

FOND DU LAC COUNTY

HUMAN RESOURCES

HANDBOOK

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**HUMAN RESOURCES POLICY MANUAL
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Purpose

The purpose of this Human Resources Handbook policy manual is to establish policies which ensure effective merit based Human Resources management and employment practices. These policies provide the basis for the recruitment, selection, development and maintenance of an effective and responsive work force to meet the human resource and organizational needs of Fond du Lac County.

Scope

This handbook sets forth policies which govern Human Resources administration for all full-time, regular part-time and part-time employees of Fond du Lac County who are not covered by provisions of a collective bargaining agreement that governs these areas.

Management

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 chief executive officer of the County and who is elected for a four year term. The elected department heads 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 as such are not involved 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.

Human Resources Policies - Adoption/Administration

Human Resources policies are adopted by action of the County Executive. In addition, the County Executive, by executive authority, may implement policies affecting day-to-day personnel administration. Department heads may also implement policies or work rules related to their respective departments except that such policies or work rules cannot be contrary to policies adopted by the County Executive or established through executive order.

Under direction of the County Executive, the County's Human Resources Director is responsible for the administration of this Human Resources Handbook and for the development of the rules and procedures deemed necessary to carry out provisions of this manual, subject to the approval of the County Executive.

Management's Responsibility

Management's primary and exclusive responsibility is to manage County operations and functions. This responsibility includes but is not limited to:

1. Directing the work force.
2. Hiring, assigning, suspending, transferring, promoting, demoting and discharging employees.
3. Determining the size/composition of the work force.

4. Determining the size, location and amenities of work sites and areas and the equipment and tools to be used.
5. Establishing and modifying work methods, systems and processes as needed.
6. Assigning staff, mandating overtime as necessary, reducing work hours and laying off employees, if necessary.
7. Subcontracting work when deemed to be in the County's best interest.

Equal Employment Opportunity

No otherwise 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.

Employee Recruitment

It is the policy of Fond du Lac County to recruit the most qualified persons for positions in County service. 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 enough qualified candidates and it is in the best interest of the County to do so.

The Human Resources Director is responsible for directing the employee recruitment process as necessary to meet the County's human resource needs taking into consideration the number and types of positions to be filled and 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 County services is carried out under the general guidance of the Human Resources Director. This process relies on objectivity and validity through a practical assessment of applicant qualifications and suitability for employment. Depending on the position, this may include but need not necessarily be limited to the following:

1. Review of education, training and experience as certified by applicant.
2. Practical job related written, oral, work sample or performance tests.
3. Post employment offer health and/or drug screening exams.
4. Background, reference inquiries and previous employment work history.
5. "Trial period" of employment of up to six (6) months in duration applicable to newly hired, promoted, demoted or transferred employees.

Employment Continuance

Employees who complete their "trial period" of employment are eligible for continuing "at-will" employment with Fond du Lac County. Completion of the "trial period" of employment however, does not grant nor should it in any way be construed as granting any permanence or guarantee of continued or permanent employment to anyone. Further, no statements or comments, written or

verbal, made by any representative of Fond du Lac County are to be deemed as abrogating this common law doctrine of “at-will” employment unless established otherwise by separate employment agreement.

Performance Evaluation

Management and supervisory personnel are responsible for monitoring the work performance of employees working under their direction. This is an on-going process, ensuring that employees achieve and maintain acceptable levels of work performance so that they can continue to be productive in County service. Formal performance evaluations are also utilized and reasonable efforts are made to correct work performance which does not meet acceptable levels. Wherein unsatisfactory work performance cannot be corrected, the employee is subject to transfer, demotion or dismissal. Performance evaluations should be conducted for all employees on an annually basis as covered in the County’s Performance Evaluation Policy.

Employee Training and Development

Employee training is provided as necessary to ensure that employees are kept up to date with current developments in their respective occupational fields. Such training enhances the knowledge, skills and proficiency of the County’s work force while providing for employee career growth and promotional opportunities within County service. Department Heads will evaluate the training needs of their employees and implement appropriate training to meet their specific needs.

