

FOND DU LAC COUNTY

HANDBOOK

EFFECTIVE JANUARY 1, 2008

REVISED August 27, 2020



**FOND DU LAC COUNTY HANDBOOK
TABLE OF CONTENTS**

Purpose	4
Administration	4
Equal Employment Opportunity	5
Nepotism	5
Employee Recruitment	5
Employee Selection	5
Employment Continuance	5
Employee Training and Development	5
Performance Evaluation	6
Outside Employment	6
Conflict of Interest	6
Political Activity	6
Personnel Records	6
Dress/Personal Appearance	6
Employment Categories/Employee Definitions	7
Hours of Work	7
Lunch Periods/Rest Breaks	7
Attendance/Tardiness	8
Prohibiting Harassment of any kind to include Sexual Harassment	8
Employee Corrective Action and Discipline/Work Rules	8
Employee Terminations/Demotions	9
Inclement Weather Policy	9
Pay Period and Direct Deposit	10
Overtime	10
Worker's Compensation	10

Unpaid Leave	11
Family/Employee Medical Leave	12
Military Leave	12
Jury Duty	12
Employee Complaint Process	12
Drug Free Workplace	13
Travel In/Use of County Vehicles	13
Fitness for Duty Examinations	13
Concealed Carry	13
Departmental Handbooks	14
Amendments	14
Employee Signature Page	15

WELCOME TO FOND DU LAC COUNTY

We would like to welcome you to Fond du Lac County. Regardless of your new position, you will play a significant role supporting the community and people we serve.

At Fond du Lac County, we value people, learning, partnerships, relationships and sustainability. This offers us direction and helps prioritize our mission as we strive to be known for our culture and commitment to the community we serve.

This handbook is created to provide you information on work policies. At the beginning of your employment, it is important to review this document, become knowledgeable about the county, and work rules.

Thank you for making the decision to join our team. We look forward to working with you, and hope that you have a rewarding career with Fond du Lac County!

About Fond du Lac County

Laurent Ducharme is the first documented French trader to occupy the earliest trading post located on the east bank of the Fond du Lac River at the forks beginning in 1785 until 1787. Ducharme was succeeded by a Spanish trader named Ace, then Canadian named Chavodreuil. In 1795, Jacob Franks, a Jewish trader from Green Bay, sent his clerk Jacques Porlier to take over. He was replaced in 1797 by his nephew, John Lawe. The name Fond du Lac is a French term meaning "farthest end of the lake".

Through the first third of the nineteenth century, Fond du Lac County was part of the Winnebago Indian nation. In 1835, a number of prominent men from the Green Bay area, led by James Duane Doty, joined themselves into an organization known as the Fond du Lac Company, for the purpose of buying and selling land shares at the foot of Lake Winnebago.

The county was created in 1836. Growth came rapidly beginning in the mid 1840's. By 1870, Fond du Lac was the state's second largest city. Historically, Fond du Lac is named one of the top 20 safest metropolitan areas in the nation. It prides itself on quality education, year-round recreational activities, and simply, a great place to live and work.

Purpose

The purpose of this handbook is to establish policies into one standardized document or electronic file. These policies provide the basis for daily operations, development and maintenance of an effective and responsive work force to meet the needs of the public and county employees. These policies provide the basis for the recruitment, selection, development, and maintenance of an effective and responsive work force.

Administration

In accordance with Wisconsin Statutes, Fond du Lac County is managed by a combination of an elected County Executive, elected County Board and appointed department heads. The appointed department heads report to the County Executive, who is the elected chief executive officer of the county, for a four-year term. Other elected officials include the County Clerk, County Treasurer, Register of Deeds, Clerk of Courts, Sheriff and District Attorney. Circuit Court Judges are also elected and serve in a managerial role within their respective court, but are not county employees. Many department heads are assisted in their managerial role by subordinate supervisory and managerial staff. Together, this entire group constitutes management.

The County Board of Supervisors is the legislative body that establishes broad over site and does not engage in daily management of county operations. The county board performs its legislative role through a group of committees and boards known as "committees of jurisdiction" which specialize in the legislative aspects of various county operations.

