at 608-775-4780 or 1-800-327-9991. Daytime and evening appointments are available. All efforts will be made to see clients within a 24-72 hour period. The EAP has 24-hour telephone coverage, as well as the ability to intervene with crisis situations at any hour.

### **Policy 305. EMPLOYEE ASSISTANCE PROGRAM**

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- 3.3 The EAP is a confidential service. No information about a client will be shared without a signed consent form. Federal and/or State regulations do not protect from disclosure of information related to suspected child abuse and neglect, situations deemed potentially life threatening, or commission of a crime against property or personnel.
- 3.4 When an employee is experiencing work performance problems, the Department Manager, following established procedure, should work with the employee in an effort to reestablish accepted levels of performance. If it appears that the substandard performance is or may be due to problems or impairment, the Department Manager may formally refer the employee to EAP as part of a performance improvement plan. In a supervisor referral, the Department Manager will discuss the referral with the employee and notify EAP that a referral has been made. The referral to EAP in no way lessens the expectation that work performance be improved.
- 3.5 It is appropriate and encouraged for a Department Manager or supervisor to consult with an EAP consultant regarding employee concerns. The EAP consultant maintains a position of neutrality regarding workplace conflict.

**Policy 305. EMPLOYEE ASSISTANCE PROGRAM**

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# TECHNOLOGY & COMMUNICATIONS

- **POLICY 401. ELECTRONIC MEDIA & SOCIAL MEDIA**
- **POLICY 402. POLITICAL ACTIVITIES & OTHER SOLICITATIONS**

## **POLICY 401. ELECTRONIC MEDIA & SOCIAL MEDIA POLICY**

1. **Purpose:** To address the fast-changing landscape of the internet and the way residents communicate and obtain information online, Buffalo County Departments may consider participating in social media formats to reach a broader audience. Buffalo County encourages the use of social media outlets to further the goals of the County and to meet the mission statement of the County.
2. **Policy:**
  - 2.1 It is the County's policy that information, in all its forms, written, spoken, recorded electronically, or printed, will be protected from accidental or intentional unauthorized modification, destruction, or disclosure.
  - 2.2 All electronic media must be protected from misuse, unauthorized manipulation, and destruction.
  - 2.3 It is further the policy of the County that employees may not use social media technology while at work or off of work to engage in or post communications or material that would violate any Personnel Policy, including, but not limited to, using technology to post communications or materials that are derogatory or offensive with respect to race, religion, gender, sexual orientation, national origin, disability, age, or any other legally protected class status.
3. **General Guidelines - Electronic Media:**
  - 3.1 All county-provided electronic media systems are the County's property.
  - 3.2 All messages and files composed, sent or received, or posted on these systems are and remain the property of the County. They are not the private property of any employee.
  - 3.3 The use of our electronic media systems is reserved solely for the conduct of business, during work hours.
  - 3.4 If employees wish to use these systems during breaks, lunch periods, or before and after regular working hours, they may do so but employees are specifically prohibited from using these services for any illegal, illicit, immoral or offensive purposes.

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- 3.5 A post is “offensive” if it could reasonably be construed to intentionally harm someone's reputation, contribute to a hostile work environment on the basis of a protected classification, incite violence or similar inappropriate or unlawful conduct, or disparage members of the public/customers, co-workers/associates or suppliers.
- 3.6 The electronic media systems may not be used to solicit or proselytize for commercial ventures, religious or political causes, or other non-job-related solicitations.
- 3.7 The electronic media systems are not to be used to create any "offensive" or disruptive messages or documents (see definition of "offensive", above) or used in a manner that adversely affects your job performance or is disruptive to the job performance of co-workers.
- 3.8 The electronic media systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, employee/employee family medical information or similar materials without prior authorization. This guideline is not intended to restrict employees from discussing with others their wages or other terms and conditions of employment.
- 3.9 The County reserves and intends to exercise the right to review, audit, intercept, access and disclose all internet activity and any messages or documents created, received or sent over the County's electronic media systems for any purpose.
- 3.10 The confidentiality of any message cannot be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the Department Manager or designee or they are invalid and cannot be used.
- 3.11 Employees may not modify, delete, or destroy any county document created by any electronic media unless specifically authorized to do so.

**4. General Guidelines - Social Media:**

- 4.1 Only on Your Own Time. Unless you have received advance permission from your supervisor or unless such activity is directly related to the performance of your job, you may not engage in social media activity on work time and in work areas (you may engage in social media activities during break times and pre/post work time.)

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- 4.2 Post as Yourself. Make clear that you are expressing your personal views alone, not those of the County.
- 4.3 Be Respectful and Nice. Do not post communications or material that is disparaging of services, or employees; obscene, profane, vulgar, bullying, threatening, or maliciously false. This guideline is not intended to prevent employees from discussing with others their wages or other terms and conditions of employment.
- 4.4 Use Good Judgment. Because what you say online is accessible to the public, use good judgment in your communications.
- 4.5 Obey the Law. Do not post any material that violates the law, such as material that is obscene, profane, defamatory, threatening, harassing, or that violates the privacy rights of someone else. The posting of such material may subject you to criminal and civil liability.
- 4.6 Don't Expect Privacy. Because your social media communications are publicly available, you should not expect that your communications are private in any way. Once you post something online, it is completely out of your control and generally available to anyone in the world.
- 4.7 Ask for Guidance. If you have any questions about what is appropriate to include in social media communications, ask your manager or a member of the Administration Office.
- 4.8 Comply with Harassment/Discrimination and Other Policies. Employees may not use social media technology to engage in or post communications or material that would violate any other Personnel Policy, including, but not limited to, the Harassment and Discrimination Policy. This guideline is not intended to prevent employees from discussing with others their wages or other terms and conditions of employment.
- 4.9 Keep Secrets. You must not disclose "confidential information" which does not include discussions with third parties about your wages, hours and/or conditions of employment.

**5. Reporting Deviations from Policy:**

- 5.1 All employees are encouraged to report any discovered or suspected unauthorized or improper usage of electronic media or social media with impact on the workplace.

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5.2 The County prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation.

5.3 Any employee who retaliates against another employee for reporting a possible deviation from this policy and/or for cooperating in an investigation will be subject to disciplinary action, up to and including discharge from employment.

**6. Policy Violations:**

6.1 Employees who violate this policy may be subject to discipline, up to and including immediate termination of employment.

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**ELECTRONIC MEDIA & SOCIAL MEDIA POLICY**  
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**POLICY 402. POLITICAL ACTIVITIES & OTHER FORMS OF SOLICITATION**

1. **Purpose:** Employees are free to engage in political activity, solicitation and sales outside of work hours and to the extent that it does not adversely affect the performance of job duties, working relationships or county operations, subject to the following guidelines. When engaging in political activity, solicitations or sales, or engaging in discussion of issues of public importance, employees are expected to ensure that their actions and positions are not attributed to the County. County resources may not be used for promoting a particular candidate or political party or community organization or for advocating a particular position on an issue that has been identified as the viewpoint of a particular candidate or part.
  
2. **Definitions:**
  - 2.1 County Resources.
    - 2.1.1 Office supplies, electronic equipment including e-mail, facsimile and photocopying machines, bulletin boards and other public spaces. Use of bulletin boards requires authorization by the County Clerk.
  
3. **Policy:**
  - 3.1 All employees and elected officials shall have the right to freely express their views as a citizen and cast their vote.
  
  - 3.2 No employee or elected official shall directly or indirectly use or seek to use their authority or influence of their position to control or modify the political action of another person.
  
  - 3.3 No employee or elected official shall, except as provided by law, engage in political activities while on duty including, but not limited to, any of the following:
    - Campaign, by any method, for any candidate or political party;
    - Make campaign speeches or engage in other activity to elect a candidate;
    - Collect contributions or sell tickets to political fundraising functions;
    - Distribute or post campaign materials in any election;
    - Organize or manage political meetings;

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- Circulate nominating petitions; or
  - Display political badges, buttons, posters or stickers in any county building in any area which can be reviewed by a member of the public.
- 3.4 No employee or elected official shall, at any time, use any county-owned or leased equipment for any personal political activity.
- 3.5 No employee shall be removed, discharged, reduced in pay or position, or otherwise discriminated against because of the employee's political opinions or affiliations, except as provided for in this section.

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# WORKPLACE POLICIES

- **POLICY 501. CODE OF ETHICS**
- **POLICY 502. OUTSIDE EMPLOYMENT**
- **POLICY 503. DISCIPLINE**
- **POLICY 504. GRIEVANCE PROCEDURE**
- **POLICY 505. JOB TRANSFERS & PROMOTIONS**
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## **POLICY 501. CODE OF ETHICS**

1. **Purpose:** In order to ensure that county decisions be made in proper channels of the governmental structure; that public office not be used for improper gain, and that conflicts between private interests and public responsibilities be avoided, employees are expected to adhere to the following code of ethics.
2. **Policy:**
  - 2.1 Employees may not use their position for improper personal gain, or for the private gain of a member of the employee's immediate family/ close personal associate or for an organization with which the employee is associated if such gain is different from what is available to the general public.
  - 2.2 Employees have a duty to ensure that conflicts, or perceived conflicts, between their own private interests and public responsibilities, are avoided.
3. **Disclosure of Personal Relationships:**
  - 3.1 Employees are required to disclose personal relationships with applicants/employees/vendors/service contractors, and may not participate in discussions concerning purchasing services, hiring, promoting, retaining or salary/benefits of persons with whom the employee has a relationship that may pose a conflict of interest.
4. **Gifts and Gratuities:**
  - 4.1 Employees may not solicit or accept from any person directly, or indirectly, any gift, gratuity or anything of value that might reasonably be perceived as impairing his/her independence of action or judgment.
  - 4.2 For purposes of this policy, "anything of value" is defined as an object with a likely value in excess of \$25.00 and does not include coffee mugs, pens, paper supplies, calendars and other such items that are often provided at seminars and training sessions.
  - 4.3 When in doubt about the value of an item, the employee should discuss the matter with their supervisor or Department Manager.

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- 4.4 If an unsolicited item of value is received by an employee, the gift should be reported to his/her supervisor or Department Manager for proper disposition and documentation.

**5. Resolution of Conflict of Interest:**

- 5.1 When a conflict of interest is identified by the County, the matter being reviewed may be reassigned to a different employee.
- 5.2 The County retains the right to take other or additional steps as may be deemed appropriate in order to resolve the matter.
- 5.3 Violations of the Code of Ethics policy will be evaluated on a case-by-case basis and may result in disciplinary action up to and including discharge from employment.
- 5.4 Nothing in this policy is intended to prohibit an employee from working with, or accepting employment with, a labor organization representing employees.

**6. Nepotism:**

- 6.1 It is the policy of the County to prohibit supervisory personnel from hiring a person related to them to work under their direct supervision.
- 6.2 For purposes of this policy, related persons shall mean spouse, mother, father, son, daughter, sister, brother, uncle, aunt, nephew, niece, grandfather, grandmother, grandchild, mother-in-law, father-in-law, stepdaughter, stepson, stepfather, stepmother, son-in-law, daughter-in-law, sister-in-law or brother-in-law.
- 6.3 Supervisors are expected to avoid and/or discuss with Department Manager and the County Administrative Coordinator any supervisor/employee relationships that may create, or be perceived to be, a conflict of interest.