Position Classification and Compensation

A system of position classification and compensation is maintained with the objective of providing a competitive wage structure so the County can successfully recruit and retain a qualified and competent work force. To the extent possible, this system recognizes the fundamental principle of assigning pay equity among positions deemed to be comparable based on established job factor criteria. Salary increases of positions covered by union collective bargaining are established by State Statute.

Policy Prohibiting Harassment of any kind to include Sexual Harassment

Fond du Lac County expects all employees to maintain high standards of integrity and impartiality in performing their employment duties so the confidence of the public is maintained. Accordingly, the County is committed to providing employees with an opportunity to work in an environment free of harassment of any kind.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission by another employee to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; or
2. Submission to or rejection of such conduct by an employee is used as a basis for employment decisions affecting the employee; or
3. Such conduct has the purpose or effect of interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Any conduct which constitutes sexual harassment is strictly prohibited and is subject to disciplinary action up to and including termination of employment. The degree of corrective or disciplinary action to be taken may be commensurate with the severity and/or the frequency of the harassment.

Sexual harassment is also prohibited under Title VII of the Civil Rights Act of 1964 and Wisconsin Fair Employment Law. Some forms of such misconduct may subject violators to civil liability and/or criminal prosecution.

1. Policy Applicability

This policy is applicable to all employees of Fond du Lac County and any vendors or contractors providing services to the County on County premises or property.

2. Policy Enforcement

The Human Resources Department is responsible for the enforcement of this policy including dissemination and development of the necessary procedures for reporting, investigating and resolving complaints of harassment of any kind.

3. Employee Responsibility

Any employee who encounters unwelcome sexual advances or other verbal or physical conduct of a sexual nature should not ignore the offensive behavior. The employee is encouraged to inform the offending party the behavior is not welcome and request it stop immediately.

4. Reporting Harassment

if the employee is not comfortable with confronting the offending party or if the employee has confronted that party but the offensive behavior has not stopped; he/she should file a written complaint with the County Human Resources Department. The County Human Resources Director will initiate a prompt investigation into the complaint.

5. Investigation

An allegation of sexual harassment is very serious and therefore the Human Resources Director will, to the extent reasonably possible, attempt to maintain confidentiality. Information will be obtained from the complainant as well as the person being accused. In order to conduct a fair, impartial and thorough investigation, the Human Resources Director may find it necessary to contact other individuals who may have pertinent information or insight into the problem or to utilize other resources which may produce facts relevant to the complaint.

6. 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 where appropriate. The Human Resources Director will also initiate a follow-up inquiry to ensure the appropriate remedial action has been taken, that the harassment does not resume and that the complainant is not subject to retaliation.

7. Alternate Authorized

The County Executive shall be authorized to appoint an alternate to assume the role of the Human Resources Director in implementing this policy.

8. Non-Retaliation

Any retaliation against an employee who files a legitimate harassment complaint, or any retaliation against an employee who provides information or assists in any manner during

an investigation of a sexual harassment complaint is prohibited and such retaliation shall be subject to disciplinary action.

Employee Corrective Action and Discipline/Work Rules

Corrective Action and Discipline is imposed whenever the behavior or job performance of an employee is such that it interferes with or adversely affects efficient or effective delivery of services, the mission of a department, departmental employee harmony or the overall interests of the County as an organization. Imposing corrective action and discipline provides an employee the opportunity to improve or correct work habits, behavior or performance. Use of discipline is not to be considered or in any way construed as a prerequisite to justify the dismissal of an employee. The following actions constitute grounds for corrective action or discipline ranging from a verbal warning to immediate discharge depending on the circumstances and the seriousness of the offense:

1. Unacceptable work productivity, quality, wasting time or horseplay.
2. Employees shall not be dishonest or falsify any client records, work reports, employee records, or other official documents.
3. Insubordination (includes refusal to carry out a reasonable order, insolence, talking back, arguing, verbal abuse or assault of a supervisor, co-worker or member of 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 closely preceding duty to the extent that work performance is impaired (defined as "to decrease in quality"). This includes abuse of prescriptions or other medications.
7. Fighting with, threatening, intimidating, bullying or inflicting harm to fellow employees or creating a disturbance among co-workers resulting in an adverse effect upon employees' morale, production and the work environment.
8. An employee shall not interfere with the productivity of other employees nor cause any interruption of work.
9. Absence without authorized leave, misrepresenting the purpose of an authorized leave or failure to report an absence.
10. Habitual tardiness or abuse of sick leave privileges.
11. Use of official position or authority for personal profit or gain or sexual favors.
12. Engagement in discriminatory or abusive conduct with respect to employees protected by equal employment opportunity laws.
13. Extending break time and lunch period limits.
14. Horseplay or violation of safety rules, regulations or procedures.

