



DUNN COUNTY EMPLOYEE HANDBOOK

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Revisions through July 29, 2020*

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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.

No Policy of Dunn County is intended to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment. All Dunn County employees have the right to engage in or refrain from such activities.

Revised 10/27/2016

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 class specifications and 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.

Revised 03/26/2015

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.

In order to meet the operational needs of the department, assigning employee work schedules are at the discretion of the supervisors, managers, and/or department heads. It is the departments' responsibility to notify employees of their work schedules. Staffing needs and operational demands may necessitate variations in start and end times, and days worked. Total hours scheduled each day and/or week may vary. Employees may not deviate from their work schedule unless approved by the supervisor, manager, and/or department head, on either an ongoing or temporary basis. In addition, hourly employees are not authorized to access county work information remotely or otherwise outside of their approved standard work schedules unless the supervisor, manager, or department head has provided prior approval.

FULL-time: A full-time employee is one who is regularly scheduled to work by the employer 1,560 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 4.0 consecutive hours worked.

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.

Transport Officers scheduled to work more than six (6) hours in a day shall receive one paid 30 minute meal period for which they shall remain on-call.

Employees in the Public Works Department Highway Division shall receive two (2) fifteen (15) minute paid breaks per shift and no unpaid lunch break. The Patrol Superintendent shall be reimbursed for the lunch meal at the in-state lunch rate as published by the State of Wisconsin, Office of State Employment Relations.

The normal work period and work schedule for Correctional Officers, Correction Sergeants and Field Services Sergeants shall be in accordance with Section 207(k) of the FLSA. Correctional Officers, Correctional Sergeants, and Field Services 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 1,560 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.

Daylight Savings Time: In changing from Central Standard Time to Daylight Saving time, hourly employees whose actual time worked is reduced by one (1) hour as a result of the change are paid for actual time worked. Employees may request to use one (1) hour of benefit time, excluding sick leave, to equal a full shift. In returning from Daylight Saving Time to Central Standard Time, hourly employees required to work an additional hour on their shift hour shall be paid for an additional hour of pay. If the additional hour worked places the employee into an overtime condition, the employee shall receive overtime pay.

**Revised 03/29/2012; 12/27/2012; 03/26/2015; 04/23/2015; 10/27/2016; 09/26/2019;
10/16/2019**

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 2 business days, 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, dependents' 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 an employee has any questions or concerns about their salary status or they believe that any deduction from their pay is inconsistent with their salary status, the employee should immediately raise the matter with their supervisor for assistance in understanding the information 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 any employee has been subjected to an improper deduction from pay, the employee will be reimbursed and Dunn County will take whatever action it deems necessary to ensure compliance with the salary basis test in the future.

Revised 10/27/2016

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 authorize the step for out of class pay to be consistent with the classification and compensation plan. 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 Neighbors of Dunn County 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. Employees of the Public Works Department scheduled to work between the hours of 10:00 p.m. and 6:00 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: Unless otherwise specified, premium pay is cumulative. Other premium pay is authorized as follows:

Working Foreman, chosen at the discretion of Management, shall be compensated by the payment of \$2.50 over and above the regular wage rate of the employee when serving in this capacity.

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

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

Household Coordinators at the Neighbors of Dunn County shall receive an additional \$0.50 per hour in addition to the regular wage rate for an employee so assigned.

Employees who accept additional hours voluntarily (72 hours prior to open shift) at the Neighbors of Dunn County shall receive the following compensation in addition to their regular pay:

- Certified Nursing Assistants\$5.00 per hour
- Licensed Practical Nurses.....\$7.00 per hour
- Registered Nurses\$10.00 per hour

Employees mandated to work vacant shifts shall receive the following compensation in addition to their regular pay:

- Certified Nursing Assistants\$2.50 per hour
- Licensed Practical Nurses.....\$3.50 per hour
- Registered Nurses.....\$5.00 per hour

Part-time employees at the Neighbors of Dunn County who are eligible to receive “in lieu of” pay shall receive \$1.00 per hour for recruitment and retention incentive in addition to their regular wage rate.

Full- and part-time certified nursing assistant employees who are enrolled in the WisCaregiver Career Program and who successfully complete an approved nurse aide training and testing program and work at the Neighbors of Dunn County for a minimum of six months are eligible to receive a \$500 WisCaregiver Retention bonus.

Cell Phone Reimbursement:

An employee whose position warrants the assignment of a cellular telephone by the County may request, subject to departmental and administrative approval, an additional \$5.00 per pay period compensation for using their personal cell phone for county business in lieu of the County assigning a phone and service. Approval may be withdrawn at the sole discretion of the County Manager. This could occur if circumstances change; i.e. the employee discontinues cell personal cell phone service or the employee moves to a new position which would not warrant assignment of a personal cell phone or the employee changes carriers to one which does not have sufficient coverage or the County chooses not to fund the program.

Some of the issues to be taken into consideration when determining if a request for compensation should be approved or denied include but are not limited to:

- The coverage area of the personal cell phone should equal or exceed that of the County's service.
- The employee seeking approval of the option would have been eligible for having a cell phone assigned to them using the test that the assignment would have been an appropriate business practice for the County to have approved. (Just because an employee has a personal cell phone doesn't mean they should automatically be approved).
- For those employees currently using a County phone, we will only consider approval of a request under this program upon the expiration of the current county phone contract unless extraordinary circumstances exist.
- This program may not be suitable for everyone. Make an objective analysis of whether approval is of benefit to both the employee and the employer before granting approval or denying.
- Proof of service may be required.
- Employees receiving the stipend will not be eligible for reimbursement of itemized cell phone expenses incurred as a result of County business.
- Represented employees and elected officials are not eligible at this time.

