



DUNN COUNTY EMPLOYEE HANDBOOK

~Adopted November 15, 2011~

Revisions through 11/07/13

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GENERAL POLICY STATEMENT

It is the policy of Dunn County to provide **equal opportunity in employment** to all qualified employees and applicants for employment. Positive action is required from all employees to help ensure that Dunn County complies with its obligations under state and federal law. **This Handbook is not a contract of employment;** the Handbook supersedes and replaces those provisions previously found in collective bargaining agreements that have expired; the Handbook supersedes and replaces all previous personnel policies and procedures on issues that are addressed in this Handbook. The Handbook applies to non-represented employees (management employees) as well as general municipal employees previously covered under a collective bargaining agreement (non-management employees). For employees who remain covered under a collective bargaining agreement, the terms of the bargaining agreement supersede the terms of the Handbook. The provisions not addressed in the relevant collective bargaining agreement(s) shall apply to all employees of the County.

This Handbook is subject to change and modification with or without notice.

THE ROLE OF MANAGEMENT

POLICY: 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, Dunn County reserves any and all management rights regarding employees' employment status.

GENERAL GUIDELINES: The role of management includes, but is not limited to, the right to:

- A. Manage and direct the employees;
- B. Hire, promote, schedule, transfer and assign employees;
- C. Lay off and recall employees;
- D. Discharge employees or take disciplinary action;
- E. Schedule overtime as required;
- F. Develop job descriptions;
- 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. Direct all operation of Dunn County; and
- L. To establish work rules.

HOURS OF WORK / WORK SCHEDULES

POLICY: To provide employees with regular work hours and work schedules while ensuring staffing coverage necessary for effective operations. Hours of work and work schedules shall be determined by the department head or designee.

FULL-time: A full-time employee is one who is regularly scheduled to work by the employer 1,600 hours or more on a year round basis. The normal work week for full-time employees shall be either 37.5 hours or 40 hours per week. Unless otherwise indicated, all full-time employees shall have an unpaid designated lunch of 30 minutes and a paid 15 minute rest period for every 3.75 consecutive hours worked.

The normal work schedule for Telecommunicators shall be comprised of five (5) consecutive workdays followed by two (2) consecutive days off, then five (5) consecutive work days followed by three (3) consecutive days off. All Telecommunicators shall have one paid 20 minute meal period which they shall remain on the premises and remain on-call, unless a supervisor approves leaving the premises. Telecommunicators shall be entitled to a paid 15 minute break for every 4 consecutive hours worked.

The normal work period and work schedule for Correctional Officers, Correction Sergeants and Patrol Sergeants shall be in accordance with Section 207(k) of the FLSA. Correctional Officers, Correctional Sergeants and Patrol Sergeants shall have one paid 30 minute lunch period for which they shall remain on-call. Correctional Officers shall receive one 15 minute rest period for each 4 consecutive hours worked. Correctional Officers and Correctional Sergeants shall remain on the premises during all lunch and rest periods.

PART-time: A part-time employee is one who is regularly scheduled to work by the employer less than 1,600 hours on a year round basis. The normal work week for any part time employees shall be designated by Dunn County. All part time employees shall have a paid 15 minute rest period for every 3.75 consecutive hours worked.

*For the purpose of the determination of full-time or part-time status in this Handbook, paid time-off shall be considered time worked.

Revised 03/29/2012

Revised 12/27/2012

PAYROLL & DEDUCTIONS FROM PAYROLL

POLICY: Standardization of payroll and payroll procedures in accordance with applicable State and Federal guidelines.

Payroll and Pay Periods: Employees shall be compensated on a bi-weekly basis. All compensation and employee reimbursement shall be made through direct deposit.

Payment Error: If an employee receives less pay due to a County error, the County will normally provide a separate payment to the Employee for the loss within 48-hours, providing that the payroll center is notified by 2 p.m. on the day the check is issued.

Data Changes: Employees must notify their supervisor and payroll center if any changes occur in your name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency. This information is necessary as it may affect your compensation, dependants' eligibility for medical insurance and other important matters.

FLSA (Fair Labor Standards Act): It is Dunn County's policy to comply with applicable wage and hour laws and regulations. If you have any questions or concerns about your salary status or you believe that any deduction has been made from your pay that is inconsistent with your salary status, you should immediately raise the matter with your supervisor who can assist you in understanding the information that is required in order to investigate the matter.

Dunn 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 Dunn County will take whatever action it deems necessary to ensure compliance with the salary basis test in the future.

TOTAL BASE WAGE & OTHER FORMS OF COMPENSATION

POLICY: 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.

Procedure: Dunn County is prohibited from engaging in collective bargaining with general municipal employees on any form of compensation except for total base wages. Premium pay, merit pay, automatic pay progressions and any other form of supplemental compensation may be considered, but not bargained, by the employer.

Employers may bargain with units comprised exclusively of public safety employees on most terms or conditions of employment, including any form of compensation. Public safety employees may not bargain on the design and selection of health care coverage plans or the WRS required contributions for new hires.

Out of Class Pay: Occasionally, there may be a need to place an employee in a position of higher responsibility and pay for a temporary period of time. Such time period shall be for more than 3 days. Such compensation shall be referred to as out of class pay. The County Manager may place the employee on the step within the Dunn County Classification and compensation plan that provides them some gain in compensation. A request for out of class pay may be initiated by the employee or the department head. Such request should be presented to the County Manager who shall have the authority to authorize temporary out of class pay for a period of up to three (3) months in duration. Out of class pay for periods longer than three (3) months shall require Committee on Administration approval.

Shift Differential: Employees at the Health Care Center and Emergency Communications Center working between 11:00 p.m. and 7:00 a.m. shall receive an additional \$0.40 per hour. Employees of the Sheriff's Department working between the hours of 10:30 p.m. and 7:00 a.m. shall receive an additional \$0.40 per hour.

On Call Pay: All FLSA professional exempt employees who are assigned to be on call outside of their normal work schedule shall receive \$1.60 per hour for all time served on-call.

Other Premium Pay: Highway employees assigned to work on Interstate 94 shall receive \$0.40 per hour in addition to their regular pay for all work performed.

Working Foreman, chosen at the discretion of Management, shall be compensated by the payment of \$1.25 over and above the regular wage rate of the employee when serving in this capacity.

11/15/2011

Telecommunicators that are assigned to train new employees shall receive an additional \$0.50 per hour.

Registered Nurses at the Dunn County Health Care Center shall receive an additional \$0.50 per hour for in-charge pay, when serving in this capacity.

Management OPEB Contribution: Management employees shall received a contribution to their OPEB (Other Post Employment Benefit) account equal to .0905 of their regular pay. Payment shall be based upon a maximum of 80 hours per pay period (bi-weekly) for full-time and 64 hours for those employees working an 80% schedule.

SAFETY AND CLOTHING ALLOWANCE

POLICY: To provide for employee reimbursement for safety equipment and uniforms.

Highway Department Employees: Dunn County shall furnish proper safety devices for all work inclusive of prescription (industrial type) safety glasses for welders and mechanics.

Upon providing a sales receipt, all employees, except welders and mechanics, shall be reimbursed, up to a maximum of \$200 every two (2) consecutive calendar years for the cost of safety glasses/goggles.

Other County Employees: Upon the providing of a sales receipt, Dunn County employees who are required to wear safety shoes and/or safety glasses/goggles shall be reimbursed by the County up to a maximum of \$125.00 per year.

Correctional Officer Allowance: Dunn County shall furnish uniforms and equipment. With the approval of the Jail Administrator, employees shall be allowed, and reimbursed for, up to \$140 for the purchase of shoes and insoles. The County shall also replace prescriptive eyewear and watches damaged in the line of duty. The maximum the County will pay to replace a damaged watch is \$30. Any such damages must be reported immediately to the supervisor.

The Inmate Program Director will be reimbursed up to \$250 per year for the purchase of departmental approved clothing.

Dunn County shall furnish all law enforcement equipment, materials and safety devices mandated by the Sheriff. Dunn County shall contribute \$150 per employee towards the purchase of body armor of the employee's choice and shall fund the difference between the \$150 and the purchase price. Such difference in funding shall be reimbursed by the employee in the form of payroll deductions of not less than \$5 per week. Replacement shall be at the reasonable discretion of the Sheriff (approximately a five year cycle or when damaged).

OVERTIME

POLICY: To provide a consistent system for distributing overtime in compliance with the overtime-pay provisions of the Fair Labor Standards Act.

Exempt / Non-Exempt Employees: Each position is designated as either "Non-exempt" or "Exempt" from the federal Fair Labor Standards Act and state wage and hour laws. Employees in "non exempt" jobs are paid on an hourly basis and are entitled to overtime pay for hours worked in excess of 40 hours per week. Patrol Sergeants, Correctional Sergeants and Correctional Officers are entitled to overtime pay in accordance with Section 207(k) of the FLSA. Non-exempt employees shall work overtime when directed to do so by the department head or supervisors.

Exempt employees are classified as executive, professional or administrative and are paid on a salaried basis. These employees are exempt from receiving overtime under the FLSA. The distinction that these employees are paid by salary versus hourly wages creates performance expectations often requiring extra hours of work for no additional compensation. An exempt employee that works any amount of time on a regularly scheduled workday shall not be required to use accrued leave. An employee on a reduced schedule family or medical leave is subject to leave bank deductions for the difference in hours between what they would have worked as part of their normally scheduled workday and the amount of the reduced schedule leave.

Call In: All regular, full-time, non-exempt employees who are called in to work shall be compensated at one and one-half (1½) times their regular hourly rate for hours worked outside of their normal regular schedule, as a result of being called in.

Accrual: Any paid leave time shall not be counted as hours worked for overtime purposes.

Compensatory Time: Non-exempt employees asked to work overtime may mutually agree with their supervisor to accrue compensatory time at one and one-half (1½) times the hours worked. Where the employee and the supervisor do not mutually agree to compensatory time off in lieu of overtime pay, or when the overtime request results in the employee exceeding their compensatory time accrual maximum, the employee shall be paid at the rate of time and one half their regular rate of pay. Those employees eligible to accrue compensatory time are authorized to accrue up to a maximum of 60 hours. Use of compensatory time shall be scheduled with the approval of the department head or supervisor. Employees and managers shall make every effort to ensure that employees utilize all compensatory time accruals prior to terminating. In cases where this is not possible, hourly employees shall be paid out for their accruals at their current rate of pay.

Approval: All overtime hours worked must be approved in advance by management.