15. Sleeping or inattentiveness on duty.
16. Employees shall maintain current and accurate personal data with their supervisor and the HR Office.
17. Failure to properly report an injury or accident.
18. Failure to observe all safety rules and practices, including the use of protective equipment and clothing or in operation of vehicles and equipment.
19. Unauthorized possession of weapons or explosives on County property without County authorization in accordance with the County's Ordinance on Concealed Carry.
20. Deliberate reduction of work output.
21. Unethical conduct or behavior in the performance of duties.
22. Negligence of job duties or responsibilities.
23. Violation of any county or departmental policy, regulation, procedure or work rule.
24. Performance of personal work or services for pay while on duty.
25. Making false or malicious statements about other employees or officials of the County.
26. Acceptance of gifts, gratuities, favors or services in the discharge of official duties.
27. Racial, ethnic or sexual harassment of any person is prohibited.
28. Conviction of a serious crime that is related or prohibits an employee from performing their essential duties or that brings shame or discredits Fond du Lac County.
29. Unavailability for work due to incarceration.
30. Discourteous treatment of the general public or use of profanity or threatening language or any other activity not compatible with good public service.
31. Unauthorized parking in Fond du Lac County parking lots.
32. Gambling on County property.
33. Failure to observe smoking/e-cigarette regulations.
34. Failure to submit to inspection of any personal packages taken from an employee's work area upon request of a supervisor.
35. Unauthorized tape recordings, videos, or photographing of clients or employees is prohibited.

36. 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 is prohibited.

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 capricious 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, may occur at the request of the Department Head or may be the result of a disciplinary action. Employees should refer to Fond du Lac County’s Discipline and Complaint Procedure for further information.

Conflict of Interest

Fond du Lac County requires employees to be independent, impartial and responsible to the public they serve in the performance of their duties.

No County employee will use his/her office or position for personal financial gain or the gain of his/her family. No employee will engage in his own business activity, accept private employment or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of his/her official duties or would impair his/her independence of judgment or action in the performance of his/her official duties. No employee will use or disclose “privileged or confidential information” gained in the course of or by his/her official position or activities.

Political Activity

No employee is precluded from engaging in political activity provided such activity does not interfere with normal work performance, is not conducted during working hours and does not involve the use of County equipment, property or office space. Employees are specifically 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.

Nepotism

No person may be hired, promoted or transferred to any department, division or work unit of County employment when as a result, he/she would be directly supervising or receiving direct supervision from a relative or a “significant other”. “Relative” means spouse, parent, step-parent, child/step-child, brother/brother-in-law, sister/sister-in-law, father/father-in-law and mother/mother-in-law. A “significant other” includes an individual with whom the supervisor co-habits or with whom he/she maintains an intimate relationship.

This provision is not intended to deprive any individual of employment opportunity in County service but rather to prevent situations which result in or provide potential for conflicts of interest.

Outside Employment

County employees are permitted to engage in outside employment provided they meet all responsibilities, obligations, scheduling demands and work performance requirements existing or as may be modified and pertinent to their position of employment with the County. Employees are expected to consider the impact outside employment may have on their health and physical endurance. Wherein outside employment is found to interfere with an employee's ability to fully meet his/her County employment obligations, the employee will be requested to terminate his/her outside employment if he/she wishes to retain employment with the County. **Any outside employment which constitutes a conflict of interest is absolutely prohibited and is subject to disciplinary action up to and including dismissal from County employment.** In addition, employees are prohibited from using County facilities, equipment or telephones in any activity related in any way to their outside employment at any time. No activities related to outside employment are to be conducted during working hours.