Other issues:

- This will be taxable compensation.
- Employees approved to receive the cell phone allowance that are on an unpaid leave of absence equal to or greater than 14 calendar days will not be eligible to receive the allowance.

The process:

- Employees requesting the optional compensation should submit a written request to their supervisor or department head. Documentation from cell phone bills indicating use on County business would be helpful.
- Department Heads who wish to approve the request should submit a written request for approval including the justification and a copy of the employees request to the County Manager.
- The County Manager will respond in writing with approval, denial, or request for additional information and shall inform the appropriate payroll center of the need to make change.

Management Sick Leave Contribution: Management employees shall receive a contribution to their 401(a) account equal to 0.905% of their regular pay (excludes overtime and FLSA straight time). Payment shall be based upon a maximum of 80 hours per pay period (bi-weekly) for full-time employees.

Revised 07/17/2013; 11/12/2014; 03/26/2015; 02/18/2015; 10/27/2016; 11/15/2016; 10/18/2017; 11/14/2017; 03/20/19; 10/16/2019; 7/29/2020

EQUIPMENT – UNIFORMS, TOOLS & SAFETY

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

Public Works 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, welders and mechanics shall be reimbursed up to a maximum of \$500 per calendar year for the cost of tools.

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.

Public Works - Shop Crew Uniforms: Dunn County shall provide and pay for uniforms and/or coveralls for use by employees of the Shop Crew, up to a total of five (5) changes per week.

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.

Sheriff's Office Public Safety Employees: Dunn County shall furnish uniforms and equipment for the Sheriff, Chief Deputy, Field Services Captain, Jail Captain, and all Sergeants. With the approval of the Sheriff, all management employees, Correctional Officer employees, and Inmate Program Director, shall be allowed, and reimbursed for, up to \$200 per year 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.

In their first year in a non-uniformed position, the Sheriff, Chief Deputy, Field Services Captain, Jail Captain, and Sergeants shall be allowed an annual clothing allowance of \$550 and \$350 for each succeeding year.

Dunn County shall furnish all law enforcement equipment, materials and safety devices mandated by the Sheriff. Dunn County shall contribute up to \$1,000 per employee towards the purchase of body armor of the employee's choice and shall fund the difference between the \$1,000 and the purchase price. Such difference in funding shall be reimbursed by the employee in the form of payroll deductions of not less than \$20 per pay period. Replacement shall be at the reasonable discretion of the Sheriff (approximately a five-year cycle or when damaged).

Employees shall take their body armor with them when they leave their employment with the County, however:

- A. Employees who leave employment within one (1) year of the purchase of new body armor will be required to reimburse the County for 75% of the County's contribution and any remaining balance the employee has on the employee's portion of the cost.
- B. Employees who leave employment within the second year after the purchase of new body armor will be required to reimburse the County for 50% of the County's cost and any remaining balance the employee has on the employee's portion of the cost.
- C. Any portion of the County's contribution that is funded by a grant does not have to be reimbursed by the Employee. The Employee shall only be required to reimburse the County 75%, or 50% respectively, of the County's cost that exceeds the grant, plus any remaining balance the employee has on the employee's portion of the cost.

Revised 03/26/2015; 11/15/2016; 10/16/2019

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. Registered Nurses at the Neighbors of Dunn County are classified as non-exempt. 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 who 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. For nonunion employees, call-in compensation is subject to a two (2) hour minimum.

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. No compensatory time shall be accrued or used in the last three payroll periods of the calendar year. Compensatory time that is not used during the calendar year will be paid out as cash on or before the last payroll period of the calendar year in which the time is earned. 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 payout and 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.

Initially Adopted 11/15/2011

Contains Additions and Revisions through July 29, 2020

Revised 03/29/2012; 02/18/2015; 10/27/2016; 09/19/2018; 09/26/19

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 regular full-time employees shall be eligible for holiday pay. Limited term employees are not eligible for holiday pay.

Employees must work the full day before and the full day after each holiday to be eligible for holiday pay with the exception of normal days off or excused absences. Employees on alternative work schedules will receive up to 8 hours of holiday pay. 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. Correctional Officers scheduled to work 12 hour days shall receive an equal number of floating holidays converted at an eight and one-half (8.5) hour equivalent. Effective 01/01/20, Field Services Sergeants scheduled to work 12 hour days shall receive eighty-four (84) floating holiday hours. Introductory employees and employees who change from part-time to full time status shall receive prorated floating holidays based on the number of holidays falling in the time period from their date of hire to year-end. Employees hired in the fourth quarter of the calendar year will be allowed to carry over those holidays into the next calendar year. Employees who are entitled to floating holidays at the time of terminating their services and are in good standing with the County may be paid for the number of unused floating holidays falling in the time period from January 1st to their termination date. Employees within their introductory period who are entitled to floating holidays at the time of terminating their services in good standing with the County may be paid for the number of unused floating holidays falling in the time period from their date of hire to their termination date. Upon the death of an employee, one-half (1/2) of their floating holiday balance will be paid out.

Employees who have changed from part-time to full time and then revert back to part time and are entitled to floating holidays at the time of this change may be paid for the number of unused floating holidays falling in the time period from the date they changed from full time to part-time.