Revised 03/29/2012

HOLIDAYS

POLICY: To identify employee holidays and to establish a consistent procedure for scheduling and payment.

Holidays: New Year's Day, Spring Holiday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve and Christmas Day.

Observance: When a holiday falls on a Saturday or Sunday, the holiday will be rescheduled on the Friday immediately preceding, the Monday immediately succeeding, or as determined by the County.

Eligibility: Except for employees on unpaid leave of absences, all full-time employees shall be eligible for holiday pay. In order to receive holiday pay, employees must work the day before and the day after each holiday to be eligible for holiday pay with the exception of normal days off or excused absences. No employee shall be compensated more than once for each holiday.

In lieu of the designated holidays listed above, full time employees engaged in 24/7 operations shall receive an equal number of floating holidays.

Non-exempt employees shall receive one and one-half (1½) times their regular rate of pay for all hours actually worked on a County holiday, except for those employees receiving floating holidays in lieu of County holidays.

LEAVES – VACATION

POLICY: To provide eligible employees with paid vacation time while meeting the operational needs of Dunn County.

Vacation eligibility shall be determined on the basis of the length of service. Full-time permanent employees shall be entitled to paid vacation leave as follows:

- (a) Management employees employed on or before May 31, 2003, shall accrue vacation as follows:
 - 1. .1038 hours of vacation for all hours compensated during their eighteenth and nineteenth years of employment (27 days);
 - 2. .1115 hours of vacation for all hours compensated during their twentieth year of employment and succeeding years (29 days).
- (b) Management employees subject to (a) above shall be placed upon the accrual system described in (d) below when their years of employment would call for an increase in the accrual rate based upon that section.
- (c) Management employees subject to (a) 1 and 2 above shall remain at that accrual rate.
- (d) Management employees employed after May 31, 2003, shall accrue vacation as follows:
 - 1. .0385 hours of vacation for all hours compensated during their first year of employment (10 days);
 - 2. .0423 hours of vacation for all hours compensated during their second year of employment (11 days);
 - 3. .0462 hours of vacation for all hours compensated during their third year of employment (12 days);
 - 4. .05 hours of vacation for all hours compensated during their fourth year of employment (13 days);
 - 5. .0577 hours of vacation for all hours compensated during their fifth and sixth years of employment (15 days);

6. .0692 hours of vacation for all hours compensated during their seventh through ninth years of employment (18 days);
7. .0769 hours of vacation for all hours compensated during their tenth through fourteenth years of employment (20 days);
8. .0962 hours of vacation for all hours compensated during their fifteenth and succeeding years of employment (25 days).

(e) Non-management employees shall accrue vacation as follows:

1. .0423 hours of vacation for all hours compensated during their first through third year of employment (11 days);
2. .0462 hours of vacation for all hours compensated during their fourth through fifth years of employment (12 days);
3. .0654 hours of vacation for all hours compensated during their sixth through ninth years of employment (17 days);
4. .0692 hours of vacation for all hours compensated during their tenth through thirteenth years of employment (18 days);
5. .0885 hours of vacation for all hours compensated during their fourteenth through nineteenth years of employment (23 days);
6. .0962 hours of vacation for all hours compensated during their twentieth year of employment (25 days);
7. .1 hours of vacation for all hours compensated during their twenty-first year of employment (26 days);
8. .1038 hours of vacation for all hours compensated during their twenty-second year of employment (27 days);
9. .1077 hours of vacation for all hours compensated during their twenty-third year of employment (28 days);
10. .1115 hours of vacation for all hours compensated during their twenty-fourth and succeeding years of employment (29 days).

- (f) Vacation accruals are computed on all hours compensated, except overtime and compensatory time. In no case shall vacation earned exceed two times the maximum annual authorized vacation accrual. For the purposes of this section,

exempt employees are presumed to be compensated on the basis of 40-hours worked in a workweek.

- (g) Vacation schedules are subject to the advance approval of the department head. Department Heads may establish their own vacation schedules recognizing the need to perform their duties and shall notify the County Manager of vacation leaves in excess of 3 consecutive working days at least one week prior to the beginning of the leave.
- (h) Management employees who terminate their employment by providing proper notice or employees who are laid off shall receive all accrued vacation into their OPEB account. The value deposited into their OPEB account is determined by multiplying the number of hours of vacation by the base hourly rate of pay at the time of conversion.
- (i) Non-management employees who terminate their employment by providing proper notice or employees who are laid off shall receive all accrued vacation as compensation.
- (j) Non-management employees shall have their accrued vacation and personal holiday balances as of December 31, 2011, combined and credited toward their vacation balance.
- (k) Employees changing their status from part time to full time will be credited for hours worked as a part time employee in calculating years of service. Conversion will be based on dividing total hours worked as a part time employee by the regular yearly full time hours of the local the employee worked the hours in: 1950/2080.

LEAVES – SICK LEAVE

POLICY: To provide employees with paid time to address their own personal health care needs or the health care needs of an immediate family member.

Definition: For purposes of this provision, “immediate family” means the Employee’s spouse and children, including adult children and step-children.

Accrual: Full-time employees shall accrue sick leave at the rate of .0462 hours of sick leave for each regular hour compensated. For the purposes of this section, exempt employees are presumed to be compensated on the basis of 40-hours worked in a work week.

Family Medical Leave Act (FMLA): Under Federal FMLA, employees may be required to use all accrued paid leave time before receiving leave without pay; under the State FMLA, employee may substitute accrued paid leave time or choose to take unpaid leave. Please see the following policy on FMLA for additional information.

Incremental Use: Sick leave may be used in increments of no less than one-quarter ($\frac{1}{4}$) hour.

Notification: The employee shall notify their immediate supervisor of their absence as soon as possible to the employee’s normal starting time, but no later than one-hour before the start of assigned work hours, except in the case of an emergency. A department may require a different reporting time period depending upon business need.

Verifications: The employer may require verification of illness.

Payout/Other Post Employment Benefits (OPEB): The County shall establish an Other Post Employment Benefit (OPEB) for employees. The maximum payout for a non-management employee into an OPEB account is 97 days. The maximum payout for a management employee into an OPEB account is 110 days. For the purposes of this section, one day equals the number of hours an employee is scheduled to work per day (i.e. 7.5, 8, 8.5).

August 1 of each year non-management employees with a sick leave balance in excess of 24 days shall have one-half ($\frac{1}{2}$) of their earned unused sick leave during the preceding year deposited into their OPEB account. By August 1 of each year, management employees with a sick leave balance in excess of 60 days shall have one-half ($\frac{1}{2}$) of their earned unused sick leave during the preceding year deposited into their OPEB account. Unused accumulated sick leave shall be computed based on an annual record of sick leave earned and used beginning after the first full pay period including June 1 and ending with the pay period that includes May 31 of the following year. The value deposited into their OPEB account is determined by multiplying one-half ($\frac{1}{2}$) of their unused sick leave hours accumulated in the preceding year

by the base hourly rate of pay at the time of conversion. The employee's sick leave balance will be reduced by the number of hours converted into their OPEB account.

Upon termination in good standing, employees shall have their remaining eligible sick leave placed into their OPEB account. The value deposited into their OPEB account is determined by multiplying the number of hours of sick leave by the base hourly rate of pay at the time of conversion.

Upon the death of a non-management employee, one-half (1/2) of the sick leave balance will be paid out so long as the combination of the payout and OPEB balance does not exceed 97 days. Upon the death of a management employee, one-half of the sick leave balance will be paid out so long as the combination of the payout and OPEB balance does not exceed 110 days.

Supplement: Any employee who has exhausted his/her sick leave and requires additional leave, may use any part of vacation time or apply for an unpaid leave of absence.

Donation of Accumulated Leave: Employees shall be allowed to donate up to forty (40) hours of their accumulated leave time, except sick leave, per calendar year to other Dunn County employees who are unable to work due to an event for which sick leave use would be allowed and have less than 24 hours of accumulated paid leave. Donated leave time shall be computed at the hourly rate of the person making the donation (donor), converted to the base hourly rate of the recipient (donee). Once a donation has been made, it cannot be withdrawn.

LEAVES – FAMILY, MEDICAL & MILITARY

POLICY: To grant family, medical and military leaves to qualified employees in accordance with the Wisconsin Family and Medical Leave Law and the federal Family and Medical Leave Act.

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.

Wisconsin FMLA:

Any employee who has worked for more than 52 weeks (for a minimum of 1,000 paid hours) is eligible for unpaid leave under Wisconsin's Family and Medical Leave Act (§103.10, Wis. Stats.). However, the employee may, but is not required to, substitute definite and quantifiable paid leave benefits for unpaid leaves under the state law (e.g., paid vacation).

The amount of unpaid leave available in a calendar year pursuant to Wisconsin's law is presently as follows:

A. Family Leave

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. Up to a maximum of two (2) weeks leave per twelve (12) month period to care for a child, spouse, parent, parent-in-law, domestic partner [as defined in Wis. Stat. § 40.02(1) and § 770.01(1)], or domestic partner's parent who has a serious health condition. Total maximum time for #1 and #2 is eight (8) weeks per twelve (12) month period.

B. Medical Leave

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

[NOTE: "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.]

Federal FMLA:

Any employee who has worked for more than 12 months (for a minimum of 1,250 hours) is eligible for unpaid leave under the Federal Family and Medical Leave Act of 1993. An employee will be required to substitute definite and certain paid leave benefits for unpaid leave.

The federal law provides 12 weeks of unpaid leave during a 12-month period (calendar year) for any covered purpose, which are:

- a) The birth and first year care of a child or a child who has been placed with the employee for adoption or foster care.
- b) To care for a child, spouse or parent who is suffering from a serious health condition.
- c) For a serious health condition of the employee that makes the employee unable to perform his or her job duties.
- d) Because of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is on covered active duty or call to covered active duty as a member of the Armed Forces, National Guard, or Reserves.

The federal law also provides for 26 weeks of unpaid leave during a single 12-month period in the case of covered service member caregiver leave because the employee is the spouse, child, parent or next of kin of a covered service member with a serious injury or illness. This 12-month period begins on the first day the eligible employee takes leave for this purpose.

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

Intermittent 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 employer for any other type of leave.

- a) Federal leave based on a birth or child placement may only be taken intermittently on a reduced leave schedule if the employer agrees;
- b) State family leave for birth/placement or care of a child, spouse, parent or parent-in-law with a serious health condition may be taken as partial absences from employment if scheduled so as not to unduly disrupt the employer's operations.
- c) Federal leave based on a serious health condition of an employee, employee's child, spouse or parent may only be taken intermittently or on a reduced-leave schedule when medically necessary, unless the employer agrees otherwise.
- d) Federal leave due to a qualifying exigency may be taken on an intermittent basis as needed.
- e) State medical leave for self may be taken in non-continuous increments as medically

necessary.