Equal Employment Opportunity

No qualified person shall be excluded from employment, or be denied the benefits of employment or otherwise be subject to discrimination in any manner on the basis of age, race, religion, color, sex, national origin or ancestry, handicap, physical condition, developmental disability, arrest or conviction record, sexual orientation, marital status or military obligation.

Nepotism

No person may be hired, promoted or transferred to any department if they would be directly supervising or reporting to a relative or a "significant other". "Relative" is defined as spouse, parent, step parent, grand parent, child/step child, brother/brother-in-law, sister/sister-in-law, father/father-in-law and mother/mother-in-law. A "significant other" is defined as two individuals that co-habitat or maintain an intimate relationship.

Employee Recruitment

It is the policy of Fond du Lac County to recruit the most qualified person. External recruitments are conducted in a manner that encourages and ensures open competition and provides for equal employment opportunity. The county may elect to conduct an internal recruitment if it believes there are qualified candidates, and it is in the best interest of the county.

The Human Resources department is responsible for directing the employee recruitment process. Consideration is taken regarding the number and types of positions to be filled, utilizing sources likely to yield qualified candidates, which would be in line with our affirmative action goals.

Employee Selection

The process of selecting applicants for positions in the county is carried out under the general guidance of the Human Resources department. This process ensures fairness and validity using a practical assessment of qualifications for employment.

Employment Continuance

Employees who complete their "trial period" of employment are eligible for continuing "at-will" employment with Fond du Lac County. Employment rules for elected officials do not pertain to "at-will" employment.

Employee Training and Development

Employee training is provided to ensure that employees are kept up to date with current developments in their respective occupational fields. Training enhances the knowledge, skills and proficiency of the county's work force while providing career growth and promotional opportunities. Department heads will evaluate the training needs of their employees and implement appropriate programs to meet their department's needs. Some training events are mandatory depending on the employee's position.

Performance Evaluation

Management is responsible for monitoring the work performance of employees in their department. This is an on-going process, ensuring that everyone achieves acceptable levels of work performance. Employee performance reviews may fluctuate depending on the department.

Outside Employment

County employees may engage in outside employment provided they meet all their work demands. If outside employment is found to interfere with an employee's ability to fully meet their county employment obligations, the employee will be required to terminate their outside employment. Any outside employment which constitutes a conflict of interest, is prohibited. Employees cannot use county facilities or equipment for their outside employment duties.

Conflict of Interest

Fond du Lac County requires employees to be independent, impartial and responsible to the public.

No county employee will use their office or position for personal financial gain or the gain of their family. No employee will engage in their own business activity or accept private employment. Employees cannot use or disclose "privileged or confidential information".

Political Activity

Employees are precluded from engaging in political activity during working hours. Such activity cannot be conducted during working hours and cannot involve the use of county equipment, property or office space. Employees are prohibited from directly or indirectly coercing any person to hold or contribute money or other types of assistance to any political candidate, party or purpose.

Under provisions of the Hatch Act, employees who are principally employed in positions which are financed in whole or in part by federal loans or grants cannot become political candidates in partisan elections.

Personnel Records

Maintaining personnel records are necessary for factual information regarding the employment history of individuals presently or previously employed by the county. Typical information that can be found in an employee's personnel file is: employment application, offer letters, status change forms, benefits information, and I-9 forms. The Human Resources Director serves as the official custodian of the aforementioned records.

Dress/Personal Appearance

Fond du Lac County imposes no specific county-wide dress code. Employees are expected to dress and be groomed appropriately for their job. The county relies on employee good judgment to maintain dress and personal appearance standards which coincide with the basic guidelines below. Employee dress and personal appearance must:

1. Be appropriate to the requirements of the job;
2. Not jeopardize applicable health and safety standards; and
3. Not detract from the public service mission or image of Fond du Lac County.

If a question arises regarding the appropriateness of dress and personal appearance in a department, the department head will make the final determination. In certain departments, uniforms or special clothing may be required as a condition of employment.