Employment Categories/Employee Definitions

The following employment categories are applicable to employees of Fond du Lac County:

1. A regular full-time employee is regularly scheduled to work not less than thirty (30) hours per week or 60 hour per pay period.
2. A regular part-time employee is regularly 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 regularly scheduled to work less than twenty four (24) hours per week but more than 20 per week.
4. A part-time employee is regularly scheduled to work less than twenty (20) hours per week.
5. A limited term employee (LTE) is hired to work for a specified period of time not to exceed six (6) months. An LTE may work full-time or part-time and under certain extenuating circumstances an LTE appointment may extend beyond six (6) months provided budgetary accommodations are made and administrative approval is obtained.
6. A seasonal employee is hired for a limited time for seasonal operations (i.e. parks and Golf Course maintenance).

Federal Immigration Reform and Control Act

Fond du Lac County complies with provisions of the Immigration Reform and Control Act of 1986 in employing only United States citizens and/or Undocumented Immigrants authorized to work in the United States. Completion of an Immigration and Naturalization Service Form (I-9) is required on all new employees.

Personnel Records

Maintaining personnel records are essential to the establishment of factual information regarding the employment history of individuals presently or previously employed by Fond du Lac County. Record maintenance activities and responsibilities of the Human Resources Department include the following:

1. Employee names, employment locations, rates of pay, position titles and employment dates may be found as computer generated data resulting from payroll processing functions. This information is generally considered public record.
2. Social Security numbers and employee phone numbers and current addresses are also maintained and are not public record.
3. Employee personnel files contain employment applications, appropriate fringe benefit enrollment and waiver forms, personnel action forms, letters and memorandums relative to County employment, work performance evaluations, disciplinary actions, and the Federal I-9 forms for persons hired after 11-6-86. This information is accessible to the employee but is not a matter of public record. (See #7 below)
4. Any information pertaining to pre-employment references or background checks is maintained in the recruitment records and is not accessible to the employee and is not public record.
5. Medical information, drug and alcohol testing data and occupational injury information are maintained in separate files pursuant to applicable laws and regulations.
6. An employee's request for access to his/her personnel file is granted by appointment only. Typically, such appointments are scheduled within seven (7) working days of the employee's request. No personnel records or files may be removed from the Human Resources Office. Wherein a discipline is involved, an employee may request that his/her representative be granted access to his/her personnel file pursuant to the above, but such requests must be made in writing to the Human Resources Director.
7. In the event a dispute arises regarding if a record under the control of the Human Resources Director is considered a public record and must be released, the County Corporation Counsel will review the matter and will make a determination regarding the release of the record in question.
8. The Human Resources Director serves as the official custodian of the aforementioned records.

Hours of Work

Work hours may be determined based on departmental needs and may be modified based on operations and budget restrictions as determined by management. Employees should refer to their departmental Handbooks/Work Rules for more information.

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. We provide rest breaks and an unpaid lunch period as a benefit to our employees but this is not a guarantee that rest breaks will be provided if operational needs require modification as determined by management. An unpaid lunch period will be provided approximately midway through a working day varying in length from one-half (½) to one (1) hour depending on daily scheduled hours of work in their department and as determined by management. Rest breaks are provided on a paid basis and are taken in two (2) fifteen (15) minute daily intervals, one in the first half of the day (four hour period) and the other in the last half of the work day as the work load of the department permits.

Lunch and rest break periods are staggered among employees in order to allow departments and offices to remain open throughout the normal business day. Accumulating or combining unused lunch and/or rest break periods for the purpose of shortening work days, extending lunch periods, accruing compensatory time etc, is prohibited. Working through the lunch period to accommodate personal needs or in response to peak work load requirements is permitted on an occasional basis provided that supervisory approval is obtained and that such time worked is offset with an applicable amount of time off. Taking “smoke breaks” in addition to authorized rest break periods is not permitted.

Departments may modify lunch periods and rest breaks by the authority of the department head based on the operational needs of the department.

