

COUNTY OF BURNETT

EMPLOYEE POLICY MANUAL

BURNETT COUNTY GOVERNMENT CENTER
7410 COUNTY ROAD K - SIREN, WI 54872
01/01/2019



COMMITMENT TO PUBLIC SERVICE

Mission: To Provide Vision and Stewardship

Core Values

- **Quality of Life:** *We value quality of life meaning friendly communities, wildlife, natural resources, jobs and education*
- **Efficiency of Services:** *We value services and work to implement them in financially sound ways that affect both the short and long-term financial health of our organization*
- **Common Goals:** *We reach out, listen, and develop common goals to focus our work and foster community wide support on issues and programs*
- **Value Employees:** *Public servants reveal the common good*

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APPENDIX

SECTION A: HUMAN RESOURCES MANUAL

CHAPTER I PREFACE

1.00

This policy manual is adopted under the authority of Wisconsin Statute 59, as amended.

The purpose of the manual shall be to establish a uniform County human resources policy and procedure to recruit, select, develop, and maintain an effective workforce for the County, as well as to provide an awareness and understanding of the standards of behavior an employer has a right to expect of their employees. The objectives of this manual are to:

1. Recruit, select and advance employees on the basis of their relative knowledge, skills and abilities
2. Provide just and equitable conditions of employment and compensation
3. Maintain high morale by fair administration of this manual and by every consideration of the rights and interests of employees, consistent with the best interests of the public and the County
4. Assure fair treatment of all applicants without regard to political affiliation, race, color, national origin, sex, age, religious creed, or handicap

This manual shall govern human resource administration for all employees receiving remuneration from the County and the departments therein, except the following:

1. Members of the Burnett County Board of Supervisors
2. Elected County Officials
3. Members of boards, commissions, committees, and judges
4. Individuals under contract to perform specific services or conduct temporary and special inquiry on behalf of the County Board
5. Court-appointed employees

THE BURNETT COUNTY HUMAN RESOURCES MANUAL APPLIES TO ALL COUNTY EMPLOYEES, INCLUDING EMPLOYEES COVERED UNDER UNION CONTRACTS, EXCEPT WHERE COLLECTIVE BARGAINING AGREEMENTS APPLY TO THE CONTRARY OR WHERE STATE STATUTE HAS PRECEDENCE.

The Burnett County Board of Supervisors may amend this manual in the same manner as adopted. Should any provision of this manual be declared illegal by a court of law, the balance shall remain intact.

The Administration Committee and County Administrator shall be responsible for the interpretation, administration, and enforcement of this manual.

CHAPTER 2: EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT / AMERICANS WITH DISABILITIES ACT

2.00

It shall be the policy of Burnett County to provide equal employment opportunity and equal access to services and facilities for all persons, regardless of race, creed, color, sex, religion, national origin,

age, handicap, marital status, ancestry, sexual orientation, arrest or conviction record, military participation, physical condition, or developmental disability as defined in Wisconsin Statute 51.05 (5), except where clearly permitted by specific state and federal law or where age, sex or physical requirements constitute a bonafide occupational qualification. All human resource actions related, but not limited to recruitment, firing, transfer, promotion, training, compensation, other benefits, lay off and termination, will be administered without regard to the above non-merit criteria.

Following the provisions of Title II of the Americans with Disabilities Act, no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of Burnett County unless as excepted by law.

The policies, procedures, rules and regulations of all County departments shall be in compliance with this policy statement.

Complaints alleging violations of this policy shall be presented to the Administration Committee, who shall serve as the appeal body.

CHAPTER 3 RECRUITMENT

3.00

3.00 It is the policy of Burnett County to recruit and select persons with the highest degree of all job related skills for positions in County service. The County Administrator or his/her designee shall be responsible for the administration of all active recruitments.

The County Board must authorize all new or additional County positions. Under most circumstances, new or additional positions will only be considered at budget time.

3.01 County Service Promotional Bulletin

As position vacancies occur, positions to be filled will be posted according to any Union posting requirements. Department heads may also request consideration that a vacant position be filled by internal promotion. Such requests must be made to the County Administrator and approved by the Committee of Jurisdiction and the Administration Committee.

Applicants for internal promotion must have satisfactorily completed their probation and must possess the training and experience requirements of the position. Candidates for promotion may be required to complete oral and/or written exams or evaluations as determined by the County Administrator. Internal promotion candidates may be appointed without public advertisement if approved by the Committee of Jurisdiction and Administration Committee.

3.02 Open Recruitment

All regular, full, and part-time vacancies must be advertised for at least one (1) week in the official County newspaper and in one (1) other newspaper, or electronic forum, serving the area to assure that the general public is aware of the employment opportunity. The County Administration Office will notify other public and private agencies as may be required or appropriate. At the discretion of the County Administrator, a wider recruitment effort may be made.

Unless otherwise designated, all applications for employment will be obtained from, and returned to, the Administration Office on prescribed forms. Applications for positions shall be accepted for no less than seven (7) days following publication.

Applications will be valid for consideration when the:

- a. Application is submitted or postmarked on or before the deadline date
- b. Application is filed on the prescribed form
- c. Application is substantially complete
- d. Application reflects that the applicant possesses the required knowledge, skills, ability and experience
- e. Application is not in any way falsified
- f. Application reflects that the employment of the applicant would not violate the County's nepotism policy
- g. Application reflects that the applicant meets other valid and lawful employment requirements for the position which is vacant

3.03 Exceptions to Open Recruitment Policy

- **Project Employee:** Project employees include those hired under a federal or state funded program that is approved by County Board resolution under a sunset provision; that is, the program or position automatically terminates on a specified date unless continued by County Board action. Project employees may be entitled to vacation, sick leave, holidays, and other leave benefits, but are ineligible for further benefits. Any benefit must be approved by the Administration Committee. A project employee may be required to follow the standard recruitment and selection process in order to gain a permanent County position.
- **Temporary or Limited Term Employees:** These employees are hired on a temporary basis to replace employees on paid or unpaid leave or where necessary according to a peak seasonal work load if the employment costs are contained in the department budget. Temporary employees are paid at a rate established by the County Administrator. These positions generally do not exceed 12 months.
- **Appointed Deputy:** Elected officials may appoint a deputy in accordance with the pertinent statute. Additional deputies, paid with County funds, must have prior County Board approval. Elected officials are encouraged to use appropriate recruitment and selection procedures in the appointment of qualified persons to serve as deputy.
- **Interns:** Interns are excluded from open recruitment and shall be selected by the department head with consultation of the County Administrator.
- **Other:** Positions allowed under state statute or where otherwise identified within the Burnett County Human Resources Manual.