Employment Categories/Employee Definitions

Fond du Lac County has the following employment categories:

1. A regular full-time employee is scheduled to work not less than thirty (30) hours per week or 60 hours per pay period.
2. A regular part-time employee is scheduled to work at least twenty four (24) or more hours per week or forty eight (48) hours per pay period.
3. A limited part-time employee is scheduled to work less than twenty four (24) hours per week but more than 20 per week.
4. A part-time employee is scheduled to work less than twenty (20) hours per week.
5. A limited term employee (LTE) is hired for a specified period of time not to exceed six (6) months, except in certain circumstances.
6. A seasonal employee is hired for a limited time (i.e. parks and Golf Course maintenance).

Hours of Work

Under normal work conditions, hours are set by the department; however, at times hours may be modified based on operational needs and budget restrictions.

All employees must account for their time worked on their time sheets. Alterations to work schedules must be approved by a supervisor. Salaried employees are exempt from this requirement. Employees are prohibited to complete peers' time sheets. If your location has a time clock, punching other employee's time card is strictly prohibited.

Lunch Periods/Rest Breaks

Fond du Lac County is not required to provide employees, over age 18, with an unpaid lunch period or rest break as established by the Fair Labor Standards Act (FLSA) and the Wisconsin Department of Workforce Development. The county has chosen to provide rest breaks and an unpaid lunch period as a benefit to our employees. This is not a guarantee that rest breaks will be allowed, depending on operational needs. An unpaid lunch period varies from one-half (½) to one (1) hour depending on the schedule. Rest breaks may be provided on a paid basis and are taken in two (2) fifteen (15) minute daily intervals.

Lunch and rest break periods may be staggered in order to allow departments to remain open throughout the normal business day. Combining unused lunch and/or rest break periods for the purpose of shortening work days, extending lunch periods, or accruing compensatory time is prohibited. Working through the lunch period to accommodate personal needs is permitted on an occasional basis, provided that supervisory approval is obtained. Taking "smoke breaks" in addition to authorized rest break periods is prohibited.

Attendance/Tardiness

County employees are to be punctual and maintain regular attendance at their respective jobs. Any unexcused absences or tardiness exceeding three (3) times per calendar year may result in disciplinary action, up to and including termination.

Under normal circumstances, employees are required to notify their supervisor a minimum of two (2) hours prior for an absence. Leaving a message with a peer is not acceptable unless the supervisor is unavailable. Any absence or incident of tardiness that is not reported, is considered "unexcused" and is subject to corrective/disciplinary action. Management will review an employee's attendance when it is deemed a problem, and may result in corrective or disciplinary action.

Prohibiting Harassment of any kind to include Sexual Harassment

Fond du Lac County expects all employees to maintain high standards of integrity and impartiality. Accordingly, the county is committed to providing employees with an opportunity to work in an environment free of harassment.

Harassment is defined as unwelcomed conduct, based on race, color, religion, sex (including pregnancy), national origin, age (40 and older), disability, or genetic information.

Reporting Harassment

if the employee is not comfortable confronting the offending party, they should file a written complaint with the Human Resources department. The Human Resources Director will initiate a prompt investigation into the complaint.

Investigation

An allegation of sexual harassment is serious. The investigation will remain as confidential as possible. In order to conduct a fair, impartial and thorough investigation, it may be necessary to contact other individuals who have pertinent information or insight into the problem.

Findings/Remedial Action

If the investigation results find that harassment has occurred, the Human Resources Director will recommend to the department head and County Executive necessary remedial action including disciplinary measures. The Human Resources Director will also initiate a follow-up inquiry to ensure the appropriate remedial action has occurred and that the harassment or retaliation does not resume.

Non-Retaliation

Any retaliation against an employee who files a harassment complaint, or assists in an investigation is prohibited. Retaliation is subject to disciplinary action to include termination.

Employee Corrective Action and Discipline/Work Rules

Corrective action and discipline is enacted whenever the behavior or job performance of an employee adversely affects the department, or overall interests of the county. Implementing corrective action and discipline provides an employee the opportunity to improve or correct work habits, behavior or performance. Examples include:

1. Unacceptable work productivity or horseplay.
2. Dishonesty or falsifying any client records, work reports, employee records, or other official documents.