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. Employees must work their full scheduled day before and

full scheduled day after each holiday to be eligible for holiday pay with the exception of normal days off or excused absences. Part-time employees at the Neighbors of Dunn County who work on the actual holiday shall receive holiday pay. All other part-time employees who work on a designated County holiday shall receive holiday pay.

Revised 10/27/2016; 11/14/2017; 10/16/2019

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 who were employed by Dunn County on or before May 1, 1979, and who were continuously employed by Dunn County thereafter and in management positions on May 31, 2003, shall accrue .1115 hours of vacation for all hours compensated during their twentieth year of employment and succeeding years.
- (b) 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;
 - 2. .0423 hours of vacation for all hours compensated during their second year of employment;
 - 3. .0462 hours of vacation for all hours compensated during their third year of employment;
 - 4. .05 hours of vacation for all hours compensated during their fourth year of employment;
 - 5. .0577 hours of vacation for all hours compensated during their fifth and sixth years of employment;
 - 6. .0692 hours of vacation for all hours compensated during their seventh through ninth years of employment;
 - 7. .0769 hours of vacation for all hours compensated during their tenth through fourteenth years of employment;
 - 8. .0962 hours of vacation for all hours compensated during their fifteenth and sixteenth years of employment.
 - 9. .1 hours of vacation for all hours compensated during their seventeenth and eighteenth year of employment;
 - 10. .1038 hours of vacation for all hours compensated during their nineteenth and twentieth years of employment;

11. .1077 hours of vacation for all hours compensated during their twenty-first through twenty-third years of employment;
12. .1115 hours of vacation for all hours compensated during their twenty-fourth and succeeding years of employment.

(c) 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;
2. .0462 hours of vacation for all hours compensated during their fourth and fifth years of employment;
3. .0654 hours of vacation for all hours compensated during their sixth through ninth years of employment;
4. .0692 hours of vacation for all hours compensated during their tenth through thirteenth years of employment;
5. .0885 hours of vacation for all hours compensated during their fourteenth through nineteenth years of employment;
6. .0962 hours of vacation for all hours compensated during their twentieth year of employment;
7. .1 hours of vacation for all hours compensated during their twenty-first year of employment;
8. .1038 hours of vacation for all hours compensated during their twenty-second year of employment;
9. .1077 hours of vacation for all hours compensated during their twenty-third year of employment;
10. .1115 hours of vacation for all hours compensated during their twenty-fourth and succeeding years of employment.

(d) Vacation accruals are computed on all hours compensated inclusive of call-in overtime, except overtime and compensatory time. In no case shall the balance of vacation earned exceed 4160 hours times the applicable vacation accrual rate. For the purposes of this section, exempt employees are presumed to be compensated on the basis of 40-hours worked in a workweek.

- (e) Vacation schedules are subject to the advance approval of the department head or their designee. 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.
- (f) Management employees who terminate their employment by providing proper notice or employees who are laid off shall receive all accrued vacation into their 401(a) account. The value deposited into their 401(a) account is determined by multiplying the number of hours of vacation by the base hourly rate of pay at the time of conversion.
- (g) Non-management employees who terminate their employment by providing proper notice or employees who are laid off shall receive all accrued vacation as compensation.
- (h) 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 2080.
- (i) Upon death, one-half of the accrued vacation balance of management employees will be paid out and one-half shall be paid into the employee's 401(a) account.

Revised 03/26/2015; 11/15/2016; 7/29/2020

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, children, including adult children and step-children, parents, and parents-in-law.

Accrual: Regular full-time employees shall accrue sick leave at the rate of .0462 hours of sick leave for all hours compensated inclusive of call-in overtime, except overtime and compensatory time. 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/Money Purchase 401(a) Retirement Plan: The County shall establish a Money Purchase 401(a) retirement plan for employees. The maximum payout for a non-management employee into the 401(a) account is 97 days. The maximum payout for a management employee into the 401(a) 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). Correctional Officers scheduled to work 12 hour days shall receive 401(a) benefits converted at an eight and one-half (8.5) hour equivalent.

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 401(a) 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 401(a) 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 401(a) 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 401(a) account.

Upon termination in good standing, employees shall have their remaining eligible sick leave placed into their 401(a) account. The value deposited into their 401(a) 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 401(a) balance does not exceed 97 days. Upon the death of a management employee, one-half (1/2) of sick leave balance will be paid out so long as the combination of the payout and 401(a) 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.

Revised 10/27/2016; 11/14/2017; 10/16/2019; 7/29/2020

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.
3. 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.]

C. Bone Marrow or Organ Donor Leave

1. Up to a maximum of six (6) weeks per twelve (12) month period for the purpose of serving as a bone marrow or organ donor, provided that the employee provides his or her employer with written verification that the employee is to

serve as a bone marrow or organ donor and so long as the leave is only for the period necessary for the employee to undergo the bone marrow or organ donation procedure and to recover from the procedure.

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. Federal law provides 12 weeks of unpaid leave during a 12-month period (calendar year) for any covered purpose. For exempt (non-hourly) employees, a week shall generally be considered to be 40 hours. The application of FMLA regulations to exempt employees shall not have the effect of changing exempt status. Covered purposes include:

- 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.

Revised 10/27/2016; 05/15/2019

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. Full time employees working less than a 1.0 full time equivalency shall be granted commiseration leave of four (4) days. 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. Correctional Officers and Field Services Sergeants scheduled to work 12 hour days shall receive commiseration leave benefits converted at an eight and one-half (8.5) hour equivalent.