3.04 Evaluation

The goal of the evaluation process is to provide valid and objective selection standards and assure opportunity for appointment to positions to those with the highest degree of job related skills.

3.05 Screening

The County Administrator or his/her designee shall determine and conduct all appropriate applicant screening and ranking procedures, which may include (but are not limited to): review of training and experience, work sample and performance tests, practical written tests, physical fitness examinations and background reference checks. In developing these procedures, the County Administrator or his/her designee shall confer with the department head, governing committee, and others familiar with the factors of the knowledge, skills and abilities required, and the specific devices which best measure these factors. Applicants may be rejected if the applicant:

- Has falsified the application
- Does not meet the minimum qualifications for the position
- Is not within legal age limits prescribed for the position for County employment
- Is found to be clearly unsuitable for the position for which he/she has applied, based on job related factors

The County Administrator or his/her designee may select only the best qualified applicants for final consideration.

CHAPTER 4 SELECTION

4.00

4.01 Interviews

The department head and/or County Administrator or his/her designee shall prepare interview questions. The actual conduct of the interview shall be determined on a case by case basis by County Administrator, or designee. An interview committee may be established by the County Administrator if deemed necessary, and may include department personnel and/or elected officials. All interviews must be carried out in accordance with federal regulations and printed County guidelines.

4.02 Nepotism

All applicants for a County position will be required to state if he/she has any relative employed by the County and what the relationship is. If the relative is in an administrative and/or supervisory capacity in the department with the vacancy, the applicant will not be considered.

- No person employed by or elected to serve Burnett County may have any part in the screening or hiring of job applicants who are members of their immediate family*. Nor may this employee or elected official have any part in the evaluation, promotion, demotion, lay-off, termination, assignment of benefits, or supervision of any member of their immediate family. **Immediate family means wife, husband, son, daughter, mother, father, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, stepparent, stepchild.*
- Any committee or department head action which results in the hiring or promotion of any relative of a County employee or elected official shall be subject to approval by the Administration Committee.

4.03 Appointment

Upon completion of the interviewing and evaluation of the qualified candidates, the department head and County Administrator will make the selection with the advice and recommendations, if any, of the interview committee. If no appointment is made, additional names may be submitted to the department head. The justification for candidates being judged unsuitable must be acceptable to the County Administrator.

After the position has been offered and accepted, interviewed candidates not selected will be notified that the position has been filled.

4.04 Pre-employment Medical Examination/Drug Screening

A physical examination and drug screening to determine fitness for duty shall be required before a person becomes employed. Such examination shall measure the individual's physical capabilities in terms of the job to be performed and/or the presence of communicable disease. Such physical examination will be at County expense and by a physician designated by the County.

4.05 Employee Orientation

The County Administrator or his/her designee is responsible for the proper overall orientation of new employees. Such orientation shall include, at a minimum, a copy of the policies and procedures and a copy of his/her job description.

The department head or designated supervisor is responsible for new employee orientation to the department and job.

4.06 Department Head Appointment

The County Administrator, in consultation with the governing committee, shall appoint department heads, except where provided otherwise by statute.

CHAPTER 5 CONDITIONS OF EMPLOYMENT

5.00

The following conditions of employment apply to all regular employees of Burnett County:

5.01 Probation

All new employees shall serve a minimum of a twelve (12) month probation period. The County Administrator may extend this probation period where circumstances so warrant. New employees may be discharged during the probationary period on a non-arbitrary basis without recourse to appeal. Employees promoted or hired to new position within the organization may serve a six (6) month probation period.

It is the responsibility of the department head to monitor the performance of each new employee during the probationary period. Prior to the end of the probationary period, the department head must formally evaluate the employee and report in writing to the County Administrator. The County Administrator then reviews the employee's performance, considers the recommendations of the department head, and takes appropriate action either

approving regular employee status or discharging prior to expiration of the probationary period. For department heads, the County Administrator shall conduct the probationary review and provide for input by the governing committee.

A probationary employee shall be entitled to utilize Paid Time Off (PTO) as it is accrued. Probationary employees shall be entitled to paid holidays provided they meet the eligibility requirements for holiday pay.

5.02 Hours of Work and Timekeeping

It is the policy of the County to comply with applicable laws that require records to be maintained of the hours worked by our non-exempt employees. Timesheets serve as the official auditable document for time worked and will be maintained and accessible for review by the employee, supervisor and auditor. The normal workweek for full-time County employees shall be 37.5 or 40 hours, depending up the department and/or need. Most County employee work from 8.30AM to 4.30PM Monday-Friday, but may be modified to meet the need of the department.

Burnett County has in place a time and attendance system which serves as the official record for pay and benefits calculation, and employee compensation will be initiated by it per the standards set forth below.

Procedure:

1. It is the responsibility of every employee to ensure that their timesheet reflects an accurate record of all time worked and meal breaks taken. This means reporting only the true and actual time and number of hours worked and ensuring that the hours charged relate specifically to the work performed.
2. Pay will be prepared from the accumulated hours of the employee's submitted, approved timesheet. Time segments will be rounded to the nearest 10 minute increment.
3. Non-exempt employees are to clock in and out at approved times only. Department managers/supervisors provide scheduling details to staff in their department. Unless asked to do so by the department manager/supervisor, the employee may not clock in for work more than 4 minutes before the start of the scheduled shift, and may not start working prior to clocking in.
4. Exempt employees will not be required to clock in and out, but will submit an electronic timesheet following the same timesheet approval deadlines as all other paid employees.
5. In and out clock operations must reflect actual time of hours worked on a daily basis. Non-exempt employees should only clock in when they have reported and are ready to begin their work day.
6. Throughout the pay period, each employee is required to review their electronic timesheet. If there is any error in the recorded time, the employee should notify their supervisor to discuss the corrections that are needed. Supervisors will make a determination on each request and, if approved, will make the appropriate adjustment in the time and attendance system. All adjustments and the audit logs attached to them become a part of the employee's official record of hours worked. All edits and adjustments to an employee's timesheet should be accompanied by a brief note of explanation. (Example: Jane Doe assisted customer at counter before she was able to clock in.)