3. Insubordination (includes refusal to carry out a reasonable order, verbal abuse or assault of any county employee, including the general public).
4. Theft or misappropriation of county property.
5. Destruction or negligent use of county equipment or property.
6. Use or possession of intoxicants, illegal drugs or controlled substances while on duty or on county property is prohibited.
7. Fighting, threatening, intimidating, bullying or inflicting harm to fellow employees or creating a disturbance.
8. Sleeping on duty.
9. Failure to observe safety rules and practices, including the use of personal protective equipment.
10. Unauthorized possession of weapons on county property.
11. Making false or malicious statements about other employees or officials of the county.
12. Acceptance of gifts, gratuities, or favors for services while employed with the county.
13. Conviction of a serious crime that prohibits an employee from performing their essential duties or that discredits Fond du Lac County.
14. Discourteous treatment of the public.
15. Failure to observe smoking/e-cigarette regulations.
16. Failure to submit to inspection of any personal property.
17. Employees shall comply with all state and federal confidentially laws and regulations and are prohibited from access, use or disclosure of clients protected health information without proper authorization.

The above list is not to be considered or construed as all inclusive. Other circumstances may warrant disciplinary action up to and including dismissal.

Employee Terminations/Demotions

Employment with Fond du Lac County is governed by the common law doctrine of "at-will" employment. An employee may be dismissed at any time, with or without notice, for reasons that are not whimsical or arbitrary. This doctrine may not apply wherein it conflicts with federal or state statutory restrictions, employment agreement provisions or where a dismissal of an employee is contrary to public policy. Employee demotions may be voluntary or may occur at the request of the department head, or may be the result of a disciplinary action.

Inclement Weather Policy

Inclement weather may make it impossible for employees to come to work or it may require employees to leave work before the end of a normal work schedule. Such time off may be charged to unused vacation time or accrued compensatory time or the employee may request that the time

off be without pay. Wherein inclement weather or some other emergent condition requires the County Executive to close a building, or temporarily cease providing non-essential public service, the time lost may be covered as above or be made up at a mutually agreeable time to the employee and their department head.

Pay Periods and Direct Deposit

A pay period is two (2) weeks beginning on a Sunday and ending the Saturday of the following week. Payday normally occurs on every other Thursday and paystubs will be e-mailed to employees that have a county email address. If a county email is not available, the payroll stubs/checks are distributed to the various departments for distribution on Friday morning.

Fond du Lac County requires employees to use direct deposit unless special circumstances are required, or it is a condition in the collective bargaining agreement.

Overtime

Note - This section is not applicable to exempt employees as they are salaried and are expected to work an average of 40 hours per week.

Overtime is time worked in excess of 40 hours per week or based on other applicable Fair Labor Standards Act rules. Whenever reasonably possible, all overtime must be approved by a supervisor before it is worked. Working unauthorized overtime is prohibited. The county's overtime policy is as follows:

Overtime Compensation/Clerical, Technical and Related Support Staff

Hourly positions that work 37½ hours per week but less than forty (40) hours per week are compensated on straight time basis, until they exceed forty (40) hours worked. Overtime worked in excess of forty (40) hours per week is compensated at time and one-half (1½). Compensation for overtime may be in the form of compensatory time off or pay. Accrual or "banking" of compensatory time is permitted up to a maximum of twenty-four (24) hours at any one time. Such compensatory time may be time accrued on a straight time basis, a time and one-half basis or a combination of the two. Wherein an employee already has 24 hours of "banked" compensatory time and is required to work overtime, the overtime worked is automatically paid out. Use of compensatory time must be scheduled through supervisory approval.

Terminating employees receive payment for any unused accrued compensatory time and unused compensatory time is also paid out at year-end and therefore is not carried from one year to the next. Employees who respond to seasonal needs or climatic conditions are permitted to exceed the aforementioned twenty-four (24) hour limit and may carry over a limited number of accrued compensatory time hours from one year to the next provided advance approval is obtained from the department head. Any compensatory time that is carried over must be used no later than March 1st of the following year.