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## **POLICY 502.      OUTSIDE EMPLOYMENT**

1. **Purpose:**      To ensure employees are not engaging in outside employment that conflicts with or affects performance of county duties.
2. **Policy:**
  - 2.1      Employees may hold outside employment as long as they continue to meet performance standards of their county position, and provided the outside employment does not create a conflict of interest with the County position or affects the performance of county duties.
  - 2.2      Employees will be held to the same performance standards and work schedules, regardless of existing outside employment demands.
  - 2.3      Permission must be sought for outside employment by submitting a written request to the Department Manager for final approval by the County Administrative Coordinator. Department Managers must submit their request to the County Administrative Coordinator for approval.
  - 2.4      Outside employment that creates a conflict of interest is prohibited. The determination of whether a conflict of interest exists is the sole discretion of the County.
3. **Prohibited Conduct:**
  - 3.1      Use of county-assigned work number for any business purpose other than Buffalo County business.
  - 3.2      Use of county-assigned telephones for incoming or outgoing telephone calls for outside employment purposes.
  - 3.3      Storage of personal business records on county computers or use of any county equipment or property in conducting an outside business or outside employment.
  - 3.4      Engaging in outside employment during regular working hours unless approved by the employee's immediate supervisor or Department Manager.

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- 3.5 All forms of money, compensation, except expense reimbursements, for outside services performed during the hours when the employee is actually providing services to the County, shall be turned over for deposit with the County Treasurer.
- 3.6 Use of paid time off or extended leave bank benefits when an injury or illness is due to or incurred while in the employ of others or course of self-employment.
- 3.7 Failure to comply with this section shall be considered grounds for discipline to the extent of discharge.

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## **POLICY 503. DISCIPLINARY ACTIONS**

1. **Purpose:** The purpose of discipline is to correct job behavior and performance problems of employees.

1.1 Disciplinary rules and regulations shall be applied in an equitable and consistent manner, commensurate with the employee infraction.

1.2 Employees shall be informed of departmental standards of conduct and performance, and shall have access to all disciplinary actions recorded in their personnel files.

2. **Policy:**

2.1 Disciplinary action against employees may be taken for violations of standards of conduct, violations of policies and procedures, or for unsatisfactory work performance.

2.2 Disciplinary action will typically be taken after an investigation and after giving the employee an opportunity to respond to any and all allegations.

3. **Disciplinary Procedure:**

3.1 Whenever an employee commits an offense warranting disciplinary action, the Department Manager or designee, may take such action in accord with the following procedures, depending upon the seriousness of the offense committed, the surrounding circumstances and the employee's performance record:

3.1.1 For minor first offenses, the employee shall typically be given a verbal warning, advising that another offense may result in a written reprimand or suspension. If a verbal warning is issued and this does not correct the situation within a reasonable length of time, the Department Manager or designee shall typically then utilize either the second or third procedure for further discipline.

3.1.2 The employee may be given a written reprimand, informing them of the nature of the offense committed and advising them that failure to correct such defect will likely result in a suspension.

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- 3.2 For a subsequent related offense, after the employee has received a verbal or written warning, or in the event of an initial offense which justifies such action, the employee may be suspended from work without pay for a period of time to be determined upon the basis of the seriousness of the offense committed, the surrounding circumstances and the employee's performance record.
- 3.3 The employee shall be informed that any additional infractions may result in discipline, up to and including discharge from employment.
- 3.4 All demotion, suspension, and termination actions shall be discussed and approved by the County Administrative Coordinator. The County Administrative Coordinator will request input from the appropriate Home Committee Chair and the Human Resources Chair before such actions being taken.
- 3.5 In cases involving serious or repetitive misconduct, as determined by the Department Manager and the County Administrative Coordinator, the procedures above, may be disregarded.
- 3.6 If a Department Manager recommends to the County Administrative Coordinator that an employee be terminated, the County Administrative Coordinator will conduct a complete investigation of the situation. The employee may be allowed a meeting with the County Administrative Coordinator before a decision is reached.
- 3.7 Employees suspended from work may not receive pay or accrue any employee benefits during the suspension.
- 3.8 Employees who believe they have been disciplined too severely or without good reason may utilize the Buffalo County Grievance Policy and Procedure.
- 3.9 The County Administrative Coordinator may initiate the discipline process, at his/her discretion, at any step of the process.

#### **4. Level of Discipline:**

- 4.1 The level of discipline imposed will take into consideration the seriousness of the infraction as well as the employee's performance record.

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- 4.2 When appropriate, discipline should be corrective in nature.
- 4.3 At the County's sole discretion, various types of employee discipline or corrective action may be imposed which include, but are not limited to, the following: verbal warning, written warning, suspension or termination.
- 4.4 Employee discipline for purposes of access to the grievance procedure is defined to include only termination, disciplinary suspensions and disciplinary demotions. None of these disciplinary measures are required to be used before termination from employment occurs nor are the listed disciplinary actions required to be used in any specific order.
- 4.5 The County may repeat disciplinary action.
- 4.6 Employees are expected to work in a competent and conscientious manner which reflects favorably upon the employee and the County.

**5. Grounds for Disciplinary Action:**

- 5.1 Grounds for disciplinary action include, but are not limited to the following:
  - 5.1.1 Such actions will adversely affect ability to perform on behalf of the County, such as (but not limited to) fraud in securing employment, falsification of county records, theft or destruction of county equipment or property, negligence or dishonesty.
  - 5.1.2 Being insubordinate, threatening, intimidating, disrespectful or assaulting a manager/supervisor, co-worker, customer or vendor.
  - 5.1.3 Neglecting of duties, incompetence, inefficiency or discourteous treatment of the public.
  - 5.1.4 Willful misconduct, or inclusive of, but not limited to, a willful refusal to obey lawful and reasonable directives, order, policies or work rules.
  - 5.1.5 The possession or use of controlled substances or intoxicants while on duty, or while operating county owned or leased vehicles, or intoxication or incapacitation is strictly prohibited.
  - 5.1.6 Fighting with or provoking a disturbance among fellow employees, general public or actions adversely and substantially affecting morale, production, or efficiency.

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- 5.1.7 Immoral or otherwise improper conduct which adversely and substantially injures or brings the County into disrepute; conviction of a felony or misdemeanor which is substantially related to the job which the person was hired to perform, or unavailability for work due to incarceration or loss of driver's license, if required for the job.
- 5.1.8 Absences without leave, when the person in question was supposed to be on duty, or a leave of absence taken for other than the reason for which it was granted.
- 5.1.9 Repeated absence or tardiness or improper use of leave.
- 5.1.10 Harassment and discrimination against others because of political preference, race, religion, color, sex, age, national origin or ancestry, handicap, physical condition, developmental disability, arrest or conviction record, sexual orientation, marital status, military participation, or any other legally protected class status, and with proper regard to their rights as citizens.
- 5.1.11 Failure to comply with health or safety rules and regulations.
- 5.1.12 Violations of provisions of Personnel Policy or the Employee Handbook, state or federal law, administrative rules, or departmental rules promulgated pursuant to this section.
- 5.1.13 Dishonesty including failure to provide accurate and complete information when requested by an authorized person.
- 5.1.14 Negligence or willful damage to property.
- 5.1.15 Sexual or other unlawful harassment, discrimination or retaliation.
- 5.1.16 Workplace violence including using threatening or abusive language towards others.
- 5.1.17 Unlawful possession of weapons.
- 5.1.18 Unauthorized entry or use of facilities and property.

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5.2 The offenses listed above are not intended to be all-inclusive, and discipline, including termination, may occur for any other reason depending upon the seriousness of the offense, the particular facts and circumstances surrounding the incident(s), and the employee's record of prior disciplinary actions.

**6. Documentation:**

6.1 Persons administering discipline shall systematically document each incident in writing.

6.2 The documentation shall include the employee's name, date, and type of infraction, names and statements of witnesses, description of action taken, and any other relevant details.

6.3 Copies of all written disciplinary actions shall be maintained in departmental files, filed in the employee's personnel file in the County Administration Office, and shall be provided to the employee.

**7. Department Manager:**

7.1 If a Department Manager commits an offense warranting disciplinary action, the County Administrative Coordinator in consultation with and approval from the oversight (Standing) Committee, shall follow the procedures outlined in the above policy.

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## **POLICY 504. GRIEVANCE PROCEDURE**

### **I. Purpose:**

1) This grievance policy and procedure is established pursuant to Wisconsin State Statute 66.0509 to address employee terminations, employee discipline and workplace safety as required by law. An employee shall use this grievance policy and procedure for resolving disputes regarding employee termination, employee discipline or workplace safety issues covered by this policy. This policy and procedure provides an employee with the individual opportunity to address concerns regarding discipline, termination or workplace safety matters, to have those matters reviewed by an Impartial Hearing Officer (IHO) and to appeal to the County Board of Supervisors where appropriate. The County expects employees and managers to exercise reasonable efforts to resolve any questions, problems or misunderstandings prior to utilizing the Grievance Procedure.

2) The provisions of this policy may be modified or eliminated by the County at any time, with or without prior notice. If an employee is subject to a contractual grievance procedure, that contractual grievance procedure must be followed as applicable. This policy is not a guarantee of employment, a guarantee of any rights or benefits, a contract of employment, expressed or implied, and does not create tenure or a property interest in employment. Unless specifically required otherwise by statute or code, the County's employment relationship with employees covered under this policy is at will and the employment relationship 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.

### **II. Definitions:**

- 1) "Administration" means the person or persons designated by the County to represent the interests of management in a Grievance matter. The Administration may be represented by counsel at any point in the procedure.
- 2) "Employee" for purposes of discipline or termination grievances, means a full-time or part-time employee of Buffalo County, as defined in applicable personnel policy and specifically excludes elected officials, individuals hired on a limited term, temporary, casual or seasonal basis, employees within their introductory employment timeframe, independent contractors, employees covered by a collective bargaining agreement containing a grievance procedure for discipline or termination and those employees, officials or officers that serve at the pleasure of an appointing authority as provided by State Statute.

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- 3) “Employee” for purposes of a Grievance involving workplace safety means a full-time or part-time employee, and individuals hired on a limited term, casual or seasonal basis, as defined in applicable county personnel policy. The term “employee” excludes independent contractors.
- 4) “Discipline” means any of the following adverse employment actions: Suspension of employment for more than one (1) working day; disciplinary reduction in base pay; reduction in rank; or demotion. “Discipline” shall be narrowly construed and shall not include, without limitation by enumeration, the following: layoffs or workforce reduction activities; adverse employment actions resulting from misconduct or poor performance other than a suspension, disciplinary reduction in base pay, reduction in rank or demotion; plans of correction or performance improvement; performance evaluations or reviews; documentation of employee acts and/or omissions in an employment file; oral or written reprimands; administrative suspension pending investigation of misconduct or nonperformance; non-disciplinary wage, benefit or salary adjustments; or change in assignment location resulting from a bona fide personnel reorganization.
- 5) “Grievance” means a written complaint filed under this policy by an employee involving discipline taken against the employee, termination of the employee or an alleged workplace safety issue directly affecting the employee. All complaints must be filed on the form attached to this policy and procedure as Appendix B, Appendix C or Appendix D. An employee filing a Grievance may also be referred to as a “Grievant” in this policy.
- 6) “Termination” means a separation from employment initiated by the County for disciplinary or performance reasons. “Termination” does not include layoff, furlough or reduction in workforce, reduction in hours, job transfer, reassignment, loss or change or transfer or reduction of funding, or retirement.
- 7) “Working day”, as referenced in this policy, means a day when the County courthouse is open for business.
- 8) “Workplace Safety” means any standard established or adopted under Wisconsin Administrative Code Chapter COMM 32.

### **III. General Provisions:**

- 1). “Impartial Hearing Officer” (IHO): For purposes of this policy, the role of the “Impartial Hearing Officer” (IHO) will be to define the issues, identifying areas of agreement between the parties and identifying the issues in dispute, and to hear the parties’ respective arguments.

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The Impartial Hearing Officer may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the process. The Impartial Hearing Officer will have the authority to administer oaths, issue subpoenas at the request of either party, and decide if a transcript is necessary. The Impartial Hearing Officer shall apply relaxed standards for the admission of evidence and may allow or request oral or written arguments and replies in order to render a decision on a timely basis. The Impartial Hearing Officer will make conclusions based on factual evidence only.