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 relationships deemed significant by an employee. In the event of the death of a significant other not addressed above, other forms of paid or unpaid leave may be available for use. Employees should see their supervisor in such cases.

Revised 10/27/2016; 11/14/2017; 10/16/2019

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 for important pressing personal needs.

Eligibility: Employees are eligible for unpaid leaves of absence in accordance with the following provisions:

1. Unpaid personal leave may only be requested once all other appropriate leave balances have been exhausted.
2. Unpaid personal leave will need to be used if an employee does not have paid leave time to account for an absence during their normal scheduled work hours, with the exception of FMLA-designated absences. For example: If an employee's normal scheduled hours would be 8 hours per day, a request for unpaid personal leave will need to be used if the employee will be absent and unpaid for any portion of those scheduled 8 hours.
3. Unpaid personal leaves are limited to a maximum of 480 hours per calendar year. If, due to extenuating circumstances, an employee needs to request personal leave for more than 480 hours in a calendar year, a new request will need to be submitted to the employee's supervisor for consideration. The supervisor would then provide a recommendation for consideration of the County Manager or their designee. The County Manager, or their designee, may require documentation that would support the need for the additional unpaid absence.
4. Employees that are on a non FMLA-designated unpaid leave and are receiving Income Continuation benefits, therefore not receiving pay through Dunn County payroll, are also subject to this 480-hour maximum.

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

1. PROCEDURE FOR APPLYING FOR UNPAID PERSONAL LEAVE
 - a. Requests for unpaid personal leave must be submitted via the electronic Personal Leave of Absence request form that can be obtained via the employee portal or Human Resources. This form, along with supporting documentation, must be submitted to the employee's direct supervisor and must indicate the reason and the length of leave requested. Dunn County requires that advanced notice of 30 days be provided whenever possible. If the personal leave of absence will be for less than a full time employee's scheduled work day, a personal leave of absence form will not be required. Part-time employees will be required to submit a formal request form for unpaid personal leave if they will be requesting off for at least two consecutive calendar weeks. Time off requests for less than two calendar weeks remain subject to approval by the direct supervisor.
 - b. The supervisor shall review and act upon a request for unpaid personal leave in consideration of the following factors:
 - i. The purpose for which the leave is requested.
 - ii. The length of time the employee will be absent.

- iii. The effect the leave will have on the ability of the department to carry out its responsibilities.
 - iv. The quality of the employee's performance prior to the submission of the request.
 - c. Upon approval, if the leave is for at least two consecutive calendar weeks, the employee will meet with Human Resources to discuss continuation of benefits and premium payments. Please refer to the benefits policies for more information regarding the continuation of benefits while on an unpaid leave of absence.
 - e. The employee's direct supervisor will be responsible for ensuring that the personal leave of absence time is correctly designated as such in SAP.
2. PROCEDURE FOR RETURNING FROM UNPAID PERSONAL LEAVE
- a. An employee who has been granted an unpaid personal leave of absence shall give his or her direct supervisor reasonable notification of his/her intent to return to work at least 2 weeks prior to the return date.
 - b. Upon receiving notification of the employee's availability, the supervisor will arrange to have the employee resume his/her previous position.
 - c. If additional (non FMLA-designated) unpaid personal leave exceeding 480 hours in a calendar year has been approved:
 - i. If the previous position is no longer available, the employee may be considered for other open positions which he/she may be qualified for and as they become available.
 - ii. If no position exists, the employee will remain on unpaid personal leave. If an opportunity does not occur within a 60-calendar day period, any obligation to reinstate the employee is discontinued and the employee's leave status is changed to a voluntary termination. Future reemployment would be as a rehire with only legally required reinstatement of applicable benefits.

Revised 10/27/2016; 04/17/2019; 09/26/2019

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. Employees may be required to submit their class schedule.

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

Revised 09/26/2019

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 be given a choice between use of unpaid leave or use of accrued (paid) leave, excluding sick leave, to cover the absence. However, upon a determination that conditions are unsafe for commuting, the County Manager may announce closure of any County facility(s). In the event of closure, non-essential employees shall not report to work nor be required to work remotely. As a consequence of closure, the County Manager may authorize up to two (2) Inclement Weather Days per calendar year. Non-essential employees will be compensated at their regular wages for each day or half-day of each authorized Inclement Weather Day. If any County facility(s) is closed more than two (2) days in a calendar year, employees have the option of using unpaid leave or use of accrued (paid) leave, excluding sick leave.

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.

Revised 05/15/2019

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). Eligible employees must make written application to enroll and pay any required contribution, within 30 calendar days of the date the employee first becomes eligible. Coverage will be effective on the first day of the month immediately following a 30-day waiting period. Family plans shall be provided for employees requiring such coverage. Part-time employees may purchase health insurance at full cost. Health insurance benefits will terminate at the end of the month of the employee's last day of employment. Employees will be reimbursed for the employee contribution of premiums when necessary.

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 a Qualifying Life Event as defined by the Internal Revenue Code and applicable Regulations. A listing of Qualifying Life Events will be provided upon request from Human Resources.

Employees must notify the County within thirty (30) days after the qualifying life event occurs. 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 must make written application to enroll and pay any required contribution, within 30 calendar days of the date the employee first becomes eligible. Coverage will be effective on the first day of the month immediately following a 30-day waiting period.