Worker's Compensation

Employees absent under Worker's Compensation are required to furnish a physician's certificate before returning to work if their absence has been three (3) or more days in duration. An employee who is absent for an extended period is required to furnish a physician's certificate every fourteen (14) days. Required examinations by a physician are paid by the county.

Worker's Compensation is not paid for the first three (3) days of injury/illness unless the employee is off for over seven (7) days at which time the first three (3) days are then paid. In instances where

the first three (3) days are not paid, the county pays the employee for the three (3) days upon verification that the employee's absence was the result of a work related injury/illness.

An employee who wishes to file a Worker's Compensation claim will be required to be initially examined by a physician.

Unpaid Leave

Unpaid leaves of absence provide employees with an opportunity to be absent from work without jeopardizing their employment standing with the county. Such leaves are granted provided that there is a legitimate and justifiable reason for the leave, as determined by the county. Leaves of this nature may include personal/emergency leave, educational/sabbatical leave, or extended medical leave. Fond du Lac County has a Voluntary Layoff Policy that does allow employees to take an unpaid leave of absence. Leaves related to absences not covered by other policies or by state and/or federal leave regulations and are governed by the following provisions:

1. No leave of absence may be granted for a period in excess of six (6) months and in no event, for a period longer than the employee's length of service with the county, unless an exception is granted by the County Executive.
2. Such leave requests must be submitted in writing and provide detail as to reason(s) and proposed leave dates. This must be done as far in advance as possible, but no less than fifteen (15) days prior to the desired leave date. The Human Resources Director must be provided a copy of all leave requests.
3. No employee on unpaid leave may be employed elsewhere. Violation of this provision will result in immediate dismissal.
4. An employee returning from an approved unpaid leave will be reinstated to the position held prior to the leave or an equivalent position.
5. Accrued unused paid leave (i.e. vacation, floating holiday, compensatory time, etc.) must be used before commencement of the unpaid leave.
6. Approving authority for unpaid leave requests is as follows:

<u>Length of leave</u>	<u>Approving Authority</u>
Less than 90 days	Department Head
More than 90 days	Human Resources Director
More than 120 days	County Executive

7. A return from an "extended medical leave" should not exceed 180 days and must be accompanied by a physician's certification that the employee may return to work and resume normal duties.
8. Health and/or life insurance coverage(s) will be maintained during such leave provided that the employee makes applicable and timely premium payments to the Human Resources department.
9. Employees who are in their "trial period" of employment are not entitled to unpaid leave privileges, but may have a request for leave considered if unusual hardship or emergency circumstances prevail.

Family/Employee Medical Leave

Family Medical Leave allows eligible employees of covered employers to take unpaid, job-protected leave for specified medical reasons for themselves or immediate family member, birth or adoption requiring certified medical documentation.

1. A covered employer is a private or public sector employer with 50 or more employees.
2. An eligible employee is one who has been employed for at least 12 months, or has worked 1,250 hours during a 12-month period.

Military Leave

An employee who has completed his/her "trial period" of employment will be granted an unpaid leave of absence if he/she joins the U.S. Reserve Forces or the National Guard. Such leave will not extend beyond a date thirty (30) days after his/her release from active duty/mobilization. The employee must provide proof of ending date of active duty/demobilization. Upon return, the employee will be restored to the position he/she vacated or to a comparable position without loss of benefits accrued as of the start of the military leave. Wherein the employee does not report for work within thirty (30) days of the date of discharge from service, his/her employment with the county will be deemed terminated.

An employee, who is a member of the U.S. Reserve Forces or the National Guard and is required to undergo annual field training or is ordered to serve in a temporary emergency, will be granted an unpaid leave of absence upon request. Reservists' are required to submit their orders/schedule for drill and annual training in advance.

Jury Duty

An employee called upon to serve as a juror or a witness will receive his/her regular pay for the actual scheduled work hours lost as a result of the jury duty or witness service provided that:

1. Whenever reasonably possible, they report for scheduled hours of work which precede and follow jury duty or witness service, and
2. Any jury duty or witness service pay received by the employee is turned over to the Fond du Lac County Treasurer.