The Impartial Hearing Officer shall be selected by the Buffalo County Board of Supervisors Chairperson, or designee, based on the nature of the matter in dispute.

2). Costs: Each party shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees, in investigating, preparing, presenting or defending a grievance. In the case of employee terminations and/or employee discipline, any fees charged by the Impartial Hearing Officer shall be divided and paid equally by the County and the Grievant. In the case of workplace safety, any fees charged by the Impartial Hearing Officer shall be paid by the County.

3). Scheduling: Grievance meetings and hearings will be typically held during the Grievant's off-duty hours. Time spent in grievance meetings and/or hearings (outside of normal business hours) shall not be considered as compensable work time.

4). Representation: The Grievant shall have the right to representation during the Grievance Procedure at the Grievant's expense. The representative shall not be a material witness to the dispute.

#### **IV. Grievance Procedure for Employee Terminations and Employee Discipline:**

An earnest effort shall be made by both parties to settle the matter informally between the aggrieved employee and the employee's immediate supervisor. If the grievance is not resolved informally, the following procedure shall apply.

1). Initiation of a Grievance Related to Employee Termination or Employee Discipline.

(a). A Grievance relating to employee termination or employee discipline shall be initiated by presenting a written complaint on the form attached to this policy (identified as Appendix "B") and submitted to the employee's applicable Department Manager with a copy to the Buffalo County Administrative Coordinator. The written grievance must contain all the detailed information concerning the subject of the grievance, the facts upon which the grievance is based and indicate the specific relief being sought.

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(b). A Grievance may only be filed by the employee who is the subject of the termination or discipline. The Grievant must sign and date the official Grievance form. A Grievance will not be considered filed until the Grievant signs the Grievance form, provides all of the required information and delivers the completed Grievance form to the appropriate Department Manager with a copy to the County Administrative Coordinator.

(c). A properly completed Grievance form must be filed within fourteen (14) working days after the facts upon which the grievance is based first become known, or should have been known to the employee in order to be considered filed on a timely basis. If the completed form(s) are filed beyond the fourteen (14) working day period, the grievance will be deemed waived.

(d). If a Grievance is untimely or incomplete, the appropriate Department Manager will issue a written notice to the Grievant indicating it is untimely or identifying the information needed to complete the Grievance. When additional information is required, the Grievant shall have five (5) working days from receipt of the written request to provide the Department Manager (and the County Administrative Coordinator) with the information requested. Upon receipt of the additional information provided by the Grievant, the Department Manager shall refer the response to the County Administrative Coordinator to determine whether the response is sufficient. Failure of the Grievant to provide the requested additional material within five (5) working days of the Department Manager's request or a finding by the County Administrative Coordinator that the Grievant has failed to provide sufficient information to allow the Grievance to move forward shall constitute a waiver of the right to use this grievance procedure and an abandonment of the Grievance.

(e). By signing the Grievance, the Grievant is acknowledging and affirming that the statements contained in the Grievance are true and accurate to the best of the Grievant's knowledge.

(f). Throughout the grievance process, the Grievant may represent him or herself or the Grievant may be represented by counsel or another individual of the Grievant's choice.

(g). The appropriate Department Manager will respond in writing with a decision to the Grievant within fourteen (14) working days after receipt of a properly submitted written grievance. If a written response is not provided within fourteen (14) working days following the filing of the Grievance, the Grievance is considered denied.

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## 2). Initial Decision Appeal Process

If the Grievance is not settled during the initial steps of the process, and the employee wishes to appeal the initial decision, the Grievant shall submit the Grievance to the County Administrative Coordinator to request a meeting with the Human Resources Committee.

(a). If the employee does not submit a written request within fourteen (14) working days after receipt of the Department Manager's response to the Grievance, the Grievance shall be deemed to be waived.

(b). Upon receipt of a timely request, the Human Resources Committee will schedule a meeting to review the Grievance normally within twenty (20) working days of receipt of the written request for a meeting.

(c). Within ten (10) working days of the Human Resources Committee meeting date, the Human Resources Committee shall render a written decision indicating one (1) of four (4) decisions: 1) Sustaining the initial employee discipline or termination. 2) Modifying the initial employee discipline or termination. 3) Denying the initial employee discipline or termination. 4) Recommending additional investigation prior to making a final determination.

(d). In those cases where the Human Resources Committee recommends additional investigation, a second follow-up meeting shall be scheduled upon conclusion of the additional investigation.

## 3). Hearing Before an Impartial Hearing Officer

If the Grievance is not resolved during discussions with the Human Resources Committee, and the employee wishes to appeal the decision, the employee shall submit the written grievance to the County Administrative Coordinator to request a hearing before an Impartial Hearing Officer.

(a). If the employee does not submit a written Grievance to the County Administrative Coordinator requesting a hearing before an Impartial Hearing Officer (IHO) within fourteen (14) working days after receipt of the Human Resources Committee's decision, the Grievance will be deemed waived.

(b). When the County Administrative Coordinator receives a properly filed Grievance, the County Administrative Coordinator will assign the Grievance a case number, contact the County Board Chairperson to select an Impartial Hearing Officer (IHO) and schedule the hearing date. The hearing will normally be scheduled within thirty (30) working days of receipt of the request for a hearing.

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(c). The Impartial Hearing Officer may require the Grievant and Administration to provide a list of witnesses and exhibits that each intends to produce at the hearing no later than ten (10) working days before the scheduled hearing date. The Impartial Hearing Officer may preclude the Grievant or Administration from introducing exhibits or taking testimony from witnesses who were not disclosed on the list provided the opposing party. Neither party may engage in discovery, submit arguments or otherwise engage in motion practice prior to the hearing.

(d). Prior to the beginning of the hearing, the Impartial Hearing Officer may attempt to mediate the dispute at the request of both parties.

(e). The Grievant may call witnesses and present testimony and exhibits that are relevant to the events at issue in the Grievance subject to the requirements related to exchange of witnesses and exhibits. The Grievant and Administration may cross-examine any witnesses presented by the opposing side subject to relevancy. The Impartial Hearing Officer may refuse to allow testimony or receive exhibits that the Impartial Hearing Officer deems irrelevant or repetitious.

(f). During the hearing, the Impartial Hearing Officer may ask questions and gather information the Impartial Hearing Officer deems necessary or helpful. The Impartial Hearing Officer may allow for opening or closing statements at his/her discretion, such statements not to exceed ten (10) minutes in length. The Impartial Hearing Officer shall maintain order and decorum at all times during the hearing, including refusing to take additional evidence until a disruption has ceased or terminating the hearing if the disruption does not cease after a warning is given.

(g). After the Grievant and the Administration have finished introducing evidence, the Impartial Hearing Officer shall close the record. The parties shall have no right to file briefs or position statements, unless permitted or requested to do so by the Impartial Hearing Officer. The Impartial Hearing Officer shall make a decision based solely on the evidence and arguments presented at the hearing.

(h). Except in a Grievance involving termination of an employee that is subject to Wisconsin Administrative Code Chapter DHS 5, the Grievant bears the burden of proof to persuade the Impartial Hearing Officer by clear, convincing and satisfactory evidence that the Administration abused its discretion in disciplining or terminating the Grievant. If the Grievant does not meet his or her burden of proof, the Impartial Hearing Officer shall deny the grievance. For a Grievance involving termination of an employee that is subject to Wisconsin Administrative Code Chapter DHS 5, the Administration bears the burden of proof to persuade the Impartial Hearing Officer by clear, convincing and satisfactory evidence that good cause exists to terminate the Grievant as provided in Wisconsin Administrative Code Chapter DHS 5.06(2)(b).

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(i). Following the conclusion of the hearing, the Impartial Hearing Officer shall render a written decision indicating the reasons for one of the four (4) decisions: 1) Sustaining the employee discipline or termination, 2) Modifying the employee discipline or termination, 3) Denying the employee discipline or termination, or 4) Recommending additional investigation prior to making a final determination. In those cases where the Impartial Hearing Officer recommends additional investigation be completed, a second, follow-up hearing will be scheduled.

(j). If the Impartial Hearing Officer modifies or denies the employee discipline or termination, one of the following remedies may be awarded if reasonable under the totality of the circumstances:

(1). If the Grievance involves employee termination, the Impartial Hearing Officer may award any of the following or combination of the following reinstatement; a lesser adverse employment action than termination such as suspension of employment, reduction in base pay, reduction in rank, demotion, or written reprimand; plans of correction or performance improvement; documentation of employee acts in an employment file; or that no adverse employment action be taken by the County. If reinstatement is awarded, the Impartial Hearing Officer may or may not award back pay reduced by any unpaid suspension imposed by the Impartial Hearing Officer, less any interim earnings. The Impartial Hearing Officer shall not award any back pay greater than the equivalent of fifty (50) working days, less any interim earnings.

(2). If the Grievance involves employee discipline other than termination, the Impartial Hearing Officer may award any of the following or combination of the following: lesser adverse employment action than the discipline imposed by the County such as reduced period of suspension, reduction in base pay, reduction in rank, demotion, or a written reprimand; plans of correction or performance improvement; documentation of employee acts in employment file; or that no adverse employment action be taken by the County. If the Impartial Hearing Officer reduces an unpaid suspension, the Impartial Hearing Officer may award back pay to the Grievant for any period of unpaid suspension served by the Grievant that was reduced, less any interim earnings.

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(k) The Impartial Hearing Officer shall deliver a written decision to the Grievant and the Administration no later than fifteen (15) working days from the date of the hearing. The written decision shall contain the case number and caption describing the parties, appearances made by the parties at the hearing, findings and conclusions, the final decision and reasoning; and if the County's decision is overturned, the remedy for the Grievant. If no written decision is received by the Grievant within fifteen (15) working days following completion of the hearing, the Grievance shall be considered to be sustained.

4). The County or the employee may appeal the discipline or termination decision of the Impartial Hearing Officer to the Buffalo County Board of Supervisors. Such appeal shall proceed under Section VI.

## **V. Procedure for Grievances Concerning Employee Workplace Safety**

Buffalo County takes workplace safety very seriously and encourages each employee to immediately notify their immediate supervisor of any situation which poses a potential safety hazard.

1). Any employee who personally identifies, or is given information about, a workplace safety issue or incident must notify his or her immediate supervisor of the issue or incident as soon as reasonably practical.

a). All safety issues, no matter how seemingly insignificant, must be reported on the Unsafe Condition or Hazard Report form (attached as Appendix "B" to this policy and procedure). In order for any workplace safety incident or issue to be addressed as part of this grievance policy and procedure, it must be properly reported by an employee within twenty four (24) hours after the incident occurred or issue was raised.

b). The immediate supervisor shall document the workplace safety incident or issue, outlining the events that transpired with a proposed resolution, if any. The completed documentation shall be signed by all concerned parties and submitted to the appropriate Department Manager for review and consideration within seven (7) working days of the incident or issue. If the employee is satisfied with the proposed resolution, as presented by the immediate supervisor, and the Department Manager concurs with the proposed resolution offered by the immediate supervisor, the matter shall be closed once any necessary corrective action has been taken. If the employee is not satisfied with the proposed resolution, or the Department Manager does not concur with the proposed resolution, the following step shall be available to the employee.