7. Non-exempt employees must clock out for unpaid meal periods and clock back in when their meal period is over and they are ready to resume work. Meal periods are to be duty free, and employees should not be disturbed with work matters unless a department emergency arises. If a non-exempt employee is called back to duty before the end of their 30 minute unpaid meal period, the entire break will be considered time worked.
8. Employees may leave their workstation, but must remain on-site, and return fifteen (15) minutes later for two (2) “rest breaks” in a normal work shift – one midway through the first half of the shift and one midway through the second half of the shift. Breaks cannot be accumulated or used to extend lunch periods or to shorten the workday. For all time clocked in, employees must remain on-site unless their specific job duties take them off-site. If a non-exempt employee must leave the property during their 15 minute rest break, the employee must notify their supervisor before leaving and must clock out for the time that they are off-site. This time will not be paid time.
9. Non-exempt employees should clock out within 5 minutes of their scheduled shift ending unless extra work time has been authorized in advance by their supervisor. Under no circumstances should an employee clock out and continue to perform work for the County.
10. Non-exempt employees that miss a clock operation will be prompted by the electronic time and attendance system to enter the time of the missed punch. The missed punch will require separate and specific approval by their supervisor.
11. Non-exempt employees utilizing the mobile clock for their clock operations must comply with the policy requirement that they be on-site and ready to begin work for the County. Under no circumstances should an employee clock in while driving. Arriving in the parking lot does not meet the “ready to work” requirement. Staff whose job duties require that they work at a location other than the County office locations are the exception to this requirement, but understand that they must not clock in until they are “ready to work” and are still expected to take a duty free meal break when possible. All employees that utilize the mobile clock understand that their location at the time of the clock operation becomes a part of their official timesheet and is subject to audit. Mobile clock access may be denied for specific employees at any time.
12. Electronic timesheets are to be approved by employees by 10:00 a.m. on the Monday following the end of the pay period (unless department managers, or Administration request timesheet approvals earlier). Timesheets will be considered accurate, complete and ready for supervisor approval after the 10:00 deadline. Department manager approvals are to be completed by noon the same day. Timesheets that are not fully approved by supervisors by the noon deadline may not be processed with that week’s payroll.

5.03 Inclement Weather Guidelines:

1. Each employee accepts the responsibility for reporting to work at his/her regularly scheduled time regardless of prevailing weather conditions.
2. If the employee will be late for work or absent, he/she shall immediately call his/her supervisor.
3. Employees not reporting to work shall not be paid. However, employees may use any accrued time to minimize or avoid a loss of wages; sick leave may not be used.
4. When weather conditions reach such severity, in the opinion of the County Board Chair and County Administrator, to warrant closing of various County Offices, the County Clerk will relay the decision to department heads. If offices are officially closed for a full day,

employees who were scheduled to work will receive their normal full or scheduled day's pay. If offices are closed for a part day, only those employees who worked the opened part of the day will be paid for the normal full day. Employees working in operations where they cannot be released early due to the nature of the service provided will be required to complete the normal workday.

5. In all circumstances of inclement weather, the decision of the County Board Chair and County Administrator shall be controlling.

5.04 Overtime/Compensatory Time

Overtime may be required to relieve specific workloads or in emergencies. Overtime hours are calculated based upon the number of hours worked during a workweek. Overtime must be approved in advance by the department head or supervisor. Employees who are scheduled to work on county established holidays shall be paid time and a half for the hours worked on that holiday. Employees called in to work on a holiday will be paid double time for the hours worked.

Those employees designated as non-exempt under the Fair Labor Standards Act (FLSA) and not governed by a bargaining unit agreement or other employer/employee contract shall earn time for any required time spent working and/or traveling on official County business in excess of their normal scheduled work week. Hours worked in excess of 37.5 hours per week will be compensated on an hour for hour basis and those hours in excess of 40 hours per week will be compensated at time and one-half. Compensatory time may be accumulated up to a maximum of 24 hours and any accrued balance of compensatory time at termination will be paid. Earned compensatory time may be used at any time as workloads permit, with prior supervisory approval. Any compensatory time in excess of 24 hours will be paid out at the end of the payroll period in which it was earned. All balances will be paid out in full in the last calendar day of the year.

Those employees designated as exempt from FLSA coverage and not covered by an employer/employee contract shall not earn overtime or compensatory time for hours worked in excess of their normal workday or workweek. Employees in this category will not have pay deducted from their salaries for absences from work of one day or less for personal reasons; however, these employees are expected to work the hours necessary to fulfill the duties and responsibilities of their positions. Absences from work of more than one full day must be covered by accrued time.

5.05 Travel/Expense Reimbursement

Employees will be reimbursed for reasonable travel expenses incurred while conducting official County business. Employees who use their own car shall be reimbursed on a per mile rate basis at the rate established by the IRS. Personal use of County-owned vehicles is not permitted.

Commuting expenses between an employee's home and normal place of employment are not reimbursable. Employees who conduct County business while using their own vehicle are responsible for carrying automobile liability insurance consistent with state and county requirements.

*Refer to Section B: Safety Manual 4.12 for additional information.

5.06 Meals Reimbursements

Employees may receive reimbursement for meals when on official business outside of Burnett County. Itemized receipts are required for all meals. Reimbursement may never exceed the current maximum allowable rate.

Breakfast: \$7.00 - Provided you leave home before 7:00 A.M.

Lunch: \$8.00 - Provided you leave home before 11:00 A.M. and return home after 1:00 P.M.

Dinner: \$15.00 - Provided you return home after 6:00 P.M.

If authorized travel encompasses the departure times and meal allowance listed in the policy, the employee can spend the aforementioned meal monies in aggregate.

(For example, an employee leaving home prior to 7:00 A.M. and not getting home until after 6:00 P.M., or overnight stay, would be entitled to use the entire meal allowance in aggregate for the three meals: breakfast, lunch, and dinner. If the employee left on county business at 2:00 P.M. and arrived home at 9:00 P.M. the employee, in this example, would only get the dinner meal allowance).

For employees whose travel encompasses more than one day, they are allowed the \$30.00 maximum on the first day, regardless of departure time. Between the hours of 12 (midnight) and 8AM, any public safety official completing a transport in which they are out of the County for at least 4 hours will be allowed to claim the dinner meal reimbursement rate of \$15.