Monthly Incentive Payment:

Because IRS regulations require Dunn County have evidence of alternative coverage every plan year in order for an employee to be eligible for the opt-out arrangement (monthly incentive), an employee who wishes to continue receiving the monthly incentive must complete a form and provide proof of coverage annually.

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 \$900 per year which will be paid out over 26 pay periods. 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 \$600 per year which will be paid out over 26 pay periods. 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 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 incentive payments beginning in the first full calendar month of their 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 incentive payments beginning in the first full month of their 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.

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. Employees who are dependents on the health insurance plan of another Dunn County employee will not be eligible to participate in the Monthly Incentive Payment.

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.

Insurance Continuation while on a (non FMLA-designated) unpaid leave of absence:

1. Employee health benefits will be continued in the same manner as received prior to the leave, if the leave is for 240 hours or less, and with the condition that the employee meets with Human Resources to arrange a payment plan for the employee portion of the premiums during the unpaid leave of absence. If a payment plan is not established, the employee would be offered COBRA on the first of the month following the day in which the employee last paid his or her contribution toward the premium.
2. If an employee requests leave which will extend beyond the 240-hour maximum, that employee would be offered COBRA on the first of the month following the day of the 240th unpaid hour.

Revised 01/01/2015; 10/27/2016; 06/22/2017; 04/17/2019; 10/16/2019

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.

Dental insurance benefits will terminate at the end of the month of the employee's last day of employment. Employees will be reimbursed for the employee contribution of premiums when necessary.

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 a Qualifying Life as defined by the Internal Revenue Code and applicable Regulations. A listing of Qualifying Life Events will be provided upon request from Human Resources.

Employees must notify the County within thirty (30) days after the qualifying life event occurs. 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 must make written application to enroll and pay any required contribution, within 30 calendar days of the date the employee first becomes eligible. Coverage will be effective on the first day of the month immediately following a 30-day waiting period.

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.

Insurance Continuation while on a (non FMLA-designated) unpaid leave of absence:

1. Employee dental benefits will be continued in the same manner as received prior to the leave, if the leave is for 240 hours or less, and with the condition that the employee meets with Human Resources to arrange a payment plan for the employee portion of

the premiums during the unpaid leave of absence. If a payment plan is not established, the employee would be offered COBRA on the first of the month following the day in which the employee last paid his or her contribution toward the premium.

2. If an employee requests leave which will extend beyond the 240-hour maximum, that employee would be offered COBRA on the first of the month following the day of the 240th unpaid hour.

Revised 01/01/2015; 04/17/2019; 10/16/2019

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. Eligible employees may elect to participate in the Limited Health Care and/or Dependent Care accounts.

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 shall be afforded the opportunity to voluntarily participate in the Accident Insurance Plan under the terms and conditions approved by the County Board.

Critical Illness Insurance. All eligible County employees shall be afforded the opportunity to voluntarily participate in the Critical Illness Insurance Plan under the terms and conditions approved by the County Board.

Employees Assistance Program (EAP) The County will offer an Employee Assistance Program (EAP) to all eligible full- and part-time employees.

Revised 10/27/2016; 09/26/2019; 09/26/2019; 10/16/2019

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 1560 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. This compensation shall be effective on the first day of the pay period that includes the first day of the month immediately following a 30-day waiting period.

Revised 12/27/2012; 10/27/2016

NURSING MOTHERS

Employees who are nursing will be provided with reasonable break time to express breast milk provided such break time does not unduly disrupt operations. Employees will be asked to use their breaks and/or lunch periods to help balance their work and personal needs. If it is necessary to go beyond the normal length of the breaks or lunch periods the employee should flex their work schedule for the day.

Private rooms for expression of milk are located in the following places:

- Community Services Building – Room 020 (in the Public Health area, lower level)
A key for the room is available at the Public Health Department reception.
- Judicial Center – the Human Resources/Risk Management Coordinator will assist the department head or supervisor with room arrangements.

Created 10/27/2016; 09/26/2019

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 unless responding to a life-threatening or emergency situation, or necessary for law enforcement. 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.

Revised 4/27/2017

OUTSIDE EMPLOYMENT

Employment with Dunn County by regular part-time and regular full-time employees shall be considered by employees as their primary employment. Employees may hold outside employment as long as they meet the performance standards of their Dunn County job and their outside employment does not conflict with their County employment.

All regular part-time and regular full-time employees must notify their department heads of outside employment. Employees are prohibited from conducting business related to outside employment while on Dunn County paid work time and from using County equipment or supplies in the performance of outside employment duties. All employees will be judged by the same performance standards and subject to Dunn County's scheduling demands regardless of any requirements of outside employment. Employees may be required to terminate outside employment in order to remain employed by Dunn County.

Employees are subject to discipline, including termination, for violating these rules or where outside employment interferes with the performance of work for Dunn County or creates a conflict of interest.

Revised 10/27/2016

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 (½) 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.

EMPLOYEE INSPECTION OF PERSONNEL DOCUMENTS

Dunn County allows employees to view their personnel file in accordance with section 103.13, Wis. Stats. A copy of this statute will be provided to employees upon request.

Requests to view employee personnel documents must be made in writing. Employees at the Neighbors of Dunn County shall make their written request to the Community Mentor/Administrator. All other employees shall make their written request to the Human Resources Manager. An employee may designate, in writing, a representative of the employee's collective bargaining unit or other designated representative to view the employee's personnel records. The County shall allow such a designated representative to view the employee's personnel records in the same manner as provided an employee.