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c). Upon receipt of the completed documentation, the appropriate Department Manager will conduct a review of the documentation and the proposed resolution, if any. If the employee is not satisfied with the response and or actions of the immediate supervisor, the Department Manager will schedule a meeting with the employee and the supervisor within seven (7) working days of receipt of the documentation detailing the incident or issue and the proposed resolution, if any. Upon completion of the meeting and within seven (7) working days of the meeting date, the Department Manager will issue a brief report of the incident, the content of the meeting, and a proposed resolution, if any. If the affected employee is satisfied with the proposed resolution, if any, as offered by the Department Manager, and the County Administrative Coordinator concurs with the proposed resolution, the matter shall be closed once any necessary corrective action has been taken. If the County Administrative Coordinator does not concur with the proposed resolution, or the employee is not satisfied with the proposed resolution, the following step shall be available to the employee.

d). Upon receipt of the documentation completed to this point, the County Administrative Coordinator will conduct a review of the documentation and proposed resolution, if any. Within seven (7) days of receipt of the forwarded documentation, the County Administrative Coordinator will schedule a meeting with the employee, the immediate supervisor and the Department Manager to review the circumstances surrounding the workplace safety incident or issue. Following the discussions at this meeting, an investigation of the circumstances and a review of all the documentation, within seven (7) working days of the meeting date, the County Administrative Coordinator will issue a brief written report of the workplace safety incident or issue and offer a proposed resolution, if any.

2). If the proposed resolution to the workplace safety incident or issue continues unresolved, the employee may appeal to the County Safety Committee.

a). The employee is responsible for filing a written appeal and requesting all the completed written documentation be forwarded to the County Safety Committee. The written appeal must be filed within five (5) working days of receipt of the report and proposed resolution, if any, from the County Administrative Coordinator. The County Administrative Coordinator shall then schedule a meeting of the County Safety Committee, normally to be held within ten (10) working days of receipt of the appeal.

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b). Following receipt of the appeal and all written documentation, the County Safety Committee will conduct an additional investigation, as necessary, including meeting with the involved parties, and issue a final report on its findings and conclusions within fourteen (14) working days of receipt of the written appeal request. Copies of the written report will be given to the employee who signed the written appeal request, as well as the County Administrative Coordinator. If the Safety Committee determines that a safety concern does exist, the County Administrative Coordinator shall take corrective action on a timely basis.

3). If the County Safety Committee does not find a safety issue or concern, or the employee does not concur with the findings and/or proposed resolution to the safety incident or issue raised, the employee may appeal the findings and conclusions of the Health and Safety Committee to an Impartial Hearing Officer.

a). Such appeal must be fully documented on the Buffalo County Workplace Safety Grievance Form (shown as Appendix “C” in this policy and procedure). The written grievance appeal must be filed with the County Administrative Coordinator within seven (7) working days after receipt of the written report from the Health and Safety Committee. By signing the Workplace Safety grievance Form, the employee is acknowledging and affirming that the statements contained in the Workplace Safety Grievance are true and accurate to the best of the Grievant’s knowledge. A Grievant shall not be allowed to amend a Workplace Safety Grievance once it is completed and filed.

b). If the written grievance is not filed with the County Administrative Coordinator within the allotted seven (7) working day period, the safety grievance can no longer be pursued within the guidelines of this grievance policy and procedure.

4). Hearing Before an Impartial Hearing Officer

If the grievance is not resolved during the Safety Committee review process, and the employee wishes to appeal the decision, the employee shall submit the written grievance to the County Administrative Coordinator to request a hearing before an Impartial Hearing Officer.

a). If the employee does not submit a written Grievance to the County Administrative Coordinator requesting a hearing before an Impartial hearing Officer within seven (7) working days after receipt of the Safety committee’s decision, the Grievance will be deemed waived.

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b). When the County Administrative Coordinator receives a properly filed Grievance, the County Administrative Coordinator will assign the Grievance a case number, contact the County Board of Supervisors Chairperson to select an Impartial Hearing Officer and schedule the hearing date. The hearing will normally be scheduled within twenty (20) working days of receipt of the request for hearing.

c). The Impartial Hearing Officer may require the Grievant and Administration to provide a list of witnesses and exhibits that each intends to produce at the hearing no later than ten (10) working days before the scheduled hearing date.

d). Prior to the beginning of the hearing, the Impartial Hearing Officer may attempt to mediate the dispute at the request of both parties.

e). During the hearing, the Impartial Hearing Officer may ask questions and gather information the Impartial Hearing Officer deems necessary or helpful. After the Grievant and Administration have finished introducing evidence, the Impartial Hearing Officer shall close the record. The parties shall have no right to file briefs or position statements, unless permitted or requested to do so by the Impartial Hearing Officer. The Impartial Hearing Officer shall make a decision based solely on the evidence and arguments presented at the hearing.

f). The County bears the burden of proving by a preponderance of the evidence that the condition identified by the Grievant 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 Grievance shall be sustained.

#### 5). Impartial Hearing Officer Decision

Following the conclusion of the hearing, the Impartial Hearing Officer shall render a decision indicating the reasons for the decision.

a). If the Workplace Safety grievance is sustained, the Impartial Hearing Officer may issue an order which includes a statement as to the particular provisions of Wisconsin Administrative Code Chapter Comm 32 that are implicated by the Workplace Safety Grievance and order the County take corrective action in accordance with law 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.

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b). If the Workplace Safety Grievance is denied, the Impartial Hearing Officer shall issue a written report that identified the basis for denying the Grievance.

c). The Impartial Hearing Officer may determine that additional investigation is required before a decision can be reached.

d). The Impartial Hearing Officer shall prepare a written report detailing the findings and conclusions as a result of the hearing within fifteen (15) working days of the close of the hearing. The report shall be issued to the Grievant with a copy to the County Administrative Coordinator.

#### 6). Appeal of Impartial Hearing Officer's Decision

The County or the employee may appeal the decision of the Impartial Hearing Officer to the Buffalo County Board of Supervisors. Such appeal shall proceed under Section VI.

### **VI. Appeal to the County Board of Supervisors**

The employee (Grievant) or the County may appeal the decision of the Impartial Hearing Officer to the Buffalo County Board of Supervisors. The decision of the Buffalo County Board of Supervisors shall be final and binding upon the parties.

#### 1). Requesting an Appeal to the County Board of Supervisors.

(a). Either party may appeal the Impartial Hearing Officer's decision to the County Board of Supervisors by filing a request for appeal with the County Board of Supervisor's Chairperson within fourteen (14) working days of receipt of the written decision by the Impartial Hearing Officer. The request must be filed on the form attached hereto as Appendix "D" and must set forth in detail the reasons for appeal. 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 Impartial Hearing officer shall be final. Upon filing of the request for an appeal, the non-appealing party shall have fourteen (14) working days to submit a reply to the detailed request. Once the request and reply have been received by the Administration, the review will be scheduled by the County Board of Supervisor's Chairperson.

(b). In the case of an employee termination or employee discipline grievance, the County Board of Supervisors members will receive a copy of the grievance as originally filed with the appropriate Department Manager, a copy of the response from the Department Manager, if any; a copy of the written decision from the Impartial Hearing Officer, if any; and a copy of the Grievance Appeal Form as filed by the Grievant.

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(c). In the case of an employee workplace safety grievance, the County Board of Supervisors members will receive a copy of the Unsafe Condition or Hazard Report form as originally filed; any documentation assembled by the immediate supervisor or Department Manager or County Administrative Coordinator, along with their appropriate responses, if any; a copy of the written report from the Safety Committee, if any; a copy of the grievance as originally filed with the County Administrative Coordinator, a copy of the written decision from the Impartial Hearing Officer, if any; and a copy of the Grievance Appeal Form as filed by the Grievant.

## 2). County Board of Supervisors Appeal Process

(a). When the Administration receives a properly filed request for appeal, the County Administrative Coordinator will forward the appeal to the County Board of Supervisor's Chairperson. The Chairperson will schedule a meeting of the County Board of Supervisors to review the hearing record and the Impartial Hearing Officer's decision. The County Board members will review the written decision of the Impartial Hearing Officer, the reasons for the appeal and the reply. The County Board will not overturn or otherwise modify the Impartial Hearing Officer's decision unless the decision of the Impartial Hearing Officer is found to be arbitrary or capricious, oppressive or unreasonable.

(b). The County Board of Supervisors will not take testimony, not accept additional evidence, not accept briefings, not accept oral arguments or otherwise conduct a hearing of any sort in relation to an appeal.

## 3). Decision of the County Board of Supervisors

The County Board of Supervisors shall provide a written decision to the Grievant and the Administration normally within twenty (20) working days from the date of the County Board of Supervisors meeting. The written decision will contain the following: the case number and caption describing the parties; the final decision and conclusions; and if the County's decision is overturned, the remedy for the Grievant.

If the Grievance is sustained, the County may award the Grievant one of the following remedies if reasonable under the totality of the circumstances:

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(a). If the Grievance involves employee termination, the County Board of Supervisors may award remedies consistent with Section IV (3) (j) (1). If reinstatement is awarded, the County Board of Supervisors may award back pay to the employee reduced by any unpaid suspension imposed by the County Board of Supervisors, less any interim earnings. The County Board of Supervisors may not award back pay greater than the equivalent number of working days elapsed from the date of termination to the date of the County Board meeting, less any interim earnings.

(b). If the Grievance involves employee discipline other than termination, the County Board of Supervisors may award remedies consistent with Section IV (3) (j) (2). If the County Board of Supervisors reduces an unpaid suspension, the County Board of Supervisors may award back pay to the employee for any period of unpaid suspension served by the employee that was reduced, less any interim earnings.

(c). If the Grievance involves Workplace Safety, the County Board of Supervisors may order that corrective action be taken according to the law.

#### 4). Finality of County Board of Supervisor's Decision

The decision of the Buffalo County Board of Supervisors shall be final and may not be reconsidered.

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## **POLICY 505.      JOB TRANSFERS & PROMOTIONS**

1. **Purpose:** To establish a procedure for employee transfers and promotions.
  
2. **Policy:**
  - 2.1 The County Administrative Coordinator and Department Manager, in consultation with the Buffalo County Human Resources Committee, reserves the right to transfer or promote an employee with a corresponding adjustment in the employee's compensation.
  
  - 2.2 When an employee is transferred or promoted, any accumulated personal time (vacation/sick leave/PTO) benefits are carried forward.
  
3. **Promotion:**
  - 3.1 Promotion is the movement of an employee from one position to another having a higher salary range or position responsibilities.
  
  - 3.2 Salary shall be adjusted from the first date of promotion to a rate in the higher salary range that grants the employee an increase in total salary for the year from the date of promotion above the total annual salary for the same period had the employee not received the promotion.
  
4. **Transfer:**
  - 4.1 Transfer is the movement of an employee from one position to another in the same or different department having the same salary range or position responsibilities.
  
  - 4.2 When an employee transfers, there shall be no change in the salary range.
  
  - 4.3 When an employee transfers, any accumulated overtime or compensatory time shall be transferred with the employee.

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**5. Transfer from Part-Time to Full-Time Status:**

- 5.1 Current employees working on either a regularly scheduled or casual part-time basis may, from time to time, become full-time employees of Buffalo County
- 5.2 Whenever this occurs, this procedure will be followed for the determination and calculation of an adjusted employment date for purposes of determining a beginning rate of pay.
- 5.3 All part-time hours previously worked for Buffalo County by the employee will be converted to an equivalent number of “full time” workdays. The computed number of equivalent converted (“full-time”) workdays will be subtracted from the actual start date of full-time employment in order to arrive at an adjusted (calculated) date of employment. This calculated date of employment is then used to determine a beginning rate of pay based on existing wage, as applicable.
- 5.4 The employee will be given normal full credit for the pro-rated benefits accumulated during the period of part-time employment (in accordance with current policy) and while these pro-rated benefits will cease to accrue at the time of full-time employment, they will be available to the employee for future use. However, the actual start date of full-time employment will be the date used for the determination and calculation of all benefit accruals, all of which will commence at the beginning point of that particular employee group(s) schedule.

**6. Temporary Assignments:**

- 6.1 An employee who is temporarily assigned to a position in a higher salary range than the employee’s current rate shall be compensated at one-half the difference between the assigned position and the employee’s current rate of pay.
- 6.2 Any temporary assignment shall not exceed six (6) months.