Taxability of Meal Reimbursements:

The Internal Revenue Code allows an exclusion from an employee's income for employer reimbursement of travel and other business related expenses. This exclusion is permitted for ordinary and necessary expenses incurred while traveling "away from home" in pursuit of a trade or business. The Internal Revenue Service and Tax Courts have consistently held that to be "away from home", the traveler must be away overnight.

When traveling for more than one day (overnight), the meal reimbursements are treated as non-taxable.

If an employee is reimbursed for meal expenses while not in overnight travel status, then IRS rules require that the employer treat those amounts as taxable wages to the employee.

Working Lunch:

An exception to this standard is a working lunch. A working lunch is defined as follows:

When attending a conference, the entire group stays at the meeting through the meal period, conducting the meeting and eating the meal that is provided at the employee's expense. Employees must submit an itemized receipt as well as a copy of the agenda as verification of a trade or business related expense that qualifies the reimbursement to be excludable from wages.

5.07 Lodging

Employees may be reimbursed for lodging expenses incurred while conducting County business outside of the County. Receipts for lodging and other miscellaneous expenses, whenever possible, must be provided prior to reimbursement.

5.08 Lay Offs

The appointing authority may lay off an employee whenever it is necessary to reduce the work force for any reason. The department head shall determine the departmental unit in which the lay off is to occur. Lay offs shall be based upon job-related abilities. The governing committee and the Administration Committee shall approve lay off plans before they are implemented. Laid off employees shall be held in a lay off/recall pool for a period no longer than one (1) year. If the County fails to give a laid off employee an advanced two (2) week notification of the layoff, the County shall compensate the laid off employee for ten (10) working days following the layoff.

5.09 Resignation – Termination Benefits

An employee who wishes to resign from Burnett County employment shall submit a written resignation at least two (2) weeks in advance of the last day to be worked. These two weeks shall be exclusive of any accrued leave, which may be used. Notice of resignation is to be given to the employee's department head. Employees are encouraged to give as much notice as possible. Failure to give at least two (2) weeks' notice will cause the forfeiture of accumulated leave and may be cause for denial of future County employment. If proper notice is given, termination pay as identified herein will be included in the last check to the employee.

Upon receipt of the resignation, the department head shall promptly notify the Administration Office. The Administration Office may conduct an exit interview with the exiting employee. Employees leaving County employment must return all County owned property prior to the last day of work. Failure to return any County owned property by the last day of work would result in withholding of termination benefits.

5.10 Breastfeeding-Friendly Workplace

Burnett County will work toward becoming a Breastfeeding-Friendly Workplace by incorporating the following procedures that establish guidelines for promoting a Breastfeeding-Friendly Workplace in the Burnett County Government Center.

1. Employees shall be provided a place to breastfeed or express their milk. An employee lactation room is provided as a private and clean place for breastfeeding employees to express their milk during work hours. This area provides the following: an electrical outlet, comfortable seating, and nearby access to running water and soap for hand washing and cleaning of equipment. This area will be identified with the universal lactation symbol and is located within the Public Health Unit Room #233.
 - a. *Please see Mother's Room Prioritization & Guidance*
 - b. *Employees may use their private office for breastfeeding or milk expression if they prefer.*

2. Employees shall be provided time for breastfeeding or milk expression. A breastfeeding employee shall be provided a flexible schedule for breastfeeding or pumping to provide breastmilk for her child. The time would not exceed normal time allowed for lunch and breaks. For time above and beyond normal lunch and breaks, accrued leave time must be used, or the employee can come in a little early or leave a little later to make up the time per supervisor approval.
3. Burnett County staff is expected to provide an atmosphere of acceptance and support for breastfeeding employees. Realizing the importance of breastfeeding to the infant, the mother and the department, staff should provide an atmosphere of positive support for breastfeeding employees.
4. Breastfeeding should not constitute a source of discrimination in employment or in access to employment. Any incident of harassment of a breastfeeding employee will be addressed in accordance with the Burnett County policies and procedures for discrimination and harassment.
5. Breastfeeding promotion information will be displayed. The department will provide information on breastfeeding to all pregnant and breastfeeding employees, including local resources. In addition, positive promotion of breastfeeding will be on display in the department and in-house communications with staff.
6. Employee orientation and training will include information about the County's breastfeeding policy. The County's breastfeeding policy will be communicated to current staff. New employees will be informed about the county policy in the new employee orientation training.

CHAPTER 6 COMPETENCY REQUIREMENTS & RULES OF CONDUCT

6.00

Competency Requirements and Rules of Conduct are intended to help employees by defining commonly accepted behaviors and attitudes that any employer can reasonably expect from its employees. Burnett County is committed to protecting the rights and safety of all persons, while promoting a supportive and enjoyable work environment. General rules of conduct are essential to the safety and well-being of employees and the efficient delivery of County services.

Competency Requirements:

- *Integrity/Honesty* - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.
- *Customer Service and Community Relations* - Anticipates and strives to meet the needs of both internal and external stakeholders (employees, contracted staff, residents, families, and other internal and external clientele). Delivers high-quality services; is committed to continuous improvement. Communicates/Interacts with members of the public and other key stakeholders in a way that elicits positive response and participation, which on occasion, may include interaction either one-on-one or with several stakeholders at one time to present information and/or represent the facility's interests.

- *Accountability* – Assumes responsibility for successfully accomplishing work objectives and delivering results; setting high standards of performance for self and others
- *Judgment and Decision Making* - Makes sound decisions; bases decisions on fact rather than emotion; analyzes problems skillfully; uses logic to reach solutions.
- *Self-Management* - Organizes and plans for task accomplishment in a way that maximizes efficient performance; establishes and adjusts priorities to ensure timely completion of assigned work/fulfill responsibilities.
- *Initiative and Creativity* - Plans work and carries out tasks without detailed instructions; makes constructive suggestions; prepares for problems or opportunities in advance; undertakes additional responsibilities; responds to situations as they arise with minimal supervision; creates novel solutions to problems; evaluates new technology as potential solutions to existing problems.
- *Problem Solving* - Anticipates problems; sees how a problem and its solution will affect other areas of operation; gathers information before making decisions; weighs alternatives against objectives and arrives at reasonable decisions; adapts well to changing priorities, deadlines and directions; works to eliminate all processes which do not add value; is willing to take action, even under pressure, criticism or tight deadlines; takes informed risks; recognizes and accurately evaluates the signs of a problem; analyzes current procedures for possible improvements; notifies supervisor of problems in a timely manner.
- *Written and Verbal Communication Skills and Mathematical and Reading Comprehension* - Recognizes or uses correct grammar, punctuation, and spelling; ability to comprehend written communications to follow directions, compute related mathematical concepts; communicates information (for example, facts, ideas, or messages) in a brief, clear, and organized manner.
- *Flexibility* - Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

6.01 Conflict of Interest/Political Activity

No County employee shall use his/her office, position, or County owned property for personal financial gain. No employee shall engage in business activity, accept private employment, or render services for private interest when such activities are incompatible with the proper discharge of his/her official duties or would impair his/her independence, judgment, or action in the performance of his/her official duties. County Administration shall endeavor to identify potential conflicts of interests and take appropriate steps to ensure that employees are aware of permitted and prohibited conduct.