- f) Leaves will be granted in hourly increments or less as may be specified in policies or labor agreements. If it is physically impossible for an employee using intermittent leave to commence or end work midway through a shift, the entire time the employee is forced to be absent shall be designated as FMLA leave.
- g) Employees shall make a reasonable effort to schedule medical treatments so they do not unduly disrupt current operations and they shall provide Dunn County with reasonable advance notice.

Benefits:

Dunn County is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. If applicable, in addition to paying their portion of health insurance premiums, employees shall be required to pay the full cost of continuing their [life insurance, disability insurance, etc.] during leave. If an employee fails to return to work for a reason other than the serious health condition of the employee or the employee's immediate family member, or other reason beyond the employee's control, the employee will be required to reimburse Dunn County for Dunn County's cost of these benefits while the employee was on unpaid leave.

Notice:

Both state and federal law provide that the employee requesting family and medical leave has an obligation to provide reasonable advance notice to management, when practicable, of the nature and extent of any leave requested. In any event, employees will always have a duty to cooperate with management in arranging and processing leave requests under the state and federal laws to avoid undue disruption of the employer's operations. Dunn County requests that 30 days advance notice be provided whenever possible.

To receive FMLA leave, an employee must complete an FMLA leave request form. If an employee is unable to do so because the need for leave was not foreseeable, a request may be made verbally. Supervisors are not to discuss medical conditions or leave requests with employees, but are to forward them to the Department of Administration. The Department of Administration shall evaluate the request and provide a response to the employee approving or denying the request and providing the employee with a "Notice of Eligibility and Rights & Responsibilities (Family and Medical Leave Act)" and a "Designation Notice (Family and Medical Leave Act)" within five (5) business days, absent extenuating circumstances, of the employee's request. If the Department of Administration needs additional information to determine whether a leave is being taken for an FMLA qualifying reason, the Department of Administration may wait until it has received the requested information from the employee and then notify the employee whether the leave will be designated as FMLA leave with the "Designation Notice" within five (5) business days, absent extenuating circumstances, after obtaining the information.

Dunn County may require employees to provide medical certification supporting the need for leave due to a serious health condition, second or third medical opinions (at ' Dunn County's expense) and periodic recertification, and periodic reports during FMLA leave regarding the employee's status and intent to return to work. A medical certification form must be presented by the employee within fifteen (15) days of being asked to do so by Dunn County. A return to work form from a physician will, in most cases, be required in the case of an employee's serious illness, injury, work-related injury (worker's compensation) or illness which has caused a prolonged absence from work, or if the employee's supervisor reasonably determines for the sake of safety that a medical authorization is advisable.

The employer may require an employee seeking FMLA leave due to a qualifying exigency to submit a certification. The employer may require an employee seeking FMLA leave due to a serious injury or illness of a covered service member to submit a certification providing sufficient facts to support the request for leave.

Upon Return to Work:

Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. FMLA leaves shall not be counted as absences for disciplinary purposes.

Conform to Existing Laws:

This policy does not provide any greater benefits than those provided by the family and medical leave laws. Any change in the law will impact upon the operation of this policy by modifying its provisions to conform to the law.

LEAVES – COMMISERATION

POLICY: To allow paid leave for purposes of dealing with the death of a relative.

Close Family: Full time employees shall be granted commiseration leave of five (5) days with pay in the event of a death of a mother, father, current lawful spouse, child, stepchild or stepparent. Part-time employees shall be granted commiseration leave of three (3) days with pay in the event of the death of one of the above listed relatives. The part-time employee shall be paid their normal day's wages under this section.

Immediate Family: Full time employees shall be granted commiseration leave of three (3) days with pay in the event of a death of a sister, brother, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparents or grandchild, or step relation of the same degree, as well as any relative who is a member of the employee's immediate household. Part-time employees shall be granted commiseration leave of two (2) days with pay in the event of the death of one of the above listed relatives. The part-time employee shall be paid their normal day's wages under this section.

Near Relatives: Full time and part-time employees shall be granted commiseration leave of one (1) day with pay in the event of a death of a brother-in-law, sister-in-law, uncle, aunt, niece or nephew or step relation of the same degree. The part-time employee shall be paid their normal day's wages under this section.

Procedure: Payment for such leave shall only be for days lost from the regular schedule of the employee. For purposes of calculating commiseration leave for those working a ten (10) hour day, commiseration leave will be granted as follows: 1 day = 10 hours; 3 days = 30 hours; 5 days = maximum of 40 hours.

The employee may be required to furnish proof satisfactory to the County of the death and relationship to the deceased.

Dunn County recognizes that this policy may not recognize people whom we care deeply about. In these instances, other forms of paid or unpaid leave may be available for use. Please see your supervisor.

LEAVES – JURY DUTY

POLICY: Employees who receive a summons to serve on jury duty will be granted jury duty leave.

General Guidelines: Employees must give reasonable advance notice of their intended absence for jury duty. If an employee is dismissed from jury duty on any given day prior to the end of his/her regularly scheduled working hours, he/she shall report to work for the balance of the work day.

Employees will be compensated their regular wages for each day of jury duty served up to 20 days per year, if scheduled to work, provided that the employee remits all compensation received for such duty (exclusive of travel pay or actual expenses) within three (3) days of receipt thereof.

LEAVES - MILITARY LEAVE; ACTIVE DUTY

POLICY: To allow unpaid leave for purposes of fulfilling military obligations.

Procedure: Employees who are called to active military duty or to Reserve or National Guard training should submit copies of their military orders to the Department of Administration as soon as received. Employees will be granted a military leave of absence without pay for the period of military service outlined in the orders, in accordance with applicable laws. Eligibility for reinstatement after military duty is completed is also determined in accordance with applicable laws.

LEAVES – PERSONAL

POLICY: To provide employees with unpaid leave time in the event that paid leave is exhausted.

Eligibility: Any employee who has exhausted his/her paid leave for he/she is eligible for and requires additional time off due to personal illness, disability due to accident or personal reasons, may request an unpaid personal leave of absence. A period of not more than two (2) years may be granted as leave of absence due to personal illness or for disability due to accident provided a physician's certificate is furnished from time to time to substantiate the need for continuing the leave.

Approval: All requests for use of personal leave require advance approval from the employee's supervisor, department head and County Manager.

LEAVES – EDUCATIONAL

POLICY: To provide employees with unpaid leave time to obtain promotional qualifications in County service.

Eligibility: Employees may apply and be granted a leave of absence of up to one (1) year to obtain promotional qualifications in County services.

Approval: All requests for use of educational leave require advance approval from the employee's supervisor, department head and County Manager.

LEAVES – EMERGENCY CONDITIONS

POLICY: To promptly notify employees of any emergency conditions that may require the closing of a work site, the reassignment of staff to alternative work sites or other emergency measures.

Inclement Weather: Weather conditions affecting only the ability to commute will generally not be considered a reason for closing a facility. Employees who do not report to work will generally be given a choice between use of unpaid leave or use of accrued (paid) leave, excluding sick leave, to cover the absence.

Other Emergency Conditions: In conjunction with local health and/or public safety authorities, Dunn County 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, Dunn County may authorize paid leave status for employees.

BENEFITS – HEALTH INSURANCE & COBRA

POLICY: To provide health insurance to those employees who qualify for coverage.

Coverage: Levels of benefits provided and plan design is determined by Dunn County and applicable state and federal regulations.

Employee Eligibility: Full-time employees shall be entitled to health insurance through the County's group health plan(s). Coverage shall begin on the first day of the month following thirty (30) calendar days of employment. Family plans shall be provided for employees requiring such coverage. Employees on an unpaid leave of absence for a calendar month or more shall be responsible for the full cost of the succeeding month's health insurance premium, except as otherwise provided by law. Part-time employees may purchase health insurance at full cost.

Employee Contribution: Employee contributions are established by Dunn County.

Open Enrollment and Changing Coverage: During October of each year, employees may elect to change, initiate, or delete coverage within the plan or change networks, if applicable. Such change shall be effective on January 1 the following year. At any time during the year, employees shall be able to initiate or change coverage within the plan, without evidence of insurability, if they experience any of the following Qualifying Life Events. Employees must notify the County within thirty (30) days after the qualifying life event occurs.

- a. Other coverage has been terminated or substantially reduced
- b. Legal separation
- c. Divorce
- d. Death
- e. Reduction in number of hours worked (full time to part time)
- f. Birth or adoption
- g. Marriage

Failure to notify the County shall result in the employee assuming the responsibility for the additional cost until proper notice is given.

Part-time employees who become full-time shall be eligible for coverage on the first day of the second month following their movement to full-time status.

Monthly Incentive Payment: Eligible employees electing to not be covered by the County's family health insurance plan by deleting all coverage, and who prove that they, their spouse and dependents have health insurance coverage from another source, shall be compensated by the County in the amount of seventy-five dollars (\$75) per month. The employee may elect to

have health insurance coverage reinstated, and payments curtailed, without evidence of insurability, during: (1) the annual October open enrollment period or (2) whenever the employee undergoes a "qualifying life event" as described above.

Eligible employees electing to take the County's single health insurance plan instead of a family plan, or reducing coverage from a County single plan to no health insurance plan, and who prove that they, their spouse, and dependents have health insurance coverage from another source, shall be compensated by the County in the amount of fifty dollars (\$50) per month. The employee may elect to have health insurance coverage reinstated, and payments curtailed, without evidence of insurability, during: (1) the annual October open enrollment period or (2) whenever the employee undergoes a "qualifying life event" as described above.

Eligible employees opting to delete or reduce coverage under the above two paragraphs must inform the Employer in writing during the annual October open enrollment period. Such deletion or reduction shall take effect on January 1st of the following year; with monthly payments beginning in January of the following year.

Definition of "Eligible Employees".

1. Employees who delete or reduce coverage during the annual October open enrollment period.

Employees who become eligible for full time health insurance coverage due to a "qualifying life event" as described above, shall be given the option to refuse or reduce such coverage and receive \$50/\$75 payments beginning in the first full calendar month after the date of eligibility.

Any new employee or current employee whose hours increase from part time to full time and who therefore become eligible for full time insurance coverage shall be given the option to refuse or reduce such coverage and receive \$50/\$75 payments beginning in the first full calendar month after the date of eligibility.