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**7. Emergency Appointments:**

- 7.1 The County Board Chair may authorize the appointment of current county employees to fill positions under emergency conditions for a period of time not to exceed thirty (30) days.
- 7.2 Any salary adjustment shall be considered on a case-by-case basis.

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## **POLICY 506. JOB VACANCIES & POSTING**

1. **Purpose:** To provide a recruitment and selection process for all regular and temporary positions. The County observes all equal employment opportunity laws and regulations and the Buffalo County Affirmative Action Plan in all of its recruitment and selection efforts. The selection process will include an evaluation of the applicant's relative abilities, skills, knowledge, and experience.
2. **Policy:**
  - 2.1 It shall be the policy of Buffalo County to recruit, select and hire the most qualified persons for positions within the County as spelled out in the position description. Recruitment and selection shall be conducted in an affirmative manner to ensure open competition and provide equal employment opportunities.
  - 2.2 All applications shall be on forms adopted by the Buffalo County Human Resources Committee which comply with State and federal laws. The application form shall contain a statement to be signed by the applicant that all information provided is truthful and accurate.
  - 2.3 Department Managers will follow procedures to obtain approval to fill open positions available within the County.
  - 2.4 Recruitment shall be tailored to the position to be filled and directed to sources most likely to yield qualified applicants.
3. **Administration:**
  - 3.1 The County Administrative Coordinator shall be responsible for the administration of all positions authorized by the County Board of Supervisors, ensuring that employees receive an appropriate level of pay and benefits after reviewing the position and relevant budgetary and administrative guidelines.
4. **Position Establishment:**
  - 4.1 Authorization for all new, unbudgeted full-time or part-time positions, are subject to the recommendation of the Standing Committee, Buffalo County Human Resources Committee, Buffalo County Finance Committee and approval by the Buffalo County Board of Supervisors by resolution.

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- 4.2 Authorization for all unbudgeted limited-term, temporary, part-time or seasonal positions, shall be approved by the Standing Committee and forwarded to the Buffalo County Human Resources Committee and the Buffalo County Finance Committee for review by resolution subject to the departmental budgetary constraints.
  - 4.3 The County Administrative Coordinator has the authority to approve an emergency appointment to a limited-term temporary position not to exceed thirty (30) days for the purposes to cover workload due extenuating circumstances. Any extension shall be approved by the County Board Chair or designee.
  - 4.4 Authorization to fill any vacancy in a budgeted position shall be subject to approval by the Standing Committee subject to departmental budgetary constraints.
5. **Position Descriptions:**
- 5.1 Position descriptions are necessary to establish a distribution of duties and responsibilities that employees are expected to perform, to classify positions correctly, to fix the appropriate pay for such positions, and to develop employee selection procedures.
  - 5.2 Position descriptions generally contain the following information: job title, reporting relationships; exemption status; general summary; essential duties and responsibilities; required knowledge, skills and abilities; education and experience requirements and physical requirements.
  - 5.3 Current position descriptions are the responsibility of the Department Manager in coordination with the County Administrative Coordinator.
  - 5.4 Position descriptions are to be kept current and up-to-date through periodic reviews by the Department Managers and employees.
  - 5.5 All job description creations and changes need to be approved by the appropriate oversight (Standing) Committee and the Buffalo County Human Resources Committee.
  - 5.6 The County Administration Office is responsible for ensuring the consistency and accuracy of the information and keeping formal copies and background information on file for all jobs.

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- 5.7 A copy of the approved formal job description is available for each employee through the Department Manager or designee or the County Administration Office.
- 5.8 A signed copy of each position description shall be maintained in the individual's personnel file with written acknowledgment of employee's receipt and review of the position description.

**6. Position Description Process:**

**6.1 New Position:**

- 6.1.1 If a Department Manager wants to create and fill a new job, a position description will be developed by the Department Manager with the assistance of the County Administrative Coordinator.
- 6.1.2 Any new position description shall be submitted to the appropriate Standing Committee for review prior to submission to the Buffalo County Human Resources Committee for approval.
- 6.1.3 The Department Manager will be provided a final approved job description by the Human Resource Committee from the County Administration Office.
- 6.1.4 The Human Resource Committee will assign the new position a wage range upon the recommendation of the County Administrative Coordinator and Department Manager.

**6.2 Revised Position Descriptions:**

- 6.2.1 As a job changes, a revised job description may be needed. Department Managers should review job descriptions with their employees on an annual basis in conjunction with the performance appraisal process.
- 6.2.2 If changes are needed, the Department Manager and employee should note the changes on the current job description and forward it to the County Administration Office.
- 6.2.3 The County Administration Office will make the changes and prepare a draft for the appropriate Standing Committee to review and approve.

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6.2.4 Once approved by the Standing Committee, the job description will go to the Buffalo County Human Resources Committee for review and approval. The Buffalo County Human Resources Committee has the authority to adjust and review portions of any county position descriptions.

6.2.5 The County Administration Office will make any changes and prepare and distribute an official revised description to the Department Manager after approval by the Buffalo County Human Resources Committee.

**7. Vacant Positions:**

7.1 If a job becomes vacant, the Department Manager should review the current job description to determine if there should be any changes prior to an individual being hired to fill the position.

7.2 Revisions should be made before any action is taken to fill the position.

7.3 If the vacant position is one covered by union contract, it shall be posted pursuant to the union contract. Union employees may apply according to their respective contracts.

**8. Position Announcement:**

8.1 All position announcements shall include the following information:

- Position title and department of employment.
- Salary range may be included at the option of the Standing Committee.
- Minimum requirements.
- Closing date for filing applications.
- Listing the County Administration Office, or designee, as the designated place to receive and file application forms and to receive further information regarding the position.
- A statement that the County is an affirmative action equal opportunity employer, and other pertinent information.
- Position openings shall be publicly announced at least five (5) working days prior to the closing date for filing applications, except in cases of immediate need or unusual circumstances as determined by the County Administrative Coordinator.

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8.2 The County Administrative Coordinator shall direct recruitment efforts to outside sources with assistance from the Department Manager or designee. This may include, but is not limited to:

- Review of former employees on lay-off status receiving unemployment compensation, or employees eligible for reinstatement;
- Listing with nearby job information and placement centers, including State Job Services;
- Advertising on the world-wide web (internet);
- Advertising on the County web site;
- Advertising in the official county newspaper and in other area publications;
- Advertising in nationwide newspapers or professional journals when:
  - Area coverage cannot provide a reasonable number of qualified applicants; or
  - Recruiting for any key managers or professional positions.

8.3 All position opening notices must be approved by the County Administrative Coordinator or designee prior to being published.

9. **Selection Process:**

9.1 The County Administrative Coordinator or designee will screen employment applications and may consider an application unacceptable if it does not meet the minimum requirements of the position.

9.2 The Department Manager and/or Standing Committee or designee will screen employment applications to be selected for an interview. If the position being filled is a Department Manager position, the County Board Chair, Standing Committee Chair and/or designees and the County Administrative Coordinator will be responsible for screening applications.

9.3 Selection of eligible applicants shall be based upon an evaluation and ranking of each applicant meeting screening criteria including review of education, training, and experience listed on the application, or resume, indicating suitability to the position.

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- 9.4 Determination of the most qualified applicant shall be based on the evaluation of the following job-related selection criteria, but is not limited to:
- Characteristics clearly needed for successful performance.
  - Investigation of criminal conviction records when job related.
  - Pre-employment inquiries from former employers.
- 9.5 The Selection Committee shall select an applicant for the position or place the selection process “on hold” pending further information and direction from the appropriate Standing Committee.
10. **Interview Process:**
- 10.1 The County Administrative Coordinator or designee, Department Manager and related committee chairperson, which may also include the County Board Chair, shall comprise, at a minimum, the interviewing panel to interview qualified applicants for positions.
- 10.1.1 If the position being filled is a Department Manager position, representatives of the Standing Committee as selected by the Standing Committee and County Administrative Coordinator shall jointly interview applicants selected for the interviews.
- 10.2 The panel should include at least one (1) member of the responsible Standing Committee, or designee.
- 10.3 The Standing Committee shall designate the member(s) to serve on the interview panel at the time that action is taken to approve the position.
- 10.4 The administration of the application and interview process will be in accordance with applicable law, including public records statutes.
- 10.5 The County Administrative Coordinator, or designee, shall give each interviewed applicant not selected written or oral notice of such non-selection.

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- 10.6 The Department Manager or the County Administrative Coordinator (when filling a Department Manager position) shall prepare a list of questions which shall be asked of each applicant. These questions will include, but not be limited to, education, training and experience.
- 10.7 Each interviewer shall evaluate each candidate based upon responses to the questions.
- 10.8 Following the interview, the completed evaluations and application forms shall be given to the County Administration Office. These documents shall become the property of the County and destroyed after one (1) year.

**11. Recruitment Reimbursement:**

- 11.1 Unless otherwise approved by the County Administrative Coordinator, County Board Chairperson, and the County Buffalo County Finance Committee, applicants selected for personal interviews shall bear the responsibility for all travel and lodging expenses related to the interview.

**12. Confidentiality:**

- 12.1 The County Administrative Coordinator and all other persons participating in the selection process shall exercise every precaution to ensure the highest level of integrity and security.
- 12.2 Only the County Administration Office, or designee, shall handle confidential recruitment, selection and interview materials and records.
- 12.3 Applications and resumes will be released in accordance with public records law.

**13. Eligibility Lists:**

- 13.1 The County follows the principle of open competition, Affirmative Action and Equal Employment Opportunity in recruiting and selecting for each vacancy and does not establish eligibility lists.

**14. Introductory Period:**

- 14.1 A person employed in a Non-temporary position shall, immediately following the date of employment, transfer or promotion, serve an introductory period of up to twelve months (12).

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- 14.2 The introductory period shall be extended for any unpaid periods of absence during the introductory period greater than fifteen (15) days in a period equal to the period of absence.
- 14.3 The employee shall be notified, in writing, by the appropriate Department Manager or County Administrative Coordinator of successful completion of the introductory period. A copy of the notice shall be provided to the County Administration Office.
- 14.4 Each new employee shall be evaluated at the end of the third month of employment and again on the sixth month of employment with a final evaluation approximately fifteen (15) days prior to the end of their probationary period. The County may, at its discretion, conduct additional performance evaluations at times not set forth above, and, if the employee believes that a performance review is needed and/or past due, the employee should discuss the matter with their immediate supervisor.

All evaluations shall be completed by the Department Manager or County Administrative Coordinator with input from the Standing Committee if appropriate.

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## **POLICY 507. LAYOFF & RECALL**

1. **Purpose:** To provide a procedure for reducing the workforce and recalling employees due to layoffs.
2. **Policy:**
  - 2.1 The County retains the right to lay off employees, in whole or in part, and to retain those employees who are most qualified to perform the available work, regardless of their previous length of employment.
3. **Procedure:**
  - 3.1 The needs of the County shall be the prime consideration used in the County's determination of which employees shall be laid off. The rehiring of employees that have been laid off shall be determined by the County based on its need for the most qualified person to perform the available work.
4. **Layoffs:**
  - 4.1 The County may lay off employees on a temporary basis in the event of a lack of work or funds, or under conditions where continuation would be inefficient as determined by the County.
  - 4.2 No Non-Temporary employee shall be laid off while there are temporary employees serving in comparable positions within the same department.
  - 4.3 All layoffs shall be at the discretion of the Department Manager and the County Administrative Coordinator. Length of service may be considered.
  - 4.4 The County Administrative Coordinator shall give one (1) week's written notice, except under emergency conditions, to employees laid off for one (1) week or more.
5. **Recalls:**
  - 5.1 Recall from layoff to the position occupied by the employee pre-layoff must occur within one (1) year or the layoff shall be considered a Non-temporary separation.