Employment shall not be offered as consideration or required for the political support of any political party or candidate for public office.

No employee is prohibited from engaging in political activity, provided that such activity does not interfere with normal work performance and is not conducted during working hours nor involve the use of County equipment or property.

Under provision of the Federal Hatch Act, employees who are principally employed in an activity financed in whole or in part by federal funds cannot become political candidates in partisan elections and are subject to other prohibitions in the Federal Hatch Act.

Violation of the above rules will be grounds for disciplinary action up to and including suspension and/or dismissal. Any disciplinary action beyond written reprimand must have the prior approval of the governing committee.

6.02 Outside Employment

County employees may engage in outside employment unless, in the judgment of the department head and County Administrator, such employment conflicts with or affects the performance of the employee's duties. The employee shall notify the department head immediately when outside employment is taken.

All fees, gratuities, honorarium, or any other form of compensation for outside services performed during normal County work hours, or while being paid by the County, shall be remitted to the County. Compensation received outside of regular work hours, during vacation or holiday periods, or to part-time employees, does not apply.

6.03 Confidentiality

No employee shall use or disclose privileged or confidential information gained in the course of work or by reason of his/her official position or activities. No confidential information concerning any citizen may be released to an unauthorized person or agency without the signed consent of the citizen. Any violation of this policy may be sufficient cause for immediate termination of employment.

6.04 Gifts and Gratuities

Employees are advised that solicitation and acceptance of gifts, gratuities, offers of employment, or other items of value may constitute a violation of Wisconsin State Statutes, Chapter 946, and is not permitted. Violation of the statute or the intent of this rule may result in criminal prosecution and/or disciplinary action.

6.05 Dress

Employees are expected to dress in a manner that is appropriate to the nature of their position. If employees are to address their respective standing committee or County Board, appropriate business or business casual dress is required.

6.06 Personal Telephone Calls

Employees should make and receive personal calls only of an emergency nature during working hours. Non-emergency calls should be made during break or lunch periods and from public phones when possible.

6.07 Electronic Mail, Internet, Cell Phone and Social Media Policies

Burnett County has established the following policies regarding the County's electronic mail (e-mail) and Internet systems and Cellular Phones:

1. Electronic Mail (e-mail)

- a. All hardware and software used to create and receive Internet and County e-mail is government property.
- b. All messages composed, sent, or received on the Internet and County's e-mail systems shall remain the property of the County and are governed by the Wisconsin open records law. Such messages are not the private property of any employee (s) and employees have no right or expectation of privacy in messages.
- c. The Internet and County e-mail systems shall not be used to solicit, advertise, or expound on commercial ventures, religious, political or other causes, or any non-job-related issue.
- d. The Internet and County e-mail systems shall not be used to create, modify or forward any offensive or disruptive messages. Offensive or disruptive messages include, but are not limited to, any messages which are sexually explicit or contain sexual implications, racial slurs, gender offensive comments, profanity, or any other comment that offensively addresses someone's age, race, creed, color, handicap, marital status, sex, national origin, ancestry, sexual orientation, arrest or conviction record, or any comment which in any way defames another person, or is intended to frighten, intimidate, threaten, abuse, annoy, or harass another person. In the event an employee receives an offensive or disruptive message, the procedures outlined in the County Sexual Harassment Policy shall be followed.
- e. The County reserves the right to monitor e-mail activities and monitor review, audit, access and disclose all messages created, received or sent over the Internet and County e-mail systems. The contents of electronic communications properly obtained for legitimate business purposes may be disclosed within the County to those with legitimate need to know or to law enforcement officials without the permission of the employee.
- f. Internet and County e-mail may be accessed by an employee's supervisor or County management if such employee is on leave of absence, vacation, transferred to another department or any other occasion, if necessary, for County business purposes.
- g. The confidentiality of any message should not be assumed. The use of passwords for security does not guarantee confidentiality of the message.
- h. Notwithstanding the County's right to retrieve and read any e-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any Internet and/or County e-mail messages to another employee without the latter's permission. Any exception to this policy must receive prior approval by the department head.

2. Internet Policy

- a. No employee should have any expectation of privacy as to his or her Internet usage while using County equipment.
- b. The County reserves the right to inspect any and all files stored in private areas of its network or any device attached to the network in order to assure compliance with this policy.

- c. The display of any kind of sexually explicit image or document on any County system is a violation of the County Sexual Harassment Policy except for approved investigations by law enforcement or County personnel. In addition, sexually explicit material shall not be printed, archived, stored, distributed, edited or recorded using County network or computing resources.
- d. The County may block access from within its networks to all such sites that the County knows of. If an employee finds himself or herself connected accidentally to a site that contains sexually explicit or offensive material, the employee shall disconnect from that site immediately.
- e. The County's Internet facilities and computing resources shall not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, or other local jurisdiction in any material way. Use of any County resources for illegal activity is grounds for immediate dismissal, and the County will cooperate with any legitimate law enforcement activity.
- f. Any software or files downloaded via the Internet into the County network become the property of the County. Any such files or software shall be used only in ways that are consistent with the licenses or copyrights.
- g. No employee shall use County facilities knowingly to download or distribute pirated software or data.
- h. No employee shall use the County's Internet facilities to deliberately create, propagate or distribute any computer virus.
- i. No employee shall use the County's Internet facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
- j. Each employee using the Internet facilities of the County shall identify himself or herself honestly, accurately, and completely (including one's County affiliation and function when requested) when participating in chat or newsgroups, or when setting up accounts on outside computer systems.
- k. Only those employees or officials who are duly authorized to speak to the media or in public gatherings on behalf of the County may speak or write in the name of the County to any newsgroup or chat room. Other employees may participate in newsgroup or chat room in the course of business when relevant to their duties, but they do so as individuals speaking only for themselves. Where an individual participant is identified as an employee or agent of this County, the employee shall refrain from any unauthorized political advocacy and shall refrain from the unauthorized endorsement or appearance of endorsement by the County of any commercial product or service. Only those managers and County officials who are authorized to speak to the media or in public gatherings on behalf of the County may grant such authority to newsgroup or chat room participants.