Attendance/Tardiness

County employees are to be punctual in reporting to work and have regular attendance at their respective jobs. Employees are required to promptly notify their supervisor if they find they are going to be late for work or if they are unable to report for work. Leaving a message with a fellow employee is generally not considered acceptable unless the supervisor is unavailable. Any absence or incident of tardiness that is not reported in a timely and proper manner is considered “unexcused” and is subject to corrective/disciplinary action. Management will review an employee’s attendance when it is deemed a problem and continued problems may result in corrective or 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 resulting work time lost may be covered as above or the time may be made up at a time mutually agreeable to the employee and his/her supervisor/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. Pay day occurs on the Thursday of the week following completion of the pay period and payroll stubs/checks are distributed on that day.

Fond du Lac County requires employees to use direct deposit of their payroll checks unless this is covered in a collective bargaining agreement. This process is safe and easy and ensures your payroll check is electronically deposited automatically into your account.

Overtime

Note - This section is not applicable to exempt employees as they are salaried and are expected to work a **minimum** 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. Typically, overtime is allowed only when emergencies or other compelling circumstances prevent the accomplishment of the required work during normal scheduled hours. Reassignment of work priorities and/or rescheduling of hours within the same

work week are to be explored as alternatives to overtime. Working unauthorized overtime for the purpose of building compensatory time is prohibited. The County's overtime policy is as follows:

Overtime Compensation/Clerical, Technical and Related Support Staff

Employees in clerical, technical or other administrative support positions are eligible for overtime payment. Hours worked in excess of 37½ hours per week but less than 40 hours per week are compensated on straight time basis. Overtime worked in excess of 40 hours per week is compensated on a time and one-half (1½) basis. 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 of the Parks, Golf Course, Fairgrounds and Central Maintenance whose workloads respond to seasonal needs or climatic conditions are permitted to exceed the aforementioned 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 County Human Resources Director. 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 employees' 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.

Dress/Personal Appearance

Fond du Lac County imposes no specific county-wide dress code but employees are expected to dress and be groomed appropriately for their job. The County relies on employee good judgment in maintaining 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.

Wherein 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 types of clothing or attire specific to positions of employment are required as a condition of employment.

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 in no event, less than fifteen (15) days prior to the desired leave commencement date. The Human Resources Office must be provided a copy of all leave requests.
3. Requests for such leaves are considered on a case-by-case basis and the granting of any leave is not to be considered precedent setting. The County, in addition to reviewing the reason(s) for a leave will also consider County interests, the impact on departmental operations, the employee’s overall work record and any other factors deemed by the County to be relevant.
4. No employee on unpaid leave may be employed elsewhere. Violation of this provision will result in immediate dismissal.
5. The period of unpaid leave time requested must coincide with the amount of time that is actually needed to accommodate the purpose of the leave.
6. An employee returning from an approved unpaid leave will be reinstated to the position held prior to the leave or an equivalent position.
7. Accrued unused paid leave (i.e. vacation, floating holiday, compensatory time, etc.) and in instances of an extended medical leave, accrued sick leave must be used before commencement of the leave.
8. 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

9. 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.

10. 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 County Human Resources Office.

11. 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.

Child Rearing and Family/Employee Medical Leave

Child rearing, family illness and employee medical leave provisions are in accordance with applicable Federal/State laws governing such leaves and are set forth in the Fond du Lac County “Child Rearing and Family Medical Leave Policy”.

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. The request is to be made as far in advance as possible.

Jury Duty

An employee called upon to serve as a juror or a witness (must be a witness based on their position with the county) 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, he/she 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 endeavors 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, he/she is encouraged to work with his/her immediate supervisor in getting the matter resolved through informal means. Employee 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 of 1991. Other state and/or federal drug and alcohol testing regulations may also apply to certain positions of employment. 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 may be having problems related to alcohol and/or drug abuse are encouraged to seek services through the County's Employee Assistance Program (EAP). Program services are available by calling 924-0614 or 1-800-458-8183.

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 adversely affects or has the potential to adversely affect their ability to safely or effectively perform the essential duties of their position or which places their safety or the safety of co-workers or the public at risk 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 two following 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.

This policy does not regulate activities of County employees when they are not acting within the scope of their employment.

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.

Separability Provision

The provisions of this manual are deemed to be separable to the extent that if and when a court or governmental agency of competent jurisdiction adjudges any provision of this manual to be in conflict with any law, rule or regulation issued thereafter, such decision shall not affect the validity of the remaining portion of this manual, but such remaining provisions continue in full force and effect.

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