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- 5.2 When a vacancy for which the employee is qualified occurs in the same department within one (1) year of layoff, the employee may be reinstated at the discretion of the Department Manager and the County Administrative Coordinator and may be required to serve an introductory period of up to twelve (12) months.
- 5.3 The wage of an employee who is recalled shall be at the closest to the same pay range level from which the employee left. The employee shall receive credit for prior years of service for reinstatement of PTO benefits.
- 6. **Workplace Accommodations:**
  - 6.1 **Permanent Disability:**
    - 6.1.1 An employee determined by the County Administrative Coordinator, or designee, to be unable to perform the duties of the position to which assigned due to a mental or physical disability, despite reasonable accommodation, may be separated from service.
    - 6.1.2 Available positions for which the employee is qualified shall be offered in writing to the employee. If the employee refuses a suitable position, it shall be so noted in that employee's personnel file and they shall be considered to have resigned.
    - 6.1.3 If suitable positions are not available, the employee shall be terminated, but shall be offered the opportunity to apply for any future vacant positions for which qualified.
  - 6.2 **Temporary Disability:**
    - 6.2.1 An employee determined by the County Administrative Coordinator and/or Department Manager to be temporarily unable to perform the duties of the position to which assigned, due to a mental or physical disability, despite reasonable accommodation, shall be subject to the following provisions for a period of time that normally does not exceed one (1) year.
    - 6.2.2 An employee medically certified for restricted duties will be provided suitable work on a temporary basis during the healing period, if available, and if so doing would not be detrimental to the efficient operations or safety of the department.

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- 6.2.3 Employees temporarily assigned to restricted duties shall not receive a reduction in the base salary for periods up to sixty (60) days, but thereafter shall be placed at the appropriate rate for the work performed.
- 6.2.4 If suitable restricted duty work is not available, the employee shall be advised of available leave provisions and if not requested, the employee shall be laid off.
- 6.2.5 Employees absent due to temporary disability shall provide a medical release to the County Administrative Coordinator upon return to service.
- 6.2.6 Employees unable to return to service within one (1) year of the temporary disability absence shall normally be considered by the County as permanently disabled.

**6.3 Right of Appeal:**

- 6.3.1 All employees separated under this section shall have the right to appeal through the Buffalo County Grievance Policy & Procedure.

**Policy 507.**  
**Effective Date:**  
**Revised Date:**

**LAYOFF AND RECALL**  
**May 31, 2015**

**Buffalo County**  
**Employee Handbook**

## **POLICY 508.**

## **PERFORMANCE REVIEWS**

1. **Purpose:** To provide for periodic review of work performance.
  - 1.1 The purpose of the performance evaluation is to improve individual performance, strengthen supervisor-employee relationships and recognize employee accomplishments and good work.
  - 1.2 Performance evaluation reports may be considered in personnel decisions affecting promotion, demotion, removal, re-employment, and training for exempt and non-exempt personnel.
  
2. **Procedure:**
  - 2.1 Each new employee shall be evaluated at the end of the third month of employment and again on the six month of employment with a final evaluation approximately fifteen (15) days prior to the end of their introductory period by the Department Manager. The County may at its discretion, conduct additional performance evaluations if the employee believes that a performance review is needed.
  - 2.2 Department Managers or their designee shall evaluate all department employees annually on the Buffalo County Employee Evaluation form. Evaluations must be submitted to the County Administrative Coordinator by December 1<sup>st</sup> of each year.
  - 2.3 If an employee believes that a performance review is needed and/or is past due, the employee should discuss the matter with their immediate supervisor or Department Manager.
  - 2.4 The County Administration Office will supply the necessary forms and it will be the Department Manager or designee's responsibility to complete the evaluation form and submit the original to the County Administrative Coordinator to be retained in the employee's personnel file. No copy will be returned to the Department.
  - 2.5 The County Administrative Coordinator will review the evaluations and discuss any concerns with the Department Manager.

**Policy 508.**  
**Effective Date:**  
**Revised Date:**

**PERFORMANCE EVALUATION**  
**May 31, 2015**  
**January 23, 2017**

**Buffalo County**  
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3. **Department Manager Evaluations:**

3.1 The County Administrative Coordinator shall normally conduct evaluations on all Department Managers on an annual basis. At the request of the governing (home) committee (if applicable), the County Administrative Coordinator may review and perform the evaluation with the Committee.

4. **County Administrative Coordinator:**

4.1 The County Administrative Coordinator evaluation will be completed annually by the members of the Committee of the Board.

5. **Review with Employee:**

5.1 All employee performance evaluation ratings shall be shared with the employee.

5.2 The evaluator and the employee as well as the County Administrative Coordinator must sign the evaluation forms. If the employee disagrees as to the validity or merit of the evaluation, the employee may request a meeting with the County Administrative Coordinator to attempt to resolve the problem.

5.3 The employee may also prepare a written response to the performance evaluation to be placed in his/her personnel file.

6. **Filing and Deadline:**

6.1 Department Managers shall complete the performance review form prior to the 12-month introductory period deadline or anniversary of hire date and return it to the County Administration Office within fourteen (14) days of the end of the introductory period or anniversary of hire date or date of completed evaluation. Failure to do so may result in disciplinary action against the responsible manager.

**Policy 508.**  
**Effective Date:**  
**Revised Date:**

**PERFORMANCE EVALUATION**  
**May 31, 2015**  
**January 23, 2017**

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**Employee Handbook**

## **POLICY 509. PERSONAL APPEARANCE**

1. **Purpose:** County employees are in the forefront of providing service to the general public. Personal appearance is essential elements of good public relations. Buffalo County expects its employees to be well groomed and neatly dressed. Employees should dress in a manner consistent with a professional business atmosphere and should practice good personal hygiene.
2. **Policy:**
  - 2.1 Buffalo County takes pride in its employees. Physical appearance, dress, and personal cleanliness contribute to the morale of all employees and affect the image Buffalo County presents to its clients and visitors.
  - 2.2 During business hours, employees are expected to present a neat and clean appearance and to dress according to the requirements and expectations of their positions.
  - 2.3 Employees who appear for work inappropriately dressed will be sent home by their immediate supervisor after consulting with the County Administrative Coordinator and directed to return to work in appropriate attire. Under such a circumstance, employees will not be able to claim paid county time.
  - 2.4 Appropriate dress for courthouse employees is business casual. Shorts, cut-off pants and short skirts/dresses will not be allowed at any time or any season. Jeans (denim) generally are not permitted. Maintenance staff is exempt, but attire is to be presentable.
  - 2.5 County departments/employees may be exempt from this rule: If an employee has “field work” or “on call field work” outside the courthouse, such a circumstance or office situation would and will be considered an exception to the rule.
  - 2.6 Footwear must provide adequate protection. Material shall be leather or heavy canvas with hard soles. No sandals, open toed or heeled shoes are acceptable for “field work”.

**Policy 509. PERSONAL APPEARANCE**  
**Effective Date: May 31, 2015**  
**Revised Date:**

**Buffalo County**  
**Employee Handbook**

## **POLICY 510. PERSONNEL FILES**

1. **Purpose:** To provide reasonable access to personnel accordance with public records laws and regulations.
2. **Policy:**
  - 2.1 Personnel records are essential to provide factual data about an individual's employment with the County. They serve as a basis to evaluate qualifications for promotion or transfer and determine the status, eligibility, rights, and benefits of employees.
  - 2.2 The documents in the employee's personnel file vitally affect the rights and benefits of employees and serve to support management decisions.
3. **Responsibility and Authority:**
  - 3.1 The County Administrative Coordinator shall:
    - 3.1.1 Establish, maintain, and coordinate personnel transactions and records for all county employees.
    - 3.1.2 Maintain a central personnel file for each county employee showing name, address, birth date, title, and other pertinent information necessary for effective personnel administration and compliance with federal and state laws.
    - 3.1.3 Advise and assist Department Managers on all county personnel transactions, records, and procedures.
  - 3.2 Department Managers shall:
    - 3.2.1 Promptly notify the County Administration Office of all changes in personnel information affecting records and payroll.
4. **Inspection and Confidentiality of Records:**
  - 4.1 Information as to the name and dates of employment, classification title, and salary is available for public inspection at times in accordance with the procedures prescribed by the County Administrative Coordinator and provisions of the Wisconsin Public Records law.

**Policy 510. PERSONNEL FILES**  
**Effective Date: May 31, 2015**  
**Revised Date:**

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- 4.2 Unless access is specifically authorized or required by statute, all other employee information not designated above, shall be considered confidential and shall be available to the County Administrative Coordinator, the employee's supervisor and/or Department Manager, and appropriate Standing Committee only if such information is job-related or is necessary in order to perform official duties.
  - 4.3 An employee or their representative shall, upon written request, be allowed to inspect any of their personnel documents.
  - 4.4 The inspection shall take place during working hours and in the office of County Administration or a place designated by the County Administrative Coordinator
  - 4.5 Such requests shall be limited to two (2) requests by an employee each year.
5. **Retention of Records:**
- 5.1 Retention of records will be in accordance with established County Ordinance.
  - 5.2 Records not defined by this ordinance or State or Federal Statute may be destroyed by the authorization and/or approval of the County Administrative Coordinator.

**Policy 510.**  
**Effective Date:**  
**Revised Date:**

**PERSONNEL FILES**  
**May 31, 2015**

**Buffalo County**  
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## **POLICY 511. SEPARATION FROM EMPLOYMENT**

1. **Policy:** Separation from employment includes but is not limited to resignation, retirement, reduction in workforce, failure to return from approved leave, discharge from employment, or disability. Such employment separations may be voluntary or involuntary.
2. **Resignations:**
  - 2.1 Resignations shall be considered voluntary acts on behalf of employees.
  - 2.2 All resignations shall be by written notice at least two (2) weeks in advance, except in the case of Department Managers who shall give at least thirty (30) days advance notice.
  - 2.3 When an employee resigns, a notice of resignation must be provided to their supervisor or Department Manager, which will be forwarded within two (2) working days to the County Administration Office.
    - 2.3.1 The notice of resignation will contain:
      - The employee's full name;
      - The accurate position title and department;
      - The current date of the letter;
      - The effective date of the resignation; and
      - The date of the last day to be worked.
  - 2.4 If an employee fails to give the required notice, the employee may be considered to have resigned not in good standing, unless the County Administrative Coordinator determines that acceptable reasons for a shorter notice period exist.
  - 2.5 The County Administrative Coordinator shall maintain the right to negotiate compensation settlements in regards to employee/employer separation, with approval of the Buffalo County Human Resources Committee.

**Policy 511. SEPARATION OF EMPLOYMENT**  
**Effective Date: May 31, 2015**  
**Revised Date:**

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- 2.6 Any employee on an unauthorized absence for one (1) business day or who fails to report for duty within three (3) consecutive business days after the expiration of leave or upon recall from layoff, shall normally be held to have resigned not in good standing.
  - 2.7 The County Administrative Coordinator or designee shall notify the employee of such action by personal service or by certified mail.
  - 2.8 Upon resignation or termination, the last day worked will be used as a basis for cessation of benefits.
  - 2.9 Employees are to contact the County Administration Office prior to the last week of employment to make arrangements for final payroll deductions and discuss cessation of benefits.
3. **Reduction in Work Force:**
- 3.1 Due to economic or efficiency measures, changes in organizational structure, or other business reasons, the County Board of Supervisors may eliminate Non-temporary positions.
  - 3.2 Non-temporary employees separated as a result of such action shall:
    - 3.2.1 Be given two (2) weeks' written notice of Non-temporary separation by the County Administrative Coordinator or designee.
    - 3.2.2 Be eligible for reinstatement to the position occupied by the employee pre-layoff for one (1) year.
4. **Exit Interview:**
- 4.1 When deemed necessary by the County Administrative Coordinator, an exit interview shall be conducted with a terminating employee regardless of length of service, position, status, or circumstance of separation.
  - 4.2 The exit interview shall be conducted no later than the employee's last working day.
  - 4.3 The County Administrative Coordinator, or designee, will conduct all exit interviews and a review of said interview shall be made available to appropriate Department Manager.