- l. The County retains the copyright to any material posted to any forum, newsgroup, chat or World Wide Web page by any employee in the course of his or her duties.
- m. Employees are reminded that chat rooms and newsgroups are public forums where it is inappropriate to reveal confidential or privileged County or client information. Employees disclosing confidential or privileged information via newsgroups or chat rooms – whether or not the release is inadvertent – will be subject to discipline up to and including discharge.
- n. Employees may use their Internet facilities for non-business research or browsing during unpaid time or outside of work hours, provided that all other usage policies are adhered to.
- o. Employees with Internet access may download only software with direct business use, and shall arrange to have such software properly licensed and registered. Downloaded software shall be used only under the terms of its license.
- p. Employees with Internet access shall not use county Internet facilities to download entertainment software or games, or to play games against opponents over the Internet.

3. Enforcement and Violations

- a. The Electronic Mail (e-mail) and Internet Policy is intended to be illustrative of the range of acceptable and non-acceptable uses of e-mail and Internet facilities and is not necessarily exhaustive. Questions about specific use related to security issues not enumerated in this policy statement, reports of specific unacceptable uses or other questions about appropriate use should be directed to the employee's supervisor or department head.
- b. The County will review alleged violations of the Electronic Mail (e-mail) and Internet Policy on a case-by-case basis. Violations of the policy will result in disciplinary actions as appropriate, up to and including discharge.

4. Cellular Phone Policy

- a. **Purpose:** To establish a policy for the procurement and use of cellular phones by Burnett County government employees.
- b. **Statement:** The County will provide cellular phones for employees when required due to job responsibilities.
- c. **Policy:** The County owns and contracts services for cellular phones that are provided for use by employees in support of business activities. All users are responsible for seeing that this equipment is used in an effective, ethical and lawful manner.

The County will negotiate the base plan and options or exceptions to that base plan will need to be approved through the regular process

- d. **Phone Acquisition:** Department heads may recommend approval of a cellular phone for an employee based on the following criteria:
 - Whether a cellular phone will enhance emergency response, employee safety or work efficiency
 - To determine the adequacy of the present system of communication, if the cellular phone is the most appropriate and economical choice or do radios /pagers meet the needs as efficiently and less expensively
 - Whether the cellular phone is a convenience or a necessity for job performance
 - How much time the user spends away from the office each day
- e. **Cellular Phone Usage:** Use of County provided cellular phones should be limited to County business. However, on a limited basis and/or in an emergency, employees may use the cellular phone for personal use. The use of picture phones or any camera or device that may capture visual images without the prior consent from the employer or employee is prohibited.
- f. **User accountability:** Cell phone use is a privilege, granted by the County to assist the employee in performing their job more efficiently. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of these privileges, as well as disciplinary action as specified in the County Policy Manual.
- g. **Acquiring Services:** The responsible department head will complete a request to the Information Technology Department and complete any necessary requisition form.
- h. **Cellular Phone Use While Driving:** Employee's should not use a personal or County provided cellular phone (including dialing) while driving a County-owned vehicle or a personal vehicle on County business due to safety concerns (unless responding to a life threatening/emergency situation). Instead, employees should legally and safely park the vehicle to make or receive calls. If an employee is unable to pull over or stop before receiving a call, they may use the hands-free adapter for increased safety. It is recommended that employees should keep the conversation brief, and immediately locate a legal and safe area to park their vehicle to complete the call.
- i. **Agreement:** All users of the County's cellular phones must read, understand and comply with the policies established in this document.

5. Social Media Policy

Purpose: To address the fast-changing digital world and the way residents communicate and obtain information online, Burnett County is using social media tools to reach a broader audience. The County encourages the use of social media to further the goals of the County, where appropriate.

Burnett County has an overriding interest and expectation in deciding what is communicated on social media sites. This policy establishes guidelines for the use of social media.

General

1. All Burnett County social media sites will be subject to approval by the County Administrator.
2. The Burnett County website will remain the County's primary and predominant online communication tool.
 - a. Wherever possible, content posted to Burnett County social media sites will also be available on the County's main website.
 - b. Wherever possible, content posted to Burnett County social media sites should contain links directing users back to the County's official website for in-depth information, forms, documents or online services necessary to conduct business with the County.
3. Assigned staff will be responsible for the content and upkeep of any social media sites.
4. Burnett County social media sites shall comply with applicable State and Federal laws.
5. Burnett County social media sites are subject to Open Records and Record Retention Laws. Content related to County business shall be maintained in an accessible format and so that it can be produced in response to a request.
6. Users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication between the County and members of the public. Burnett County's social media site articles and comments containing any of the following forms of content shall not be allowed:
 - a. Comments in support of or opposition to political campaigns or ballot measures;
 - 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, other than those directly related to reproductive education;
 - e. Solicitations of commerce;
 - f. Conduct or encouragement of illegal activity;
 - g. Information that may tend to compromise the safety or security of the public or public systems; or
 - h. Content that violates a legal ownership interest of any other party.

These guidelines must be displayed to users or made available by hyperlink. Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available. Repeated posts of prohibited content as defined above, will result the user being blocked.

7. The County reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.
8. The County will approach the use of social media tools as consistently as possible across the entire organization.
9. All new social media tools proposed for County use will be approved by the County Administrator.
10. Employees representing the County via Social Media outlets must conduct themselves at all times as representatives of Burnett County and may only reply to user questions via

the County authorized site. Employees shall not respond via their personal social media accounts when responding as an agent of Burnett County. Employees that fail to conduct themselves in an appropriate manner shall be subject to disciplinary action as outlined in the County's Personnel Policies.

6.08 Prohibited Conduct & Discipline

Department heads shall, in most cases, provide employees with an opportunity for corrective behavior prior to the recommendation to terminate. Progressive discipline shall be considered the appropriate process, unless the action leads to, or may lead to workplace safety concerns, county liability concerns, or the employee is within the probationary period. All terminations must be approved by the County Administrator.