An appointment to view personnel documents will be scheduled within seven (7) working days after an employee's request is received. Viewing shall take place at the Administration Office for employees at the Neighbors of Dunn County, or at the Department of Administration for all other employees, during normal working hours in the presence of Human Resources or Administration staff. If requested, copies of records will be provided for a reasonable copying charge. Employees are prohibited from removing or altering personnel documents. If an employee disagrees with information contained in a record, the County and the employee may agree to correct or remove the information. If agreement cannot be reached, the employee may submit a written statement explaining their position which will be attached to the disputed record.

The right to view personnel documents does not apply to:

- Records relating to the investigation of possible criminal offenses committed by an employee;
- Letters of reference;
- Any portion of a test document, except that the employee may see a cumulative total test score for either a section of the test document or for the entire test document;
- Staff management planning documents, including recommendations about salary, bonuses, promotion, job assignments, or other comments or ratings used for the employer's planning purposes;
- Information of a personal nature about a person other than the employee if disclosure would constitute an invasion of that other person's privacy;
- Records that are not kept;
- Records relevant to any other pending claim between the County the employee that may be discovered in the context of a judicial proceeding;
- Personal notes of the employee's supervisor, so long as they have been prepared by the supervisor for his or her own use and are not shared with anyone else.

Employees are entitled to two requests for inspection each calendar year. Additional requests may be made, but must include a statement of the reasons for additional viewing of personnel

documents. The Human Resources Manager shall have full discretion and exclusive authority in granting or denying additional inspection requests.

Created 10/27/2016

TELECOMMUTING

Dunn County considers telecommuting to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their regular work week. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement, it is not a county-wide benefit, and it in no way changes the terms and conditions of employment with Dunn County.

The Department of Administration is authorized to implement standard operating procedures necessary for the effective implementation of this policy. Any county employee may contact the Department of Administration; Human Resources Division for information related to those procedures.

Created 12/18/2014

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 and floating holiday time due. The County reserves the right to terminate employment prior to the effective date of resignation.

Revised 10/27/2016

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, inflammatory, aggressive, or assaultive 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.

Revised 10/27/2016

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 encourages 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 County Manager, or in the case of a conflict of interest the Committee on Administration, shall select a qualified person to serve as Impartial Hearing Examiner based on the nature of the matter in dispute.

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.

Revised 10/27/2016

SMOKE-FREE WORKPLACE

To provide for a safe and healthy environment for its employees, Dunn County has adopted a smoke-free policy for all locations where the County conducts its business.

Dunn County ordinance prohibits smoking, including use of electronic smoking devices, in all of the following locations:

1. In all buildings owned or leased by Dunn County
2. In all vehicles owned, leased or otherwise operated by Dunn County
3. Anywhere at the Recreation Park
4. On all County property except for County Parks, shooting ranges and campgrounds.

Smoking is permitted in privately-owned vehicles on County property.

Created 10/27/2016

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.

Dunn 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 Resources Manager.

Dunn County forbids retaliation against anyone for reporting sexual harassment or otherwise assisting in the investigation of a sexual harassment complaint. Employees are expected to 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 would 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 Human Resource Director or their designee. 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 Human Resource Director or their designee. 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 Human Resource Director or their designee.

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 Human Resource Director or their designee. 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

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.

Revised 11/07/2013; 01/18/2018

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.
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 County Manager.

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.

Revised 03/26/2015

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
 - n. Solicitations for gambling or related activities
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:

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.

Revised 10/27/2016

EMPLOYEE ACKNOWLEDGMENT

I, _____, acknowledge receipt of this Employee Handbook dated **July 29, 2020**.

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, unless specific rights are granted to me in an employment contract or a collective bargaining agreement, 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, **July 29, 2020**, 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)

Department: _____

Date: _____

Acknowledgement Form Revision Date: 4/27/2017; 10/16/2019; 6/17/2020; 7/29/2020

REVISION HISTORY

Effective Date	Affected Policy	Revision
Nov. 15, 2011	–	Initial Adoption
March 29, 2012	Hours of Work / Work Schedules	Added language regarding work week, and lunch and rest periods for Correctional Officers Correction Sergeants and Patrol Sergeants, and revised language for Correctional Officers;
March 29, 2012	Overtime	Revised language regarding overtime for Patrol Sergeants, Correctional Sergeants and Correctional Officers
Dec. 27, 2012	Hours of Work / Work Schedules	Replaced “one who works” with “one who is regularly scheduled to work” relating to full-time and part-time employees
July 17, 2013	Total Base Wage and Other Forms of Compensation	Added premium pay for Household Coordinator at Neighbors of Dunn County; Changed Premium Pay for working foreman from \$1.25 to \$2.50
Nov. 7, 2013	Workplace Violence	Changed employee to whom workplace violence reports are made from Human Resources Manager to Risk Management and Purchasing Manager
Nov. 12, 2014	Total Base Wage and Other Forms of Compensation	Added premium pay for part-time employees at the Neighbors of Dunn County who participate in an in-house pool; Added premium pay for employees eligible for “in lieu of” pay
Dec. 18, 2014	Telecommuting	Added new policy regarding telecommuting
January 1, 2015	Benefits – Health Insurance and COBRA	Deleted paragraph regarding retiree continuation; modified paragraph regarding eligibility for monthly incentive for spouse/dependent of another county employee who has health insurance; Added language regarding requirement for spouse of employee to obtain their own insurance if available at reasonable cost
January 1, 2015	Benefits – Dental Insurance	Deleted paragraph regarding retiree continuation of dental insurance benefit
February 18, 2015	Overtime	Call-in compensation for regular, full time, non-exempt, nonunion employees is subject to a 2-hour minimum
March 26, 2015	The Role of Management	Added “class specifications and” to F.
March 26, 2015	Hours of Work/Work Schedules	Changed threshold number of hours for Full-time and Part-time employees