Any employee not carrying health insurance who is eligible to receive full time health insurance coverage and who notifies the Employer during the October open enrollment period that they do not elect to take insurance coverage shall be entitled to receive the incentive payout of \$50/\$75.

Employees whose insurance coverage eligibility is reduced due to a "qualifying life event", as described above are **not** eligible to receive the incentive payout.

2. Spouses who both work for the County shall be treated the same as other employees under the \$50/\$75 procedures.

Each employee under this category shall be viewed as an individual employee entitled to the same payout as other employees if they elect to reduce or delete their individual insurance coverage level, or if they remain uninsured as an individual employee.

Insurance Continuation: 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. 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.

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. 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.

Retirement Continuation: Employees who retire from the County at age 55 or age 50 if in protective services may continue to participate in group health and dental insurance plans by paying quarterly premium payments to the county in advance until such time as the former employee or his/her spouse becomes eligible for Medicare, whichever occurs later.

BENEFITS – DENTAL INSURANCE

POLICY: To provide dental insurance to those employees who qualify for coverage.

Employee Eligibility: Eligible full-time employees shall be entitled to dental insurance through the County's group plan, subject to an employee contribution to be determined by the County Board. Part-time employees may purchase dental insurance at full cost.

Employees on an unpaid leave of absence for a calendar month or more shall be responsible for the full cost of the succeeding month's dental insurance premium

Open Enrollment and Changing Coverage: During October of each year, employees may elect to change, initiate, or delete coverage within the plan or change networks, if applicable. Such change shall be effective on January 1 the following year. At any time during the year, employees shall be able to initiate or change coverage within the plan, without evidence of insurability, if they experience any of the following Qualifying Life Events. Employees must notify the County within thirty (30) days after the qualifying life event occurs.

- h. Other coverage has been terminated or substantially reduced
- i. Legal separation
- j. Divorce
- k. Death
- l. Reduction in number of hours worked (full time to part time)
- m. Birth or adoption
- n. Marriage

Failure to notify the County shall result in the employee assuming the responsibility for the additional cost until proper notice is given.

Part-time employees who become full-time shall be eligible for coverage on the first day of the second month following their movement to full-time status.

Insurance Continuation: 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. 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.

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. 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.

Retirement Contribution: Employees who retire from the County at age 55 or age 50 if in protective services may continue to participate in group health and dental insurance plans by paying quarterly premium payments to the county in advance until such time as the former employee or his/her spouse becomes eligible for Medicare, whichever occurs later.

BENEFITS – RETIREMENT

POLICY: To provide retirement contributions to eligible employees in accordance with State law.

Full-time employees: shall be considered immediately eligible for participation in the Wisconsin Retirement System (WRS).

Part-time employees: are eligible if they are expected to work at least two-thirds of what is considered full-time employment by the Department of Employee Trust Funds. If, after one year, a part-time employee has worked at least two-thirds of what is considered full-time by ETF or at least 1,200 hours in the immediately preceding 12-month period, the part-time employee shall become a participating employee.

Employee Contribution: Once eligible for coverage under WRS, coverage is mandatory and an employee may not “opt out” of WRS. Employers and employees are required to pay “one-half of the actuarially required contributions.” Employee contributions are pre-tax.

BENEFITS – OTHER

Deferred Compensation. All county employees and elected officers shall be afforded the opportunity to voluntarily participate in the Dunn County Employees Deferred Compensation Plan(s) pursuant to the rules, terms and conditions outlined in the plan(s).

Flexible Spending Account. Eligible employees may participate in the Internal Revenue Code (I.R.C.) Section 125 Plan on a voluntary basis.

Life Insurance. The County shall participate in the State Group Life Insurance Plan and shall pay the full premium of the employee's base insurance coverage. Employee's purchasing additional units shall pay their required premium in accordance with Wisconsin Statutes and rules of the Wisconsin Group Life Insurance Board.

Income Continuation Insurance. The County shall participate in the State Long Term Disability Insurance Program. The County will pay for 100% of the premium based upon the 180 day waiting period. If an employee opts for a shorter waiting period, the employee will be responsible for the difference in premium. If an employee maintains a 60-day sick leave balance the County will pay 100% of the premium for the sixty (60) day waiting period.

Voluntary Accident Insurance. All eligible County employees and elected officers shall be afforded the opportunity to voluntarily participate in the Accident Insurance Plan under the terms and conditions approved by the County Board.

PART-TIME EMPLOYEES FRINGE COMPENSATION

POLICY: To provide permanent part-time employees additional compensation in lieu of fringe benefits.

Eligibility: A part time employee is one who is regularly scheduled to work by the employer less than 1,600 hours on a year round basis. In lieu of fringe benefits, (except for ICI, Commiseration Leave, Life Insurance and Wisconsin Retirement) part-time employees will receive additional compensation per hour over and above their base wage. This compensation shall be determined by the County Board.

Revised 12/27/2012

BULLETIN BOARDS

POLICY: The employer will keep employees informed about Dunn County activities and provide a bulletin board for use by employees for posting of communications.

Prior Authorization: Authorization for employees to use the bulletin board must first be obtained from management. All persons who post notices, letters, and the like on bulletin boards without first obtaining authorization will be subject to disciplinary action, up to and including termination.

JOB VACANCIES & INTERNAL RECRUITMENT

POLICY: To provide notification of job openings and opportunity for employees to apply for open positions.

Procedure: When Dunn County determines that a vacancy or new position shall be filled, Dunn County may internally recruit for the vacancy or new position. Dunn County shall determine the method of internal recruitment. Dunn County retains the right to determine whether and when to recruit outside applicants.

LAYOFF & RECALL

POLICY: Dunn 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.

Procedure: The needs of Dunn County shall be the prime consideration used in Dunn County's determination of which employees shall be laid off. The rehiring of employees that have been laid off shall be determined by Dunn County based on its need for the most qualified person to perform the available work.

POLITICAL ACTIVITIES

POLICY: Employees are free to engage in political activity outside of work hours and to the extent that it does not adversely affect the performance of job duties, working relationships or Dunn County operations. When engaging in political activity or engaging in discussion of issues of public importance, employees are expected to ensure that their actions and positions are not attributed to Dunn County. Dunn County resources may not be used for promoting a particular candidate or political party or for advocating a particular position on an issue that has become identified as the viewpoint of a particular candidate or party.

Definition of "Employer Resources": Employer resources include office supplies, electronic equipment including e-mail, facsimile and photocopying machines, bulletin boards and other public spaces. (Use of bulletin boards requires authorization of the Department Head and is off-limits to public use.)

Definition of "Political" Activities: political activities include partisan and non-partisan elections and referendums. Any political activity must be conducted independent of your role as an employee. The following guidelines are not exhaustive, but are intended to help in differentiating between those activities that may be viewed as harmful to workplace functioning and those activities that generally fall outside the "political" activities subject to employer restrictions and intervention. Employees are expected to avoid the following political activities:

- Using working hours or employer resources to solicit money or signatures or to make political contributions;
- Using non-work hours to solicit contributions, signatures or services from other employees who are on work time;
- Posting political materials in areas open to the public (generally, individual work stations that are not available to the public are exempted from this restriction);
- Using the employer's mailing address as the return address for political solicitations;
- Providing employer mailing lists to any individual or organization for political solicitations if this information is not generally available to the public. (Note: the use and distribution of employer mailing lists to outside parties always requires prior authorization including an assessment of whether fees should be charged to cover production costs);
- Providing a forum for an individual candidate to promote his or her campaign without giving an equal opportunity to other candidates, for the same office, to participate in the forum;
- Political advocacy in the form of clothing items, armbands and buttons that cause a disruption in operations and/or violate the rights of others including the right to be free from discrimination, harassment and intimidation in the workplace.

WORKPLACE SAFETY / ON-THE-JOB ACCIDENTS

It is our policy to insure that you have safe and healthful working conditions. Employees are asked to help the County by observing good safety practices and maintaining good health. Use of cellular phones while operating a motor vehicle is prohibited. Employees must inform their supervisor of any hazardous situations. Please consult with the "Dunn County Safety Handbook" for additional guidance.

All accidents, no matter how minor, must be reported to your supervisor immediately. Your supervisor will see that you get appropriate medical care and may require you to obtain medical attention.

Employees are covered by Worker's Compensation Insurance in accordance with State law. Worker's Compensation provides payment to employees injured at work to replace lost income. An employee entitled to Worker's Compensation may elect to take as much paid time balances to equal full salary or wage. In no case shall aggregated benefits exceed regular salary or wage. Employees must continue to pay their regular portion of benefit contributions. Employees receiving Worker's Compensation shall continue to accrue benefits at the same level as if working.

Dunn County supports an Early Return to Work (ERTW) program. This program allows employees to return to work with temporary restrictions during the healing process for work related injuries or illnesses. Employees may be utilized in other departments and may complete work outside of their normal duties while involved in the ERTW program. Decisions regarding the ability of the employer to meet an employee's restriction will be made by the Department of Administration in conjunction with applicable departments.

It is essential that an accident report be filed with the Department of Administration or your Worker's Compensation may be jeopardized. Employees submitting, or assisting those submitting, false Worker's Compensation claims will be subject to disciplinary action up to and including termination. Legal action may also be taken against employees submitting fraudulent claims.

OUTSIDE EMPLOYMENT

It is the expectation of Dunn County that employees be available and report to work for their scheduled work hours. It is also the expectation of Dunn County that employees subject to on-call hours will be available when called in and that they report to work. When a conflict arises and the employee is unavailable, he or she may be subject to disciplinary action, up to termination. Employees should notify their department heads of outside employment.

INTRODUCTORY PERIOD

Newly hired, promoted, demoted or transferred employees shall serve an introductory period of a minimum of one (1) year to determine that the employee is suited and qualified for the position. Introductory periods mentioned above are based upon the hourly equivalent of full-time service.

- (1)** During the introductory period, the employee may be discharged by written notification from the department head. Prior to such action, the department head shall notify the County Manager. Such discharge shall be without recourse to the grievance procedure. Department head terminations are within the discretion of the County Manager, except as provided by law.

- (2)** An employee's introductory period may be extended for a maximum of three (3) months on a one-time basis by recommendation of the department head to the County Manager. Such request must be timely and before the date the employee would have completed their introductory period.

PERFORMANCE APPRAISALS

Employees will normally receive a written performance appraisal upon completion of one-half ($\frac{1}{2}$) the introductory period and again prior to completion of the introductory period. Thereafter, evaluations will normally occur annually. If an employee believes that a performance review is needed and/or past due, the employee should discuss the matter with their immediate supervisor or department head. The performance review can serve as an assessment of your performance and a vehicle for planning your career development.