**Policy 511.**  
**Effective Date:**  
**Revised Date:**

**SEPARATION OF EMPLOYMENT**  
**May 31, 2015**

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**5. Return of County Equipment:**

- 5.1 Employees leaving county service shall return all county property on or before their last day worked. Such equipment includes, but is not limited to key(s), laptop computers, calculators, and cell phones.
- 5.2 It shall be the responsibility of the Department Manager to verify in writing to the County Administration Office that this has been accomplished.
- 5.3 It shall be the responsibility of the County Administrative Coordinator to verify in writing that all county property has been returned for Department Managers.

**6. Last Day of Employment:**

- 6.1 Last day worked will in most cases be considered the last day of employment. The County reserves the right to determine the last day of employment.

**Policy 511.**  
**Effective Date:**  
**Revised Date:**

**SEPARATION OF EMPLOYMENT**  
**May 31, 2015**

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# WORKPLACE ENVIRONMENT

- **POLICY 601.      WORKPLACE SAFETY**
- **POLICY 602.      WORKPLACE VIOLENCE POLICY**
- **POLICY 603.      HARRASSMENT AND DISCRIMINATION**
- **POLICY 604.      DRUG & ALCOHOL-FREE WORKPLACE**

## **POLICY 601.      WORKPLACE SAFETY**

1.    **Purpose:**        To provide a safe work environment for employees.
  
2.    **Policy:**
  - 2.1    Any unsafe practice or condition, affecting persons, property or equipment, must be reported immediately to a supervisor or Department Manager.
  - 2.2    Should a hazardous situation exist at the workplace, safety concerns always take precedence over continuing operations.
  - 2.3    Any employee who identifies ways to increase workplace safety should make these recommendations known to their supervisor or Department Manager.
  - 2.4    The Department Manager shall report immediately to the County Administrative Coordinator any unsafe practice or conditions, as well as, any recommendations for improvement for workplace safety.
  - 2.5    The County Administrative Coordinator will work with the Buffalo County Safety Committee to address unsafe practices or conditions and consider recommendation for workplace safety improvement.
  
3.    **Safety Equipment:**
  - 3.1    The County shall furnish proper safety devices for all work and employees shall wear and/or use all safety equipment furnished by the County as required and approved by the Department Manager.
  - 3.2    Employees must observe all safety laws, codes and regulations that apply to their specific department.
  - 3.3    The County shall furnish rain coats and hard hats where needed.
  - 3.4    The County shall pay up to \$100.00 (one hundred dollars) toward prescription safety glasses (with permanently attached, non-removable, side safety shields) every two (2) years, after verification of purchase.

**Policy 601.                      WORKPLACE SAFETY**  
**Effective Date:                May 31, 2015**  
**Revised Date:**

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4. **Violations:**

- 4.1 Direct violations of safety policies may be subject to disciplinary action, including termination of employment.

**Policy 601.**  
**Effective Date:**  
**Revised Date:**

**WORKPLACE SAFETY**  
**May 31, 2015**

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## **POLICY 602.      WORKPLACE VIOLENCE POLICY**

1.    **Purpose:**      To provide a preventative plan to address violent or aggressive behavior in the workplace and to establish procedures to respond to acts of violence by or against county employees.
  
2.    **Policy:**
  - 2.1    The safety and security of Buffalo County's employees is of vital importance. Therefore, acts or threats of physical violence, including intimidation, harassment and/or coercion which involve or affect the County, or which occur on county property are considered misconduct and will not be tolerated.
  
  - 2.2    The prohibition against threats and acts of violence as described above applies to all persons involved in the operation of the County, including (but not limited to) our own personnel, contract and temporary workers, and non-employees on county property.
  
  - 2.3    Any confirmed act or threat will be grounds for disciplinary action up to and including termination of employment even on the first offense.
  
  - 2.4    No provision of this policy statement or any other provision in this plan alters the "at-will" nature of employment with the County.
  
  - 2.5    The Department Manager, if necessary with the County Administrative Coordinator in consultation with the Human Resource Committee shall make the determination of whether, and to what extent, threats or acts of violence are acted upon by the County.
  
  - 2.6    In making this determination, a case-by-case analysis may be undertaken in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred.
  
  - 2.7    Any employee who has been a recipient of a threat of violence or a victim of an act of violence is to report it to the County Administrative Coordinator.
  
  - 2.8    Such reports will be kept confidential to the maximum extent possible and may be used in the County's investigation. Because the threat may come from a source external to the County, we will assess the need for special safeguards and cooperate with local authorities.

**Policy 602.                      WORKPLACE VIOLENCE POLICY**

**Effective Date:              May 31, 2015**

**Revised Date:**

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## **POLICY 603. HARRASSMENT AND DISCRIMINATION**

1. **Purpose:** The fundamental policy of Buffalo County is that the workplace is for performing duties to serve and provide the highest quality of service to the public. The purpose of this policy and goal of the County is to maintain a healthy work environment free from sexual harassment and other unlawful harassment and discrimination.
2. **Policy:**
  - 2.1 Harassment and other acts of illegal discriminatory conduct—in any form—is unacceptable, will not be condoned, and will subject the employee to disciplinary action or discharge from employment.
  - 2.2 It is the responsibility of each and every employee to immediately report any and all discriminatory, harassing or retaliatory conduct which may relate to the work environment whether it occurs on or off the job.
  - 2.3 Such conduct includes conduct by employees toward other employees, by employees toward members of the public, and by members of the public toward employees which relates to their work.
  - 2.4 Under federal and state fair employment laws, members of protected classes are shielded from unlawful discrimination in employment. Such discrimination can include:
    - Unsolicited and repeated derogatory epithets, derogatory statements or gestures made to a person because of his/her protected status.
    - Any attempt to penalize or punish a person because of his/her protected status.
    - Creating an offensive and hostile work environment for a person because of his/her protected status, including sexual harassment.
  - 2.5 Allegations of workplace harassment will be subject to an immediate and confidential (to the extent possible) investigation by the Department Manager and/or County Administrative Coordinator.
  - 2.6 If an employee is responsible for the harassment, he/she will be subject to disciplinary action or termination from employment.

**Policy 603.**

**Effective Date:**

**Revised Date:**

**HARRASSMENT AND DISCRIMINATION**

**May 31, 2015**

**January 23, 2017**

**Buffalo County**

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- 2.7 Acts of sexual harassment and other forms of discriminatory conduct at the workplace by employees against other employees, customers or other members of the public will not be tolerated and are strictly prohibited.
- 2.8 Accordingly, the County adopts and establishes the following work rules:
- 2.8.1 It is unlawful and against policy for any employee, male or female, to harass another by: making unwelcome sexual advances or making favors or other verbal or physical conduct of a sexual nature a condition of any employee's work; using an employee's submission to or rejection of such conduct as the basis for or as a factor in any employment decision affecting the individual; or otherwise creating an intimidating, hostile or offensive working environment by such conduct.
- 2.8.2 The creation of any intimidating, hostile or offensive working environment may include (but is not limited to) such actions as persistent comments on an employee's sexual preference or the display of obscene or sexually oriented photographs or drawings. Conduct or actions that arise out of a personal or social relationship that are not intended to have a discriminatory employment effect may not be viewed as harassment. The County will determine whether such conduct constitutes sexual harassment, based on a review of the facts and circumstances of each situation.
- 2.8.3 The County will not condone any form of sexual harassment toward others. All employees who violate this policy will be subject to disciplinary action or discharge from employment.
- 2.8.4 Employees who believe they are being sexually harassed, or being subjected to other forms of illegal discriminatory conduct, should report the conduct to their immediate supervisor at once. If the employee's supervisor or Department Manager is the source of the alleged harassment or other forms of discriminatory conduct, the employee should report to the County Administrative Coordinator. All allegations should be made in writing and will be investigated.

**Policy 603.**  
**Effective Date:**  
**Revised Date:**

**HARRASSMENT AND DISCRIMINATION**

**May 31, 2015**  
**January 23, 2017**

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- 2.8.5 Supervisors and Department Managers who receive a complaint should carefully investigate the matter, keeping in mind that privacy considerations should be applied in handling this type of complaint. The County Administrative Coordinator, Department Manager or supervisor should question all employees who may have knowledge of either the specific incident complained of or similar problems. The complaint, the investigative steps and the findings should all be documented as thoroughly as possible.
- 2.8.6 Employees who are dissatisfied with the outcome of the investigation may file a complaint with the Human Resource Committee. No employee will be subjected to any form of retaliation or discipline for pursuing a sexual harassment or discrimination complaint in good faith.
- 2.8.7. If an employee believes that he or she is being retaliated against for pursuing a claim of harassment and/or discrimination, that employee should immediately file a written complaint.

**Policy 603.**  
**Effective Date:**  
**Revised Date:**

**HARRASSMENT AND DISCRIMINATION**  
**May 31, 2015**  
**January 23, 2017**

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## **POLICY 604. DRUG & ALCOHOL-FREE WORKPLACE**

1. **Purpose:** Maintaining a workplace free from the effects of alcohol and drugs, and enduring the public that their safety and trust in us is protected.
  
2. **Policy:**
  - 2.1 The County is committed to providing a safe, efficient and productive work environment for all employees. In keeping with this commitment, employees and job applicants may be asked to provide body substance samples (e.g., blood, urine) to determine the illicit use of drugs or alcohol. Tests may be conducted in any of the following situations:
    - 2.1.1 Pre-employment: As a pre-qualification requirement before assuming any employment position, prospective employees may be required to provide a body sample for drug and/or alcohol testing. This may occur in connection with a pre-employment medical examination.
    - 2.1.2 Random: Employees who are required to maintain a CDL license may be randomly selected without prior notice to provide a body sample for testing.
    - 2.1.3 Reasonable Cause: The County may require testing when workplace behavior indicates that an employee is under the influence of drugs and/or alcohol.
    - 2.1.4 Post-Accident: An employee who is involved in an accident while on county time may be asked to provide a body substance for testing.
  
3. **No Smoking/Tobacco Use Policy:**
  - 3.1 As provided in Wisconsin State Statutes 101 (Smoking Prohibited) smoking or the use of any form of tobacco products or electronic smoking device in Buffalo County owned, rented or leased buildings, grounds and vehicles or other properties is expressly prohibited.
  - 3.2 Policies and penalties will be enforced.
  - 3.3 Any exceptions to the Policy will be managed and controlled by the County Administrative Coordinator with enforcement provided by the Law Enforcement agencies within their jurisdiction.

**Policy 604. DRUG & ALCOHOL-FREE WORKPLACE**

**Effective Date: May 31, 2015**

**Buffalo County**

**Revised Date:**

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4. **Medical Examinations:**

- 4.1 Employees may be required by the County to pass a physical examination prior to beginning their employment, prior to returning to employment after an extended absence due to health conditions, or as a condition of continued employment when the County has reason to believe based on objective evidence that the employee is not able to perform the requirements of the job or poses a direct threat to themselves or others. Such exams shall measure an individual's physical capabilities in terms of the job to be performed.
- 4.2 Employees normally shall receive such physical examinations with their health care provider.
- 4.3 The County will pay any costs not covered by insurance for the required examination.
- 4.4 The County Administrative Coordinator may waive the required examination if the employee provides recent and appropriate satisfactory physical examination results from their health care provider.

**Policy 604.**  
**Effective Date:**  
**Revised Date:**

**DRUG & ALCOHOL- FREE WORKPLACE**  
**May 31, 2015**

**Buffalo County**  
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## Employee Acknowledgment

I, \_\_\_\_\_, acknowledge receipt of this Buffalo County Personnel Policy Manual.