March 26, 2015	Total Base Wage & Other Forms of Compensation	Changed usages of "Health Care Center" to "Neighbors of Dunn County"; Changed "Highway" to "Public Works"
March 26, 2015	Safety and Clothing Allowance	Changed "Highway" to "Public Works"
March 26, 2015	Leaves – Vacation	Removed "days" references from accrual provisions in (a), (d) & (e); added "inclusive of call-in overtime" in (f); modified accrual limitation language in (f); deleted "the local the employee worked the hours in: 1950/" from (k)
March 26, 2015	County Employee Identification Cards	Changed "Administrative Coordinator" to "County Manager"
March 26, 2015	Employee Acknowledgement Page	Added space for employee's Department to be recorded
April 23, 2015	Hours of Work / Work Schedules	Delete language regarding work schedule and breaks for Telecommunicators
October 27, 2016	General Policy Statement	Added statement that Dunn County policies are not intended to interfere with employees' rights to engage in communications regarding wages, hours, or other terms and conditions of employment
October 27, 2016	Hours of Work / Work Schedules	Changed full time hours from 1600 to 1560 as required by Affordable Care Act; Added language regarding Highway Division breaks
October 27, 2016	Payroll & Deductions From Payroll	Change in grammar and style of FLSA paragraph (no substantive change)
October 27, 2016	Total Base Wage & Other Forms of Compensation	Added "for recruitment and retention incentive" to paragraph on part-time employees at The Neighbors; correction to OPEB rate and correction to OPEB determination
October 27, 2016	Overtime	Grammatical correction
October 27, 2016	Holidays	Additional language clarifying receipt of holiday pay and accrual, use and payout of floating holidays
October 27, 2016	Leaves – Sick Leave	Amended to clarify upon what compensated work time sick leave accrues
October 27, 2016	Leaves – Family, Medical & Military	Added language regarding Wisconsin Bone Marrow and Organ Donation Leave
October 27, 2016	Leaves – Personal	Grammatical correction

October 27, 2016	Benefits – Health Insurance and COBRA	Amended to clarify date of health insurance eligibility for new employees and part-time employees who become full-time employees; Added requirement that employees receiving monthly incentive payment complete a form and provide proof of alternative coverage every year; Amended to provide for payout of monthly incentive over 26 pay periods instead of 12 months; clarify date of eligibility
October 27, 2016	Benefits – Other	Removed language to clarify that elected officials aren't eligible for voluntary accident insurance
October 27, 2016	Part-Time Employees Fringe Compensation	Changed full time hours from 1600 to 1560 as required by Affordable Care Act; Clarified effective date and made effective date the same for all employees
October 27, 2016	Outside Employment	Modified language to clarify policy
October 27, 2016	Termination	Added language to clarify that notice is also exclusive of floating holiday time
October 27, 2016	Discipline	Added "aggressive" and "assaultive" conduct as behavior that would normally justify corrective or disciplinary action
October 27, 2016	Grievance Procedure	Changed procedures for selection of Impartial Hearing Examiner
October 27, 2016	Social Media Policy	Added "Solicitations for gambling or related activities" to list of prohibited subjects for posting
October 27, 2016	Policy For Nursing Mothers	Added new policy regarding breaks for nursing mothers and availability of private rooms
October 27, 2016	Smoke-Free Workplace	Added new policy prohibiting smoking in county facilities and vehicles
October 27, 2016	Employee Inspection of Personnel Documents	Added new policy regarding employee right to view personnel documents
Nov. 15, 2016	Total Base Wage & Other Forms of Compensation	Added language – Correctional Officers assigned to train new employees will receive additional \$0.50 per hour
Nov. 15, 2016	Safety and Clothing Allowance	New paragraph regarding uniform service for Public Works Shop Crew

Nov. 15, 2016	Leaves -- Vacation	Correction of "grandfathered" management employee accrual; Management employees given the same vacation accrual upper limit as non-management employees; Renumbering due to elimination of paragraphs; new language relating to 50% payout of accrued vacation upon death of management employees
April 27, 2017	Workplace Safety / On-The-Job Accidents	Added language in the first paragraph creating limited exceptions to cell phone use for emergency situations and law enforcement
April 27, 2017	Employee Acknowledgement Form	Added language clarifying that some employees may have additional rights created by employment contract or collective bargaining agreement
June 29, 2017	Health Insurance	Eliminated the requirement that dependents enroll in their own health insurance plans, through their employer, if the cost is less than 9% of their income.
October 18, 2017	Shift Differential – Public Works	Added language to allow payment of shift differential when public works employees scheduled to work between specified hours.
Nov. 14, 2017	Holidays – Correctional Officers	Added language clarifying the number of floating holiday hours Correctional Officers will receive when scheduled to work 12 hours days.
Nov. 14, 2017	Commiseration Leave – Correctional Officers	Added language clarifying the commiseration leave benefits that Correctional Officers will receive when scheduled to work 12 hours days.
Nov. 14, 2017	Sick Leave/OPEB – Correctional Officers	Added language clarifying the OPEB benefits that Correctional Officers will receive when scheduled to work 12 hours days.
Nov. 14, 2017	Other Premium Pay	Amended premium pay provisions for employees at the Neighbors who voluntary accept additional hours or are mandated to work additional shifts.
January 18, 2018	Workplace Violence Policy	Changed employee to whom workplace violence reports are made from Risk Management and Purchasing Manager to Human Resource Director or their designee.
Sept. 19, 2018	Compensatory Time	Added language clarifying no compensatory time shall be accrued or used in the last three payroll periods of the calendar year and compensatory time that is not used during the calendar year will be paid out as cash on or before the last payroll period of the calendar year in which it is earned.