JOB TRANSFERS & PROMOTIONS

POLICY: To permit temporary and permanent job transfers and promotions based on operational needs and based on the employee's relative ability, experience and other qualifications as determined by the Employer. Such transfers and promotions shall not be made arbitrarily or capriciously.

Temporary Assignments: Temporary assignments will normally not exceed one (1) month and employees will normally receive their regular rate of pay for the time spent in temporary assignment.

TERMINATION

Any employee voluntarily terminating employment shall give at least two (2) week's written notice to the department head stating the last day of employment. A department head shall give the County Manager two (2) week's written notice stating the last day of employment. Such notice shall be exclusive of any accrued vacation time due. The County reserves the right to terminate employment prior to the effective date of resignation.

DISCIPLINE

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

Level of Discipline: The level of discipline imposed will take into consideration the seriousness of the infraction as well as the employee's performance record. When appropriate, discipline should be corrective in nature. At the employer's sole discretion, various types of employee corrective action and/or discipline may be imposed which include, but are not limited to, the following: verbal warning, written warning, or suspension. None of these corrective actions or disciplinary measures are required to be used before discharge from employment occurs nor are the listed disciplinary actions required to be used in any specific order. Dunn County may repeat disciplinary action.

Employees are expected to work in a competent and conscientious manner which reflects favorably upon the employee and Dunn County. The following is a non-exhaustive list of examples of behavior which would normally justify corrective or disciplinary action.

1. Negligence, incompetence or inefficiency in the performance of duties.
2. Any unlawful manufacturing, distributing, dispensing, possessing, being under the influence of, or using a controlled substance or intoxicating beverage in the workplace. This policy, however, does not prohibit an employee from ingesting a legally obtained prescription drug that was legally issued to said employee or if authorized by the Department head for undercover work.
3. Arrest or conviction of a felony, misdemeanor, or ordinance violation in which the circumstances of the arrest or conviction are substantially related to the requirements of the employee's position.
4. Insubordination or failure to perform duties as instructed; willful and intentional refusal to perform work assignment, or to follow orders of supervision.
5. Carelessness and negligence in the handling or control of County property or theft or the unauthorized appropriation of County property for their own use.
6. Misuse or abuse of County Property.
7. Insulting, abusive or inflammatory conduct toward the public, employer or fellow employees.
8. Misuse or abuse of the authority of their position within Dunn County.

9. Being tardy or absent from work without permission or proper notification.
10. Abuse of sick leave privileges.
11. Soliciting, accepting or offering bribes.
12. Dishonesty in performance of duties. Failure to provide complete, accurate and truthful information when requested or required.
13. Willful falsification of payroll information.
14. Leaving job without permission.
15. Engaging in illegal discrimination or harassment of the public, employer or fellow employee.
16. Engaging in sexual harassment.
17. Unauthorized release of information required to be kept confidential by Federal Law, State Law, administrative rules or regulations or by County policy.
18. If an employee is a caregiver whose employment is covered by Federal or State Law, or Department of Health and Family Services Rules and required by See. 48.685 and See. 50.065, Wis. Stats., then conviction of, or having a current pending charge for, a serious crime as defined under those laws, will be a violation of County policies.
19. Determination made that the employee has abused or neglected a client or child or to have misappropriated a client's property delineated by Federal Law, Wisconsin Law, or Department of Health and Family Services Rules and as required by See. 48.685 and See. 50.065, Wis. Stats.
20. Violations of County or Departmental policies or work rules.
21. Failure to maintain licensure or certification as determined by the State of Wisconsin, Department of Regulation and Licensing.
22. Sleeping while on duty.

GRIEVANCE PROCEDURE

POLICY: To provide a timely and orderly review of decisions concerning: a) employee terminations; b) employee discipline; and c) workplace safety.

I. Purpose and Applicability

This 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 and to appeal to the County Board, where appropriate. The County expects employees and management 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. This procedure does not replace or supersede any statutory provision which may be applicable to an employee's employment with the County. This Grievance Procedure does not create a legally binding contract or a contract of employment.

II. Definitions

Definition of "Discipline": For purposes of this procedure, "discipline" means an employment action that results in disciplinary suspension or disciplinary demotion/reduction in rank. "Discipline" does not include any written or verbal notices, warnings, or reminders; verbal discipline will be documented, but not subject to the grievance procedure. The purpose of written and verbal notices, warnings, or reminders is to alert the employee that failure to correct the behavior *may result* in disciplinary suspension, termination, or disciplinary demotion/reduction in rank.

Definition of "Termination": For purposes of this procedure, "termination" means a separation from employment by the employer for disciplinary or quality of performance reasons. "Termination" does not include layoff, furlough or reduction in workforce, reduction in hours, job transfer or reassignment, or retirement.

Definition of "Employee" for Purposes of Discipline and Termination Grievances: For purposes of the Procedure for Grievances Concerning Employees Terminations and Employee Discipline, "employee" includes all regular full-time and part-time employees. The term "employee" excludes elected officials; individuals hired on a limited term, temporary, casual, or seasonal basis; independent contractors; and employees within their introductory period.

Definition of "Workplace Safety": For purposes of this procedure, "workplace safety" includes any conditions of employment related to the physical health and safety of employees, including

the safety of the physical work environment, the safe operation of workplace equipment and tools, provision of personal protective equipment and accident risks. "Workplace Safety" does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, and work schedules.

Definition of "Employee" for Purposes of Workplace Safety Grievances: For purposes of the Procedure for Grievances Concerning Workplace Safety, "employee" shall include all regular full-time and part-time employees, elected officials; and, individuals hired on a limited term, casual, or seasonal basis. The term "employee" excludes independent contractors.

III. **General Provisions:**

Role and Appointment of "Impartial Hearing Officer": For purposes of this policy, the role of the "Impartial Hearing Officer" 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.

The Hearing Officer may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing. The 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 Hearing Officer may apply relaxed standards for the admission of evidence and may request oral or written arguments and replies.

The Impartial Hearing Officer shall be selected by the Department of Administration based on the nature of the matter in dispute. The Committee on Administration shall approve a panel of five (5) individuals to be selected from.

Costs: Each party shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees, in investigating, preparing or presenting a grievance. The fees of the Hearing Officer will be paid by the County.

Time Limits: The term "days" as used in this provision means calendar days. The employer and grievant may mutually agree to waive time limits, in writing. If the last day on which a grievance is to be filed or a decision is to be appealed is a Saturday, Sunday or holiday, the time limit is the next day which is not a Saturday, Sunday or holiday. "Holiday" shall mean any day in which Dunn County offices, except 24/7 operations, are closed.

A grievance or decision or appeal is considered timely if received by the employer during normal business hours or if postmarked by 12:00 midnight on the due date. The employer and grievant may mutually agree, in writing, to waive any step to facilitate or expedite resolution of the grievance.

If the grievance is not answered within the time limits, the grievant may proceed to the next available step within 7 days.

Scheduling: Grievance meetings and hearings will typically be held during the grievant's off-duty hours. Time spent in grievance meetings and hearing [*outside of normal business hours*] shall not be considered as compensable work time.

Representation: The grievant shall have the right to representation during the Grievance Procedure at the Grievant's expense.

IV. Procedure for Grievances Concerning Employee Terminations and Employee Discipline:

Step 1: An earnest effort shall be made to settle the matter informally between the aggrieved employee and the employee's immediate supervisor. If the grievance is not resolved informally, it shall be reduced to writing by the employee who shall submit it to the employee's Department Head, with a copy to the Department of Administration.

The written grievance shall give a detailed statement concerning the subject of the grievance, the facts upon which the grievance is based, and indicate the specific relief being sought.

Time Limit: If the employee does not submit a written grievance within 14 days after the facts upon which the grievance is based first became known, or should have been known to the employee, the grievance will be deemed waived. The Department Head will reply in writing to the employee within 14 days after receipt of the written grievance.

Step 2: If the grievance is not settled in Step 1, and the employee wishes to appeal the decision, the employee shall submit the written grievance to the Department of Administration to request a hearing before an impartial hearing officer.

Time Limit: If the employee does not submit a written grievance to the Department of Administration requesting a hearing before an impartial hearing officer within 14 days after receipt of the Department Head's decision, the grievance will be deemed waived. If timely requested, the hearing will normally be scheduled within 30 days of receipt of the request for hearing.

At the conclusion of the hearing, the Hearing Officer shall render a written decision indicating the reasons for one of four decisions: 1) Sustaining the discipline/termination, 2) Modifying the discipline/termination, 3) Denying the discipline/ termination, or 4) Recommending additional investigation prior to final determination. In cases where the Hearing Officer recommends additional investigation, at the conclusion of the additional investigation, a second, follow-up hearing shall be scheduled. The Hearing Officer shall render a written

decision to the employer and employee within 10 calendar days from the date of the hearing.

Burden of Proof: Except in a Grievance involving termination of an Employee that is subject to Wis. Admin. Code Chap. DHS 5, the Employer bears the burden of proof to persuade the Impartial Hearing Officer by a preponderance of evidence that the Employer did not abuse its discretion in disciplining or terminating the Grievant. If the Employer does not meet his or her burden of proof, the Impartial Hearing Officer shall sustain the grievance. For a Grievance involving termination of an Employee that is subject to Wis. Admin. Code Chap. 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 Wis. Admin. Code Chap. DHS 5.06(2)(b).

Step 3: The employer or employee may appeal the decision of the Hearing Officer to the County Board. The decision of the governing body shall be final and binding upon the parties.

Time Limit: The employee or employer may request a hearing before the County Board by filing a request with the Department of Administration within 14 days of receipt of the written decision of the Hearing Officer. The request must set forth in detail the reasons for the appeal. The non-appealing party shall have 14 days to submit a reply to the detailed request. Once the request for hearing and reply are received, a Board hearing date will be scheduled at the Board's next regularly scheduled meeting. If not timely submitted by the grievant, the grievance shall be dismissed.

Level of Review: The County Board shall review the written decision of the Hearing Officer, the reasons for the appeal and the reply. The role of the County Board, in reviewing the decision of the Impartial Hearing Officer, is to address the following questions:

1. Did the Impartial Hearing Officer follow a fair and impartial process?
2. Is there evidence of corruption, fraud or misconduct by the Impartial Hearing Officer?
3. Did the Impartial Hearing Officer make an error of law which makes his/her award invalid?
4. Did the Impartial Hearing Officer make an error of fact which makes his/her award invalid?