Disciplinary action up to and including termination of employment depending upon the severity of the violation may be implemented for violation of any of the following (list is not exclusive):

- Theft
- Dishonesty in any form or degree
- Willful misuse or destruction of County or other public property
- Falsification or unauthorized altering of records, employment applications, time sheets, time cards, etc.
- Fraudulent claims for reimbursement of hours worked
- Excessive tardiness or absenteeism
- Failure to report absence within one (1) hour of scheduled shift
- Use and/or possession of intoxicating beverages while on duty
- Use and/or possession of narcotics or dangerous drugs while on duty, unless prescribed by a physician
- Fighting, gambling, horse play which creates a disturbance or hazard or using profane, obscene or abusive language while at work, threatening, intimidating or coercing others while on duty or carrying unauthorized weapons
- Insubordinate conduct toward a supervisor
- Refusal to carry out the reasonable instructions of a supervisor
- Leaving the job without permission during regularly assigned working hours
- Sleeping while on duty
- Disregard or violations of safety rules and regulations
- Inefficient performance of duties, incompetence or neglect of duty or misconduct
- Violation of any other commonly accepted, reasonable rules of conduct including departmental rules and procedures, which are not in conflict with County policy

6.09 Tobacco Use Policy

Policy:

Burnett County is dedicated to providing a healthy, comfortable and productive work environment for employees and the public and being a role model for children and youth.

1. Smoking will be prohibited within Burnett County property buildings, vehicles, either owned or leased, and on land adjacent to any building except in designated areas. The following listed locations will have designated smoking areas:
 - a. Burnett County Government Center
 - b. Burnett County Airport
 - c. Burnett County Highway Department
 - d. Fort Folles Avoine
 - e. Camp Burnett
2. This policy pertains to all Burnett County employees, visitors, and general public conducting business on Burnett County property.
3. "Smoke/Smoking" is defined in this policy as the use, possession or holding of a lighted cigar, cigarette, pipe, or any other lighted smoking item or equipment.
4. "Tobacco" is defined in this policy as all tobacco products including cigarettes, cigars, pipe tobacco, smokeless or 'chew' tobacco.

Procedure:

1. Signs shall be posted at strategic locations informing all individuals who access the property of the prohibition. The person having control of property regulated under this policy or his or her designee, shall cause "no smoking" signs or the international "no smoking" emblem to be clearly and conspicuously posted at and in all property as defined by this policy. Absence of such sign, however, shall not be a defense to the violation of the policy.
2. The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. All employees share in the responsibility for adhering and enforcing this policy.
3. Violation of this policy by employees will be handled through the disciplinary procedure.

6.10 Alcohol & Drug-Free Workplace Policy

The County does expect employees to report for work in condition to perform their duties. The County recognizes that employee off-the-job, as well as on-the-job involvement with drugs and alcohol can have an impact on the workplace and on our ability to accomplish our goal of an alcohol and drug-free work environment. Employees who voluntarily request assistance in dealing with a personal drug habit may participate in the Employee Assistance Program without jeopardizing their continued employment with the County. The Employee Assistance Program (EAP) will continue to be available to any employee who feels that they may have an alcohol problem. In either case, the person will be referred to the County's EAP resource. Volunteering to participate in the Employee Achievement Program will not prevent disciplinary action for a violation of this policy, which may have already occurred.

1. The illegal use, sale, or possession of narcotics, drugs, or controlled substances while on the job or on County property is a dischargeable offense. Any illegal substances will be

turned over to the appropriate law enforcement agency and may result in criminal prosecution.

2. Employees who are under the influence of alcohol, or who possess or consume alcohol on the job, have the potential of interfering with their own as well as their co-workers' safe and efficient job performance. Consistent with existing County practices, such conditions will be proper cause for disciplinary action up to and including discharge. Off-the-job alcohol abuse, including arrests for DWI, which would adversely affect an employee's job performance or which would jeopardize the safety of other employees, the public, or County equipment, is proper cause for disciplinary action up to and including discharge.
3. Off-the-job illegal drug use which would adversely affect the employee's job performance or which would jeopardize the safety of other employees, the public, or County equipment is proper cause for disciplinary action up to and including discharge. Employees who are arrested for off-the-job drug activity may be considered to be in violation of this policy. In deciding what action to take, management will take into consideration the nature of the charges, the employee's present job assignment, the employee's record with the County and other factors relative to the impact of the employee's arrest upon the conduct of County business.
4. Employees undergoing prescribed medical treatment with a controlled substance that, in the physician's opinion, may effect an employee's ability to perform their job, shall report this treatment to their supervisor or the Human Resources Office. The use of controlled substances as part of a prescribed medical treatment program is normally not grounds for disciplinary action, although it is important for the County to know such use is occurring if such use can impact an employee's ability to perform their duties.
5. The County shall implement and maintain a drug-testing program as part of the pre-employment physical and for those employees where reasonable cause exists to believe the employee may be under the influence.

6.11 Drug and Alcohol Policy for Any Employees Engaged in Safety-Sensitive Functions requiring a Commercial Driver's License, as well as all other Burnett County employees.

Purpose:

Burnett County is dedicated to providing safe and efficient service to County residents and visitors. Our employees are our most valuable resource in ensuring the quality of this service. The goal of the county is, therefore, to provide our employees with a workplace environment which promotes health and safety.

In order to meet this goal, we hereby endorse the Federal Highway Administration's (FHWA) drug and alcohol policy and regulations. The County will not tolerate unauthorized use, abuse, possession or sale of controlled substances or alcohol by its employees. Drug and alcohol testing will be an integral part of our program. In addition to this policy, the County will provide drivers with information concerning:

- The effects of drugs and alcohol on the individual's health, work, and personal life.

- The signs and symptoms of a drug or alcohol problem.
- The available methods of intervention when a problem does exist.

Scope:

The purpose of this policy is to ensure an employee’s fitness for duty and to protect our employees and the public from risks posed by worker use of alcohol and drugs. This policy is intended to comply with all the applicable Federal regulations governing workplace alcohol and drug misuse in the highway industry. Burnett County strictly prohibits the use of alcohol and/or controlled substances by employees and volunteers who are performing, ready to perform, ceasing to perform, or supervising the performance of safety-sensitive functions including:

- All time spent at a facility waiting to be dispatched
- All time spent inspecting equipment,
- All time spent driving a commercial motor vehicle
- All time spent in or on a commercial motor vehicle except resting time.
- All time loading and unloading.
- All time spent performing driver requirements relating to accidents.
- All time spent repairing, assisting or attending a disabled commercial motor vehicle.
- All time spent performing any other work while on duty
- All time spent supervising employees performing or otherwise conducting safety-sensitive functions.
- All time spent providing a breath sample, urine specimen, including travel time to and from the collection site, in order to comply with testing as directed by the employer.