March 20, 2019	Other Premium Pay	Amended premium pay provisions for employees who are enrolled in the WisCaregiver Career Program and who successfully complete an approved nurse aide training and testing program and work at the Neighbors.
April 17, 2019	Leaves - Personal	Amended language to reduce amount of personal leave time available from two (2) years to 480 hours.
April 17, 2019	Benefits – Health Insurance	Amended language to clarify health insurance benefits will terminate at the end of the month of the employee’s last day of employment. List of COBRA qualifying events provided by Human Resources. Employees on a personal leave of absence greater than 480 hours will be offered COBRA.
April 17, 2019	Benefits –Dental Insurance	Amended language to clarify dental insurance benefits will terminate at the end of the month of the employee’s last day of employment. List of COBRA qualifying events provided by Human Resources. Part-time employees who become full-time must make written application to enroll within 30 calendar days. Employees on a personal leave of absence greater than 480 hours will be offered COBRA.
May 15, 2019	Leaves – Emergency Conditions	Added language clarifying who determines whether County facilities should close. County Manager may authorize compensation for non-essential employees due to inclement weather days.
May 15, 2019	FMLA – Federal	Added language clarifying the work week for exempt employees shall generally be considered 40 hours.
09/26/2019	Benefits – Other	The critical illness benefit was effective January 1, 2019. For housekeeping purposes, the Handbook has been amended.
09/26/2019	Benefits – Other	The Employee Assistance Program benefit was amended and became effective January 1, 2019. For housekeeping purposes, the Handbook has been amended.
09/26/2019	Hours of Work/Work Schedules – Daylight Savings Time	Added language clarifying the amount of time employees are compensated when changing from Central Standard Time to Daylight Savings Time.

09/26/2019	Leaves – Educational	Added language clarifying employees may be required to submit their class schedule. The approval process was amended replacing the County Manager with Human Resources.
09/26/2019	Leaves – Personal	Added language to clarify part-time employees are required to submit a leave request if off work for at least 2 consecutive weeks.
09/26/2019	Nursing Mothers	Amended language adding the Judicial Center and deleting the Government Center.
09/26/2019	Overtime – Exempt/Non-exempt positions	Amended language to clarify Registered Nurses at NDC are classified as non-exempt.
October 16, 2019	Hours of Work/Work Schedules	Clarified work schedules are assigned by management; added language clarifying the lunch period for Transport Officers; added language clarifying the Patrol Superintendent is reimbursed for the lunch meal; amended position titles for Sergeant positions.
October 16, 2019	Total Base Wage & Other Forms of Compensation – Out-of-Class Pay	Amended out-of-class pay language authorizing County Manager to place employee on step consistent with the classification and compensation plan.
October 16, 2019	Total Base Wage & Other Forms of Compensation – Other Premium Pay	Removed I-94 premium pay for Public Works employees.
October 16, 2019	Total Base Wage & Other Forms of Compensation – Cell Phone Reimbursement	Added language regarding cell phone reimbursement.
October 16, 2019	Safety and Clothing Allowance	Safety and clothing allowance for the Correctional Officers was amended to include Sheriff's Office Public Safety Employees as well as amending the amounts allowed for reimbursement.
October 16, 2019	Holidays	Language added to clarify Limited Term Employees are not eligible for holiday pay. Language added to clarify the number of floating holiday hours Field Services Sergeant will receive. Language added to clarify number of floating holiday hours to be paid out during an employee's introductory period, post introductory period, as well as upon the death of an employee. Language added clarifying eligibility for holiday pay.

October 16, 2019	Leaves – Sick Leave	Definition of immediate family amended to include parents and parents-in-law.
October 16, 2019	Leaves - Commiseration	Added language to clarify full time employees working less than 1.0 full time equivalency shall be granted 4 leave days for “close” family members. Added language to clarify Field Services Sergeants working 12 hour days shall receive leave benefits converted at an 8.5 hour equivalent.
October 16, 2019	Benefits – Other	Flexible Spending – Added language clarifying employee may participate in the limited health care and/or dependent care accounts.
October 16, 2019	Benefits – Health Insurance & Cobra	Amended language to clarify health benefits will continue if unpaid personal leave is for 240 hours or less. If leave is for more than 240 hours, COBRA benefits will be offered.
October 16, 2019	Benefits –Dental Insurance & Cobra	Amended language to clarify dental benefits will continue if unpaid personal leave is for 240 hours or less. If leave is for more than 240 hours, COBRA benefits will be offered.
October 16, 2019	Employee Acknowledgement Form	Amended date.
June 17, 2020	Equipment – Uniforms, Tools & Safety	Added language to provide a reimbursement to welders and mechanics for the cost of tools.
July 29, 2020	Management Sick Leave Contribution; Leaves – Vacation; Leaves - Sick	Amended Other Post Employment Benefit (OPEB) language to 401(a)