After answering the above-questions, the County Board will uphold, modify, or reverse the decision of the Impartial hearing Officer.

V. Procedure for Grievances Concerning Employee Workplace Safety:

Step 1: Any employee who personally identifies, or is given information about, a workplace safety issue or incident must notify his/her supervisor of the issue or incident as soon as reasonably practicable. All safety issues, no matter how insignificant the situation may appear to be, must be reported.

Time Limit: Any workplace safety incident or issue must be reported by an employee within 24 hours after the incident or issue was raised in order to be addressed as part of the grievance procedure.

A written report of the incident or issue; outlining the events that transpired and proposed resolution, if any, shall be signed by all concerned parties and submitted to the Department of Administration within 7 days of the incident or issue for review and consideration by the Risk Management/Purchasing Manager.

Step 2: After receipt of the written report, the Risk Management/Purchasing Manager will conduct additional investigation, if required, and normally issue a final report on its findings and conclusions within 7 days of receipt of the written report. Copies of the Risk Management/Purchasing Manager's final report will be given to the persons who signed the written report, as well as to the Department of Administration.

Step 3: The employee may appeal the findings and conclusions of the Risk Management/Purchasing Manager and request a hearing before an Impartial Hearing Officer.

Time Limit: If the employee does not submit a written grievance to the Department of Administration requesting a hearing before an impartial hearing officer within 7 days after receipt of the Risk Management/Purchasing Manager's final report, the grievance can no longer be addressed in the grievance procedure. If timely requested, the hearing will normally be scheduled within 14 days of receipt of the request for hearing.

At the conclusion of the hearing, the Hearing Officer shall record one of three outcomes: 1) Sustaining the conclusions of the Risk Management/Purchasing Manager, 2) Denying the conclusions of the Risk Management/Purchasing Manager and ordering additional or alternative remedial measures, or 3) Recommending additional investigation prior to final determination. In cases where the Hearing Officer recommends additional investigation, at the conclusion of the additional investigation, a second, follow-up hearing shall be

scheduled. The Hearing Officer shall render a written decision to the employer and employee within 10 calendar days from the date of the hearing.

Burden of Proof: The Grievant shall bear the burden of proof to persuade the Impartial Hearing Officer by clear, convincing and satisfactory evidence that a safety violation has been committed.

Step 4: The employer or employee may appeal the decision of the Hearing Officer to the County Board. The decision of the governing body shall be final and binding upon the parties.

The employee or employer may request a hearing before the County Board by filing a request with the Department of Administration within 14 days of receipt of the written decision of the Hearing Officer. The request must set forth in detail the reasons for the appeal. The non-appealing party shall have 14 days to submit a reply to the detailed request. Once the request for hearing and reply are received, a Board hearing date will be scheduled at the Board's next regularly scheduled meeting or at a special meeting which will normally be scheduled within 30 days. If not timely submitted by the grievant, the grievance can no longer be addressed in the grievance procedure.

Level of Review: The County Board shall review the written decision of the Hearing Officer, the reasons for the appeal and the reply. The role of the County Board, in reviewing the decision of the Impartial Hearing Officer, is to address the following questions:

1. Did the Impartial Hearing Officer follow a fair and impartial process?
2. Is there evidence of corruption, fraud or misconduct by the Impartial Hearing Officer?
3. Did the Impartial Hearing Officer make an error of law which makes his/her award invalid?
4. Did the Impartial Hearing Officer make an error of fact which makes his/her award invalid?

After answering the above-questions, the County Board will either uphold, modify, or reverse the decision of the Impartial hearing Officer.

SEXUAL AND OTHER HARASSMENT POLICY

Dunn County is an equal opportunity employer committed to maintaining a workplace free from discrimination. In keeping with this commitment, Dunn County will not tolerate harassment of any of its employees, customers, or vendors, whether sexual harassment or harassment because of his/her gender, sexual orientation, race, color, national origin, age, ancestry, disability, religion, use of statutory family/medical leave, or other legally protected characteristic.

Sexual harassment is unwelcome verbal or physical conduct of a sexual nature. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a condition of employment;
2. Submission to, or rejection of, such conduct is the basis for employment decisions, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or the conduct creates an intimidating, hostile or offensive working environment.

Examples of sexual harassment include sexual propositions, sexual innuendo, suggestive comments, sexually orientated "jokes" or teasing, displays of sexually explicit pictures or cartoons, leering, whistling, making obscene gestures and physical contact such as touching, pinching, brushing against another's body, coercing sexual intercourse, continuous requests for dates after the recipient states he or she is not interested, or name calling.

Sexual harassment is measured from the viewpoint of a reasonable woman if the victim is a woman, or a reasonable man if the victim is a man. It is not the intent of the person engaging in the activity that determines what constitutes sexual harassment, but rather, the effect the activity has on the victim. Thus, well-intentioned compliments may be considered sexual harassment if a reasonable person of the same sex as the recipient would perceive it to be harassing, whether or not the compliment-giver intended to harass.

The County's policy is to provide an atmosphere free from discriminatory intimidation, ridicule, and insult based on sex, race, sexual orientation, religion, national origin, age, disability, or other characteristic protected by law.

Any employee who believes that he/she has been harassed in violation of this policy should immediately report the matter to his/her department head or the Human Resource Manager.

County forbids retaliation against anyone for reporting sexual harassment or otherwise assisting in the investigation of a sexual harassment complaint. Employees are expected to

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cooperate with the investigation of sexual harassment. Employees who fail to cooperate with an investigation or who gives false information will be subject to disciplinary action, up to and including termination of employment.

It is the policy of Dunn County to investigate all complaints of sexual and other harassment thoroughly and promptly. Dunn County will, to the extent possible, maintain the confidentiality of those involved in the investigation. If the investigation confirms that harassment has occurred, Dunn County will take appropriate disciplinary action, up to and including termination of employment. In the case of customer or vendor harassment, the County will act promptly to remedy the harassment and prevent further occurrences.

No employee shall be punished or penalized for rejecting or objecting to behavior that be considered sexual harassment

DRUG & ALCOHOL PROHIBITIONS

POLICY: No employee shall report to work or be under the influence of alcohol or illegal drugs during working hours. This policy includes any paid or unpaid lunch periods as well as training sessions and the working hours of conferences. The sale, possession, transfer or purchase of illegal drugs while in the course and scope of employment is also prohibited.

Purpose: The purpose of this policy is to: a) establish and maintain a safe and healthy work environment, b) reduce absenteeism and tardiness, and c) improve job performance.

Drug & Alcohol Testing: The Employer may conduct drug & alcohol testing based on reasonable suspicion that the employee is under the influence of alcohol or illegal drugs and may conduct testing for employees in testing-designated positions (such as CDL). Any such testing will be done in accordance with established procedures.

WORKPLACE VIOLENCE POLICY

Dunn County is committed to providing a work environment that is free from violence. Any acts or threatened acts of violence will not be tolerated. Anyone engaging in violent behavior will be subject to discipline, up to and including termination, and may also be personally subject to other civil or criminal liabilities.

This policy requires the combined efforts of all employees to enforce. Employees will report any act of violence or any threat of violence to their supervisor. All such reports will be fully investigated. Employees who find it necessary to obtain a restraining order, injunction against harassment, order of protection or any other court order designed to prevent acts of violence or harassment from local judicial or law enforcement agencies, should immediately notify their supervisor and the Risk Management and Purchasing Manager. Every effort will be made to keep employees safe at work.

Supervisors, managers and/or directors will take the workplace violence concerns of employees seriously. They will trust the instincts of employees who are worried or fearful of another employee or customer. They will bring bizarre, erratic, or aggressive employee/citizen behavior to the attention to the Risk Management and Purchasing Manager. Swift corrective and/or disciplinary action will be taken as necessary to stop aggressive behavior. Employee dismissals will be handled in as positive and forward-looking manner as possible to avoid and/or deter aggressive retaliation. Law Enforcement support will be obtained as necessary to ensure workplace safety.

Workplace violence is any act or threat (either verbal or implied) of physical violence, including intimidation, harassment, and/or coercion, which involve or affect, Dunn County employees or which occur on Dunn County property.

Acts or threats of violence include, but are not limited to, the following:

- All threats or acts of violence occurring on Dunn County property regardless of the relationship between Dunn County and the parties involved in the incident.
- All threats or acts of violence occurring off Dunn County premises involving someone who is acting in the capacity of a representative of Dunn County.
- All threats or acts of violence occurring off Dunn County premises involving an employee of Dunn County if the threats or acts affect the legitimate interests of Dunn County.
- Any acts or threats resulting in the conviction of an employee or agent of Dunn County, or an individual performing services on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affect the interest and goals of Dunn County.

Specific examples of conduct, which may be considered threats, or acts of violence include, but are not limited to, the following:

- Hitting or shoving an individual.

- Threatening an individual or his/her family, friends, associates, or property with harm.
- The intentional destruction or threat of destruction of county property.
- Harassing or threatening phone calls.
- Harassing surveillance or stalking.
- The suggestions or intimation that violence is appropriate.
- Possession or use of firearms or weapons.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the County except by authorized law enforcement officers.

Dunn County's prohibition against threats and acts of violence applies to all persons involved in the departments operation, including Dunn County personnel, contract and temporary workers, and anyone else on Dunn County property. Violations to this policy will lead to disciplinary action that may include termination, arrest and prosecution.

Employees should learn to recognize and respond to behaviors by potential perpetrators that may indicate a risk of violence. All suspicious individuals or activities should also be reported as soon as possible to your supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

Employees shall place safety as the highest concern, and shall report all acts or threats of violence immediately. Every employee and every person on Dunn County property is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to your immediate supervisor or the Risk Management and Purchasing Manager.

Any employee who believes that he/she has been the subject or has been a witness of workplace violence should immediately report the matter to his/her immediate supervisor or the Risk Management and Purchasing Manager. Employees are expected to cooperate with the investigation of any workplace violence incidents. Employees who fail to cooperate with an investigation or who gives false information will be subject to disciplinary action, up to and including termination of employment.

It is the policy of Dunn County to investigate reports of workplace violence for all acts occurring on county property or against an employee acting in their capacity as an employee. The identity of the individual making a report will be protected as much as is practical. To maintain workplace safety, the County may suspend employees pending the investigation.

It is the responsibility of managers and supervisors to make safety their highest concern. When

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made aware of a real or perceived threat of violence, management shall immediately inform the Risk Management and Purchasing Manager. Management shall conduct a thorough investigation and take specific actions to help prevent acts of violence.