Part-time employees who are able to modify or flex their work schedule to accommodate jury duty or witness service are required to do so. Employees utilizing paid leave (i.e. vacation, floating holidays, etc.) while on jury duty or witness service may retain applicable paid fees.

Employee Complaint Process

Fond du Lac County strives to treat all employees fairly and equitably in matters which relate to their employment with the county. Wherein an employee encounters a problem or concern, they are encouraged to work with their immediate supervisor to resolve matters. If they are not able, employees may take the matter to their department head if they believe the matter has not been resolved adequately. The department head will have the final review on informal matters. If the matter cannot be resolved informally, employees with complaints that qualify will need to follow the procedures listed in the county's Policy Governing Discipline and Complaint Procedure.

Drug Free Workplace

Employees of Fond du Lac County are to report to work on time and in appropriate mental and physical condition, free from any drug influence so they can perform their job duties in a safe and efficient manner. Certain employment positions are subject to drug and alcohol testing in accordance with provisions of the Federal Omnibus Transportation Employee Testing Act. In addition, and in accordance with federal law (Drug Free Workplace Act), employees are hereby advised that:

1. Unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on county premises or while conducting county business off county premises is prohibited.
2. Employees convicted (including pleas of guilty or no contest) of a criminal drug statute while conducting county business, must report the conviction to the Human Resources department within five (5) days of conviction. Failure to do so will subject the employee to disciplinary action up to and including termination of employment.

Employees who experience problems related to alcohol and/or drug abuse are encouraged to seek services through the county's Employee Assistance Program (EAP). Confidential program services are available by calling 1-800-272-7255.

Travel In/Use of County Vehicles

A limited number of county vehicles are available to employees who must travel to meetings, conferences, etc. in performance of their duties. These vehicles may be assigned to a department or may be part of an administrative car pool maintained by the Central Maintenance Office. Procedures on using a county vehicle are set forth in the Fond du Lac County Fleet Driver Policy.

Fitness for Duty Examinations

As a condition of employment, employees who demonstrate evidence of a physical or psychological impairment which affects their ability to safely perform the duties, may be required to undergo a fitness for duty examination by a health care professional of the county's choice. In such instance, the cost of the examination is paid by the county.

Concealed Carry

Fond du Lac County employees, with the exception of law enforcement officers, are prohibited from open or concealed carrying, possessing, or transporting any weapon into any county building, into any county owned vehicle, or onto any county property, or at any time while the employee is acting within the scope of employment, with the following two exceptions required by law:

1. Employees with a valid license to carry a concealed weapon may carry a weapon in their personal vehicle onto any county owned parking lot or parking ramp. However, the weapon must remain locked in the vehicle and not be visible to the public.
2. Employees with a valid license to carry a concealed weapon may transport a weapon in their personal vehicle. Again, the weapon must remain locked in the vehicle and not be visible to the public.

Any violation of this policy may result in discipline up to, and including, termination of employment. Any employee engaging in behavior that is threatening or intimidating may be subject to discipline up to, and including, termination. This behavior may include openly discussing or making

comments regarding carrying, possessing, or transporting firearms or other deadly weapons, which can be interpreted as threats or acts of intimidation, regardless of whether the employee is licensed to carry a weapon.

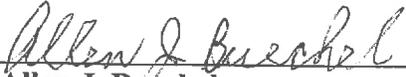
Departmental Handbooks

Each department within Fond du Lac County may have their own handbook with specific rules that govern their scope of work. If there are specific rules or guidelines that differ from this handbook and you have questions, please contact your department head or Human Resources for clarification.

Amendments

This handbook may be amended by approval of the Fond du Lac County Executive at any time and at the sole discretion of Fond du Lac County when it is deemed to be in the best interest of Fond du Lac County to do so. Any revisions, amendments, deletions, etc. so enacted become effective upon adoption.

APPROVED BY:



Allen J. Buechel
COUNTY EXECUTIVE

The Fond du Lac County handbook has been read and is accepted by:

Employee Signature

Date

Employee Name (printed)