I understand that while the County believes wholeheartedly in its policies, many of which are set out in the Employee Handbook, they are not conditions of employment. Rather, the Employee Handbook is simply a means to acquaint me with the County and its operations, and provide guidelines in regard to its policies and my employment.

I understand that by accepting employment with the County, I am not being asked or required to provide anything in return beyond my services. I further understand that the Employee Handbook does not constitute a contract of employment, express or implied, between the County and myself and that no oral statements by supervisor, Department Managers or the County Administrative Coordinator can alter this disclaimer or create a contract. Only the Buffalo County Board of Supervisors has the authority to create an employment contract, and such contract must be in writing and signed by the County Board Chairperson to be valid. I understand that unless my employment is covered by an applicable collective bargaining agreement or statutory provision, my employment with the County is "at-will," not for any definite period of time, and may be terminated by myself or the County at any time and for any reason not prohibited by law.

I understand that the County reserves the right to modify, amend, or delete any provisions of this Employee Handbook at any time. I will receive copies of any such modifications, amendments, or deletions.

I understand that this Employee Handbook supersedes all previous manuals, handbooks, and personnel policies that I have received or have been advised of by the County. I also understand that any subsequent revisions to the provisions of this Employee Handbook after I commence my employment will supersede those contained herein.

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

# **APPENDIX**

- **APPENDIX A           ALTERNATE WORK SCHEDULE  
                                  REQUEST FORM**
- **APPENDIX B           EMPLOYEE GRIEVANCE FORM**
- **APPENDIX C           UNSAFE CONDITIONS HAZARD  
                                  REPORT FORM**
- **APPENDIX D           BUFFALO COUNTY WORKPLACE  
                                  SAFETY GRIEVANCE FORM**
- **APPENDIX E           EMPLOYEE CLASSIFICATIONS**
- **APPENDIX F           EDUCATIONAL CONTRACT FORM**

**Buffalo County**  
**Alternative Work Schedule Request and Authorization**  
*Employee Information / Request*

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Effective Date to Begin: \_\_\_\_\_ Conclusion Date (cannot exceed 3 months):  
\_\_\_\_\_

Requested Daily Schedule: \_\_\_\_\_ Work Hours/Week: \_\_\_\_\_

Detailed explanation of request (include hours of work requested):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*Supervisory Response*

Discussion with bargaining unit officer(s) (as necessary), and outcome: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Supervisor recommendation: \_\_\_\_\_ Approved as requested / or changes noted  
\_\_\_\_\_ Denied

Comments: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

*Department Head Response*

Department Head recommendation: \_\_\_\_\_ Approved as requested / or changes noted  
\_\_\_\_\_ Denied

Comments: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

*Administration Office*

Administration Office recommendation: \_\_\_\_\_ Approved as requested / or changes noted  
\_\_\_\_\_ Denied

Comments: \_\_\_\_\_

Administration Office: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix B**  
**EMPLOYEE GRIEVANCE FORM**

The County expects employees and Department Managers to exercise reasonable efforts to resolve any questions, problems, or misunderstandings prior to utilizing the grievance procedure. If an employee is subject to a contractual grievance procedure, the contractual grievance procedure must be followed as applicable.

-----

Grievant Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Department: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Department Head: \_\_\_\_\_

Detailed statement concerning the subject of the grievance, the facts upon which the grievance is based, and the specific relief sought.

\_\_\_\_\_  
Employee's Signature

Date: \_\_\_\_\_

**EMPLOYEE GRIEVANCE FORM TO BE COMPLETED BY SUPERVISOR OR DEPARTMENT HEAD**

Were you aware of this situation? \_\_\_\_ Yes \_\_\_\_ No

What action, if any, have you taken before receiving this grievance?

What action do you recommend?

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

**APPENDIX C**  
**UNSAFE CONDITIONS HAZARD REPORT FORM**

Concern: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date issue/concern was recognized: \_\_\_\_\_

Suggested Solution/Recommendation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Follow-up by County Administrator Coordinator:

Referred to \_\_\_\_\_ for action/follow-up.

\_\_\_\_\_ Meeting(s) with parties conducted.

Action/follow-up taken: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_  
County Administrative Coordinator  
(Signature)

**APPENDIX D**  
**BUFFALO COUNTY WORKPLACE SAFETY GRIEVANCE FORM**

Concern: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date issue/concern was recognized: \_\_\_\_\_

Suggested Solution/Recommendation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Follow-up by County Administrator Coordinator:

Referred to \_\_\_\_\_ for action/follow-up.

\_\_\_\_\_ Meeting(s) with parties conducted.

Action/follow-up taken: \_\_\_\_\_  
\_\_\_\_\_

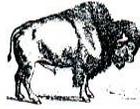
\_\_\_\_\_ Date: \_\_\_\_\_  
County Administrative Coordinator  
(Signature)

## APPENDIX E EMPLOYEE CLASSIFICATIONS

Status	Position
EXEMPT ADMINISTRATIVE	Administration Financial Advisor
EXEMPT ADMINISTRATIVE	Administration Administrative Assistant
EXEMPT ADMINISTRATIVE	Administration Personnel Advisor
EXEMPT EXECUTIVE	Administrative Coordinator
EXEMPT EXECUTIVE	ADRC Regional Director
EXEMPT PROFESSIONAL	ADRC Information & Assistance Specialist I,II & III
EXEMPT PROFESSIONAL	Buildings & Grounds Manager
EXEMPT PROFESSIONAL	Child Support Coordinator/Assistant to the DHHS Director
EXEMPT PROFESSIONAL	Chief Deputy Sheriff
EXEMPT PROFESSIONAL	Community Justice Services Coordinator
EXEMPT PROFESSIONAL	Conservation Technician/Planner
EXEMPT EXECUTIVE	County Conservationist
EXEMPT EXECUTIVE	Emergency Management/Recycling Director
EXEMPT PROFESSIONAL	Environmental Health Specialist
EXEMPT PROFESSIONAL	GIS Land Records Coordinator/Land Information Officer
EXEMPT ADMINISTRATIVE	HHSD Account Clerk Lead
EXEMPT PROFESSIONAL	HHSD Aging Director
EXEMPT EXECUTIVE	HHSD Director
EXEMPT PROFESSIONAL	HHSD Social Services Manager
EXEMPT EXECUTIVE	Highway Commissioner
EXEMPT ADMINISTRATIVE	Highway Office Manager
EXEMPT PROFESSIONAL	Highway Patrol Superintendent
EXEMPT PROFESSIONAL	Jail Administrator
EXEMPT ADMINISTRATIVE	Law Enforcement Administrative Assistant
EXEMPT PROFESSIONAL	Public Health Nutritionist/WIC Director
EXEMPT PROFESSIONAL	Public Health Nutritionist/WIC PT
EXEMPT PROFESSIONAL	Public Health Supervisor/Health Officer
EXEMPT PROFESSIONAL	Register in Probate
EXEMPT PROFESSIONAL	Social Worker 2/Public Health Nurse 2
EXEMPT PROFESSIONAL	Social Worker 3/Public Health Nurse 3
EXEMPT PROFESSIONAL	Social Worker 1/Public Health Nurse 1/Caseworker
EXEMPT EXECUTIVE	Veterans Service Officer
EXEMPT ADMINISTRATIVE	Zoning Administrative Assistant
EXEMPT EXECUTIVE	Zoning Director
EXEMPT PROFESSIONAL	Zoning Technician/Inspector

Status	Position
Non-Exempt	E-911 Coordinator PT
Non-Exempt	Account Clerk
Non-Exempt	Account Clerk/Economic Support Specialist
Non-Exempt	Administrative Confidential
Non-Exempt	ADRC Disability Benefit Specialist
Non-Exempt	Bailiff
Non-Exempt	Buildings & Grounds Janitor
Non-Exempt	Child Support Financial Specialist
Non-Exempt	Communications/Corrections Officers
Non-Exempt	Chief Deputy County Clerk I
Non-Exempt	Deputy Clerk of Court I and Chief Deputy Clerk of Court II
Non-Exempt	Deputy County Treasurer/Real Property Lister
Non-Exempt	Economic Support Specialist/Lead Economic Support Specialist
Non-Exempt	Chief Deputy Register of Deeds
Non-Exempt	Deputy Register in Probate
Non-Exempt	HHSD Elderly Benefit Specialist
Non-Exempt	Highway Office Assistant
Non-Exempt	Highway Seasonal Mowing
Non-Exempt	Highway Seasonal Patrolman
Non-Exempt	Highway Team Leader
Non-Exempt	Highway Sign man
Non-Exempt	Highway Shop Foreman
Non-Exempt	Highway Operators
Non-Exempt	Highway Mechanic
Non-Exempt	Highway Patrolman
Non-Exempt	HHSD Van Driver
Non-Exempt	Senior Dining Center Manager
Non-Exempt	Jail Sergeant
Non-Exempt	Part Time Deputies
Non-Exempt	Materials Recovery Facility Supervisor
Non-Exempt	Part-time Recycling Truck Drivers
Non-Exempt	Support Staff Specialist
Non-Exempt	UW Administrative Assistant
Non-Exempt	Veterans Services Benefit Specialist
Non-Exempt	WIC Support Staff

*Office of County Administrator*



**APPENDIX F**

**Continued Education Leave**

**Buffalo County Contract**

The Buffalo County Personnel Committee, in conjunction with the appropriate Buffalo County Department Manager and the Buffalo County Administrative Coordinator, have approved a request from \_\_\_\_\_ to utilize paid time, up to four hours per week and not to exceed forty hours lifetime maximum, to pursue a \_\_\_\_\_ degree.

This agreement is effective \_\_\_\_\_, and will remain in effect \_\_\_\_\_.

\_\_\_\_\_ will be paid at his/her salary rate from the date of this contract.

A record will be kept, within the employee's respective department and with the Buffalo County Administration Office of hours off with pay until the forty hour lifetime maximum is met. Should \_\_\_\_\_ either fail to obtain his/her degree or resign his/ her position with Buffalo County within two years of the date of this contract, Buffalo County will be reimbursed by the employee, at the rate he/she was paid at the time of utilization, for the number of hours off with pay. If this occurs, the undersigned employee authorizes Buffalo County to deduct amounts owing from employee's final paycheck and to reimburse the County for any remaining balance by direct payment to the County.

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
County Administrative Coordinator

ADDENDUM

I, \_\_\_\_\_, agree that, while I'm away from the County campus in order to attend college classes, I'm not a liability of the County even though I'm credited up to four (4) hours per week, of county time, to attend college classes. If I'm caused harm from the time I leave the County Courthouse until the time I report back for normal duty, I acknowledge that Buffalo County is not liable.

In summary, I release the County from all liability while I'm attending college classes on county time.

\_\_\_\_\_  
Buffalo County Administrative Coordinator

\_\_\_\_\_  
County Employee

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPEALS PROCESS FOR SALARY SCALE PLACEMENT OR CLASSIFICATION**

Name of Employee: \_\_\_\_\_

Department: \_\_\_\_\_

Department Manager (if applicable): \_\_\_\_\_

Please state reason(s) why you believe you have not been placed correctly on the salary schedule. Please state whether this disagreement relates to the grade or step placement. (You may attach additional pages.)

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Please state what action you are requesting:

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Department Manager's Comments (if applicable):

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Please attach copy of current job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Manager's Signature

\_\_\_\_\_  
Date

County Administrative Coordinator's Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Received by Administration Office: \_\_\_\_\_

Date Reviewed by Human Resources Committee: \_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_

Date Decision Returned to Employee: \_\_\_\_\_

Date Notification to Department Manager: \_\_\_\_\_

Date Notification to Personnel Advisor: \_\_\_\_\_

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