Nothing in this policy alters any other reporting obligation established by Dunn County policies, or in state, federal, or other applicable law.

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DRESS CODE

POLICY: Employees at all levels and job positions are representative of the organization and, therefore, dress, grooming and personal hygiene affects the public's impression of Dunn County. In establishing professional appearance guidelines, Dunn County's standards are: 1) Present a professional appearance at all times; 2) Promote a positive working environment and limit distractions caused by inappropriate dress; and 3) Ensure safety while working. Departments may provide additional dress rules more stringent than those listed in this policy. Department Heads are responsible for communicating and enforcing the policy of their department. Disciplinary action is appropriate for attire that is offensive, distracting or in conflict with the policy.

Dress and Grooming:

All employees are expected to be neat and clean in appearance and to dress in a manner appropriate to the nature of their position and job duties in accordance with department requirements and health and safety standards. Employee's clothes or uniforms shall be neatly pressed and clean. Employees should avoid clothing, hairstyles, or jewelry that may detract or interfere with the performance of their work or which might detract from the public service mission or image of Dunn County. Employees are expected to maintain clean and appropriate oral and body hygiene. In the event of any question regarding the appropriateness of any particular style of clothing or grooming, the department head shall make the final determination.

Employees working in an office setting are expected to dress in a business casual (less formal wear than business suits, i.e. dress pants or skirts/dresses and dress shirts), which does not include items from the below list which are deemed unacceptable (list is not all inclusive):

- Torn or excessively faded and/or worn jeans
- Bib overalls and beach attire
- Dresses or skirts which are shorter than one (1) inch above the top of the knee cap
- Halter or midriff tops or dresses
- Tight fitting clothing or clothing that is otherwise revealing, distracting or provocative
- Clothing with offensive pictures or language
- Soiled, torn or ripped clothing
- T-shirts, unless it displays County logo
- Shorts
- Flip-flops (beach style)

Employees assigned to field inspection, maintenance and/or outside work may wear casual clothing on days involving field inspections and outside work. Dress should be appropriate for conditions and health/safety standards.

Casual Dress Days

Casual dress days are days in which office employees may be allowed to wear clothing that is less formal than that worn on other business days as permitted by the department head. Employees who are required to wear uniforms or employees required to appear in court may not be able to dress in casual attire. All items deemed inappropriate above are also inappropriate for casual day.

Body Piercing

Body piercings are discouraged in the workplace. However, if an employee has piercings, they should not pose any safety threats. Employees may be asked to remove body piercing(s) during work hours if it does not reflect a professional image or if it limits communications.

PROHIBITING WEAPONS IN THE WORKPLACE

POLICY: Employees may not, at any time while on any property owned, leased or controlled by Dunn County (County), including anywhere that County business is conducted, possess, carry, or use a “weapon” in the course of the employee’s employment. This policy does not prohibit employees from storing a weapon in the employee’s own motor vehicle driven or parked on property owned by the County.

Regardless of whether an employee possesses a concealed weapons permit or is allowed by law to possess a “weapon,” weapons are prohibited in the workplace and during the course of employment.

Purpose: To help ensure a safe workplace for all employees.

Guidelines:

1. A “weapon” is defined to include firearms, electric weapons (a.k.a. tasers), billy clubs, knives or any other object created or intended for causing injury.
2. “County property” is defined as all County-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the County’s ownership or control. This policy also applies to all County-owned or leased vehicles.
3. The County reserves the right to post signs on County-owned or leased building entrances banning weapons on its premises.
4. The County reserves the right to conduct unannounced searches of County property, vehicles and facilities at any time. The County reserves the right to inspect employees’ workstations, purses, backpacks, briefcases, and other personal items on County premises at any time.
5. Certified law enforcement officers, entitled to carry a weapon, while acting in their official capacity and with lawful authority, are exempt from this policy. Other employees may seek approval from the County for a waiver of this prohibition based on unique circumstances. Such requests shall be made in writing and indicate the basis for the exception.
6. Any employee who is uncertain whether an instrument or device is prohibited under this policy is obligated to request clarification to ensure he or she is not in violation of this policy.

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7. Any employee who knows or suspects that a co-worker or other individual is carrying a concealed weapon in violation of this policy or posted notice must immediately notify their supervisor.
8. A violation of this policy is a serious infraction of the County's work rules and may result in discipline up to and including termination of employment.
9. This policy is intended to be consistent with and compliment the Dunn County Weapons Policy adopted by the Dunn County Board of Supervisors on October 19, 2011.

SOLICITATIONS POLICY

POLICY: It is the policy of the County to prohibit solicitation and distribution on its premises by non-employees and to permit solicitation and distribution by employees only as outlined below:

The County limits solicitation and distribution on its premises because, when left unrestricted, such activities can interfere with the normal operations of the County, can be detrimental to efficiency, can be annoying, and can pose a threat to security.

Department Heads are responsible for administering this policy and for enforcing its provision.

Persons who are not employed by the County are prohibited from soliciting funds or signatures, conducting membership drives, posting, distributing literature or gifts, offering to sell or to purchase merchandise or services (except by representatives of business related suppliers), or engaging in any other solicitation, distribution, or similar activity on County premises.

Department Heads may authorize a limited number of fund or donor drives by employees on behalf of charitable organizations or for employees.

Department Heads will permit employees to engage in solicitation or distribution of literature for any group or organization, including charitable organizations, with the following guidelines:

The sale of merchandise is limited to charitable organization functions and activities. Solicitation and distribution of literature with appropriate approval should not interfere with working time of either the employee making the solicitation or distribution, or the targeted employee. The term "working time" does not include an employee's authorized lunch or rest periods or other time when the employee is not required to be working.

PRIVACY IN LOCKER ROOMS

POLICY: To protect the privacy interests of persons utilizing any Dunn County locker room.

Application: This policy applies to all employees and all visitors while on County premises. Employees who have visitors on Dunn County premises are responsible for ensuring that the visitors are made aware of this policy.

General Rules:

1. No person may use any recording device in a Dunn County locker room. "Recording Device" means a camera, video recorder, or any other devices that may be used to record or transfer images.
2. No person may use a cell phone or other recording device to capture, record or transfer a representation of a nude or partially nude person in a locker room.
3. Failure to comply with the policy may result in disciplinary action, up to and including termination of employment.

Note: Wis. Stat. § 175.22 requires any person that owns or operates a locker room to adopt a policy that specifies when recording devices may be used in locker room and which prohibits the use of a cell phone to photograph a nude or partially nude person in the locker room.

COUNTY EMPLOYEE IDENTIFICATION CARDS

POLICY: For the safety and security of the public, Dunn County employees, and facilities, all County employees and designated individuals are required to wear an appropriate County identification card in accordance with the following procedures. County identification cards help maintain security by identifying authorized personnel at County work sites and residential or commercial properties served by the County and may provide programmed access, as authorized, to secured areas in County facilities.

Procedures:

1. Eligibility - The following individuals are eligible to receive a County identification card:
 - a. Elected and appointed County officials;
 - b. Employees officially employed by the County and currently carried on the County payroll;
 - c. Individuals providing volunteer or special services and for whom their department head has requested that they be assigned a County identification card subject to the approval of the Administrative Coordinator.

2. Displaying County Identification Cards
 - a. All employees and designated individuals must wear County identification cards with the front of the cards visible on the outside of their clothing when on duty, providing services, or accessing County facilities, except as indicated below.

 - b. Exceptions to requirement of wearing County identification card:
 - i. County personnel in uniform with some form of their name and County identification (e.g., County seal) visible on their uniform are not required to wear a County Identification card. However, they must carry a County identification card and display it upon request. Law enforcement officers on covert assignment are exempt from either requirement.
 - ii. Eligible persons who frequently deal with hostile or difficult customers/clients may be authorized, upon the request of the department head and with the approval of the County Manager, to wear a County name badge that displays only their first name, last initial, and department name. However, they must carry their County identification card and display it upon request and must wear their County Identification card at all times other than when providing direct customer services.

3. Maintenance and Control
 - a. The Department of Administration is responsible for the implementation of this rule and its related procedures.

- b. All identification cards shall be issued using means authorized by the Department of Administration.
 - c. Only one County identification card shall be issued to each eligible person and it must not be transferred or loaned to any other individual.
 - d. Upon termination of employment, contract, or volunteer services, all County identification cards must be returned to the issuing department.
 - e. When vendors or contractors perform services in County facilities, the department which has retained their services must ensure that they display a company name badge which identifies who they are and for whom they are employed.
 - f. When County employees encounter individuals in County facilities or work sites, without appropriate identification and without authorized escorts, they should inquire whether the individual needs assistance. Any suspicious or unusual behavior should be immediately reported to security and/or management personnel.
4. Authorized Access to Secured County Facilities - County identification cards may provide programmed access, as authorized, to secured areas in County facilities. Additional procedures related to authorized access to secured County facilities may be developed under separate policy.
5. Replacement of County Identification Cards
- a. A replacement identification card is required for a name change, transfer to a different department, change to a different distinguishing color code and/or eligibility type, or for a lost, missing, stolen, or damaged card.
 - b. Employees/individuals must immediately notify their Department Head, Supervisor and the Department of Administration if their County identification card is lost, missing, stolen, or damaged.
 - c. An old or damaged County identification card must be returned to the Department of Administration before a replacement card is issued.
 - d. A fee of \$5.00 for a replacement identification card shall be charged the cardholder if their card was lost, missing, stolen, or damaged due to circumstances within the control of the cardholder.
6. The County Manager may establish additional procedures necessary for the implementation and enforcement of this rule and its related procedures and may interpret or authorize exceptions when deemed in the best interest of the County.
7. Violations of this rule and its related procedures are subject to disciplinary action.

DUNN COUNTY COMPUTER POLICY

PURPOSE: To establish a policy to ensure the proper use of Dunn County's computer resources. All computer users have the responsibility to use these resources in an efficient, effective, ethical and lawful manner. The following policy, rules and conditions apply to all users of our computer resources and wherever they are located. Violations of this policy may result in disciplinary action including the termination of your right to access our system and/or termination of employment.

POLICY: Dunn County has the right (but not the duty) to monitor any and all aspects of the computer system, including employee e-mail, to ensure compliance with this policy. Computers and computer accounts are given to employees to assist them in the performance of their jobs. Employees should not have the expectation of privacy in anything they create, send or receive on the computer. The computer systems belong to Dunn County and are to be used for business purposes only.

Computer users are governed by the following provisions, which apply to all use of computer and telecommunication resources and services. Computer resources and services include, but are not limited to, the following: host computers, file servers, workstations, stand alone computers, laptops, software and internal and external communications networks (e-mail) that are accessed directly or indirectly from Dunn County's computer resources and services.

The term "users" as used in this policy, refers to all employees, contract employees, independent contractors and other persons accessing or using the County's computer and telecommunication resources and services.

- ◆ Users must comply with all software licenses, copyrights and all other state and federal laws governing intellectual property. All software and hardware must be purchased, authorized and inventoried by the Information Technology Division of the Department of Administration, unless approved by the Chief Information Officer and Committee on Administration.
- ◆ Fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating, or other unlawful material may not be sent by e-mail displayed on or stored in Dunn County's computers. Users encountering or receiving such material should immediately report the incident to the Chief Information Officer and/or County Manager.
- ◆ Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communications. Anything created on the computer can, and may, be viewed by others. Some e-mail messages are public records and may be subject to the open records law.

- ◆ The computer resources and services of Dunn County may not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (viruses/self-replicating code), political material, or any other unauthorized or personal use.
- ◆ Users are responsible for safeguarding their system passwords. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. Passwords are for the protection of Dunn County, not individual employees.
- ◆ Users may not purchase or install software or hardware on their individual computers or the network.
- ◆ Users are forbidden to visit web sites or news groups for personal purposes. This includes, but is not limited to, chatrooms, game sites, e-mail based sites and financial sites.
- ◆ Users are forbidden from downloading or uploading any program or from loading any software on their computers without prior authorization.

Dunn County is not responsible for the actions of the individual users.

SOCIAL MEDIA POLICY

Background/Purpose: Dunn County departments may utilize social media platforms to further enhance communications with various stakeholder organizations in support of County goals and objectives. County officials and County organizations have the ability to publish content, facilitate discussions, and communicate information through various social media related to conducting County business. Social media facilitates further discussion of County issues, operations and services by providing members of the public the opportunity to participate in many ways using the Internet.

Policy:

1. Use of all Dunn County social media platforms shall be approved by the County Manager and the requesting Department Head. All content must be published using approved County social media platform and tools. Any content that might act as the “voice” or position of Dunn County must be approved by the Department Director.
2. Use of all Dunn County social media platforms shall adhere to applicable state, federal, and local laws, regulations and County policies including the Dunn County Code.
3. Open records laws and policies apply to social media content and therefore content must be able to be managed, stored and retrieved to comply with these laws. All social media platforms and entries shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.
4. Content deemed not suitable by Dunn County because it is not topically related to the particular objective, or is deemed prohibited content based on the criteria in this or other policies, may be taken off the platform but shall be retained pursuant to the records retention schedule along with a description of the reason the specific content is deemed not suitable for posting.
5. The County reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.
6. Each Dunn County social media platform shall include an introductory statement which clearly specifies the purpose and topical scope of the platform. Where possible, social media platforms should link back to the official Dunn County Internet site for forms, documents and other information.
7. Each Dunn County social media platform account is the sole proprietorship of Dunn County. Moderators are authorized to create and post content on behalf of the Dunn County, but do

not own the accounts. When the function of moderator ends, the employee shall surrender all rights, including administrative authority and passwords, to these accounts.

8. Dunn County social media content and comments containing any of the following shall **not** be allowed for posting:

- a. Non-topically related content
- b. Profane language or content
- c. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation
- d. Sexual content or links to sexual content
- e. Solicitations of commerce
- f. Conduct or encouragement of illegal activity
- g. Content that may compromise the safety or security of the public or public systems
- h. Content that violates legal ownership interest of any other party
- i. External links constituting official endorsement or representative views on behalf of the Dunn County, or
- j. Content promoting political purposes, a political candidate, or party
- k. Content promoting or endorsing any religion religious organization
- l. Content regarding or relating to any private commercial transactions or engagement in private business activities
- m. Other non-topically related content outside the limited public forum established to discuss County issues, operations and services

9. All County social media moderators shall be trained regarding the terms of this Dunn County policy, including their responsibilities to review content to ensure compliance with the Social Media Policy, Guidelines and Procedures.

10. All social media platforms shall clearly indicate they are owned and maintained by Dunn County and shall have Dunn County contact information prominently displayed.

11. Where appropriate, County IT security policies shall apply to all social media platforms and related content.

12. All County-related communication through social media tools shall be professional in nature and conducted in accordance with the County's communications policy, practices, and expectations.

13. The Dunn County logos, marks, and insignia may be used on County social media platforms owned and maintained exclusively for County business and related County purposes. Do not use the Dunn County's name, logos, marks and insignia to promote any political party, candidate or for partisan political purposes, to conduct private commercial transactions, endorse any produce or to engage in private business activities.

14. Employees found in violation of this policy may be subject to disciplinary action up to and including termination of employment.

Guidelines:

DEFINITION OF TERMS

Content: Including, but not limited to: comments, text, graphics, video, icons, images, and avatars.

Platform: Social media sites including but not limited to: Facebook, Twitter, LinkedIn, Blogger, and YouTube.

Comments: Blogs may allow readers to add feedback comments under posts, and may also provide a feed for comments as well as for main items.

Blog: Web sites with dated items of content in reverse chronological order, self-published by bloggers. Items – called posts- may have key word tags associated with them, are usually available as feeds, and often allow commenting.

Publish: Posting, pasting, commenting, etc., to any social media platform.

Posts: Item on a blog or forum.

Presence online: Has (at least) two aspects. One is whether you show up when someone does a search on your name. The second is whether you use tools that show you are available for contact by instant messaging, voice-over IP, or other synchronous methods of communication.

Profile: Information that users provide about themselves when signing up for a social networking site. As well as a picture and basic information, this may include personal and business interests, a “blurb” and tags to help people search for like-minded people.

RSS: Short for “Really Simple Syndication.” This allows subscribers to receive content from blogs and other social media sites and have it delivered through a feed.

Social Media: Tools and platforms people use to publish, converse, and share content online. The tools include blogs, wikis, podcasts, and sites to share photos and bookmarks.

Podcasts: Audio or video content that can be downloaded automatically through a subscription to a website so you can view or listen offline.

Social Networking: Online place where people can create online profiles.

Transparency: Enhances searching, sharing, self-publishing, and commenting across networks;

makes it easier to find out what's going on in any situation where there is online activity.

Moderators: Dunn County employees, expressly in writing authorized agents, and/or contractors.

Sharing Dunn County news and events through social media tools is an excellent, low-cost way to engage the community. The following guidelines should be followed when engaging in social media on behalf of Dunn County:

Maintain confidentiality

Do not post confidential or proprietary information about the Dunn County or our employees. Use good ethical judgment and follow County policies and federal requirements, such as the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Family Educational Rights and Privacy Act (FERPA)

Maintain privacy

Do not discuss a situation involving named or pictured individuals on a social media platform without their permission. As a guideline, do not post anything that you would not present in any public forum.

Do no harm

Let your social media presence(s) do no harm to Dunn County or to yourself whether you are navigating those platforms on the job or off.

Write what you know

Ensure you write and post about your area of expertise, as it relates to your position with the County. Write in the first person.

Understand your personal responsibility

Moderators are personally responsible for the content they publish. Be mindful that what you publish will be public for a long time— protect your privacy.

Be aware of liability

You are responsible for what you post on social media platforms personally and professionally. Be sure that what you post today will not come back to haunt you.

Maintain transparency

The line between professional and personal business is sometimes blurred. Be thoughtful about content and potential audiences. Be honest about your identity. Be clear that you are sharing your views as a representative of the Dunn County.

Correct mistakes

If you make a mistake, admit it. Be upfront and be quick with your correction. If you are participating in any social media platform, you may choose to modify earlier content—just make it clear that you have done so.

Respect others

You are more likely to achieve your goals or sway others to your view(s) if you are constructive and respectful while discussing a bad experience or disagreeing with a concept or person.

Be a valued member

Make sure you are contributing valuable content. Do not hijack the discussion and redirect by posting self/organizational promoting information. Self-promoting behavior is viewed negatively and can lead to you being banned from platforms or groups.

Think before you post

What you write is ultimately your responsibility. There is no such thing as a “private” social media platform. Search engines can turn up content years after being published. Content can be forwarded or copied. Archival systems save information even if you delete content. If you feel angry or passionate about a subject, it is wise to delay your social media participation until you are calm and clear-headed. Publish only content that you would be comfortable sharing with the general public (current and future peers, employers, etc.).

If it gives you pause, pause.

If you’re about to publish something that makes you even the slightest bit uncomfortable, don’t shrug and hit “send.” Take a minute to review these guidelines and try to figure out what’s bothering you, then fix it. If you’re still unsure, check with your manager. Ultimately, the decision about what you publish is yours—as is the responsibility. So be sure.

Topic taboos

Do not write any content or postings that involve or are related to the following:

- Items involved in litigation or could be in the future
- Nonpublic information of any kind
- Illegal or banned substances and narcotics
- Pornography or other offensive materials
- Defamatory, libelous, offensive or demeaning material. Don’t engage in a combative exchange
- Private/personal matter of yourself or others
- Disparaging/threatening comments about or related to anyone
- Personal, sensitive or confidential information of any kind

Procedures:

11/15/2011

1. Departments wanting to utilize social media platforms shall file a request with the Department of Administration using the "Request to Utilize Social Media Platform" form.
2. The Department of Administration will notify the requesting department of the approval or denial of their request.
3. Moderators of social media platforms within a County department shall be properly trained and shall attest to their training and knowledge of the Dunn County Policies, Guidelines and Procedures for the use of social media platforms on the form provided by the Department of Administration before social media platforms are enabled.

Responsible Parties: County Manager, Department Heads, Social media Platform Moderators.

EMPLOYEE ACKNOWLEDGMENT

I, _____, acknowledge receipt of this Employee Handbook.

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

I understand that by accepting or maintaining employment with Dunn 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 Dunn County and myself and that no oral statements by supervisors or management can alter this disclaimer or create a contract. Only Dunn County has the authority to create an employment contract, and such contract must be in writing and signed by Dunn County to be valid. I understand that my employment with Dunn County is "at-will," not for any definite period of time, and may be terminated by myself or Dunn County at any time and for any reason, unless otherwise provided by law.

I understand that Dunn County reserves the right to modify, amend, or delete any provisions of the 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 on issues that are addressed in this Handbook. I also understand that any subsequent revisions to the provisions of this Handbook after I commence my employment will supersede those contained herein.

(Signature)

(Printed Name)

Date: _____