Definitions:

- The definition of “on premises” includes any work location, vehicle, property or office which is serviced or used by the County.
- The term “illicit drugs” is meant to include any and all illegal drugs, including so-called look-alike and designer drugs, legally obtained drugs which are used in a manner other than that prescribed by a physician, and any substance which can affect a person’s perceptions or motor functions.

The persons affected by this policy will be tested for at least the following substances:

- | | | |
|----------------|-----------|-----------------------|
| • Amphetamines | • Cocaine | • Phencyclidine (PCP) |
| • Cannabinoids | • Opiates | • Alcohol |

Procedures:

- Pre-employment:

Any individual not currently employed by the County who is applying for a position shall be required to undergo drug and alcohol testing after a conditional offer of employment has been made. A positive test will result in a disqualification from further consideration for the vacancy or eligibility list. Any applicant who refuses to undergo such alcohol or

drug testing will be disqualified from further consideration for the vacancy or eligibility list.

Any applicant who has received a conditional offer for employment must provide a signed release allowing the County to obtain drug testing records relating to that employee for the past two (2) years. Failure to comply will result in the applicant being disqualified from further consideration for the vacancy or eligibility list.

b) Reasonable Suspicion Testing

Each employee is required to submit to a drug and/or alcohol test whenever the County has reasonable suspicion to believe that the employee has used drugs and/or alcohol in violation of DOT regulations and/or this policy. In the event one or more supervisors find reasonable suspicion to test (based on personal observation and documented by one or more supervisors who have received training on performance indicators of probable drug and alcohol use), will require a drug and/or alcohol test of the employee.

Employees who are required to submit to a reasonable suspicion test will be escorted by a County official to the collection site for a drug and alcohol test.

An employee refusing to cooperate with the testing process will be subject to disciplinary action, up to and including discharge.

c) Random Testing

The County is required to perform unannounced random drug and alcohol testing of all covered employees. Every employee will have an equal chance to be selected each and every time a selection is conducted.

Whenever an employee is randomly selected to be tested, they will be notified and instructed to report to the collection site.

Any employee who tests positive for controlled substances or alcohol will be considered to be medically unqualified to drive and/or perform any other safety-sensitive function and will be subject to disciplinary action, up to and including discharge.

d) Post-Accident Testing

An employee who has an accident which meets the criteria outlined below, while performing a function, must submit to a post-accident drug and alcohol test as soon as possible.

An employee must always submit to a post-accident test as soon as possible after an accident, which involves the death of a human being.

A post-accident drug and alcohol test is required whenever an employee receives a citation for a moving violation involving the accident and either:

1. A person is injured because of the accident and the injuries require immediate medical attention to the person away from the accident scene; or

2. One or more motor vehicles involved in the accident receive disabling damage and must be removed from the accident scene by a tow vehicle or another vehicle.

Following an accident under the above circumstances, all employees will be tested as soon as possible, but not to exceed eight hours for alcohol testing and 30 hours for drug testing. Employees involved in accidents must refrain from alcohol use for eight hours following the accident or until a drug/alcohol test has been administered. Employees who leave the scene of an accident without appropriate authorization prior to testing will be considered to have refused the test and be discharged. Any other employee whose performance may have contributed to accidents under this section may also be tested.

e) Compliance with Testing

Any employee who refused to comply with a request for testing, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be removed from duty immediately. Refusal can include an inability to provide an adequate urine specimen or breath/saliva sample without valid medical reason or delaying arrival at the collection site, or engaging in any conduct which clearly obstructs the testing process. Such refusals will be treated as insubordination and recorded as a positive test, with the employee subject to disciplinary action, up to and including discharge.

Test Procedures and Confidentiality:

To ensure the integrity and accuracy of each test, all specimen collection, analysis, and laboratory procedures will be performed in accordance with DOT protocols and safeguards as set forth in Part 40 of Title 49 of the Federal Code of Regulations.

This will include:

- Procedures to ensure the identity of the employee at the time of specimen collection
- Strict chain-of-custody procedure to ensure that the employee's specimen is not tampered with
- The use of a trained breath alcohol technician (BAT) and National Highway Transportation Safety Administration approved testing equipment for conducting alcohol test;
- The use of a laboratory which has been certified by Substance Abuse and Mental Health Services Administration
- The confirmation of an initial positive drug screen by a second analysis using gas chromatography/mass spectrometry
- The confirmation of an initial positive alcohol screen by a second analysis
- County appointment of a qualified Medical Review Officer to review drug test results before they are reported to the Human Resources Director

Collection Procedures:

All drug tests will be administered using split sample procedures required by DOT. Under these procedures, the employee must provide at least 45 milliliters (ml) of urine in a

specimen container. The specimen will then be divided into two specimen bottles by the collector. Thirty (30) ml will be poured into one bottle and fifteen (15) ml into the second bottle. Both bottles will be sent to the laboratory.

The bottle containing 30 ml will be analyzed as the employee's primary specimen. The second bottle will be held by the laboratory to be sent to another lab at the employee's request in the event that the primary specimen is verified as positive. In the event the primary specimen is verified as positive, the employee will be notified by the County's MRO or by the County of the positive test and given the option to have the second bottle sent to a different laboratory for analysis. To exercise this option, the employee must advise the County's MRO within 72 hours of being told that the primary specimen was positive. A POSITIVE drug test may be determined to be NEGATIVE by the MRO if the employee can prove that the substance was prescribed by a licensed physician. This determination will be made by the County MRO.

This policy is not intended to prohibit the use of medication legally prescribed by a licensed physician, who is familiar with the employee's medical history and specific safety-sensitive duties, and who has advised the employee that the prescribed medication will not adversely affect the employee's ability to operate a motor vehicle. Medications prescribed for someone other than the employee, however, will not be considered lawfully used when taken by the employee under any circumstances.

All alcohol tests conducted under this policy require that the employee must provide a breath/saliva specimen. If the alcohol test is conducted by a law enforcement officer following an accident, the employee must provide either a breath or blood specimen.

Prior to being tested for alcohol, each employee will be required to present their personal identification and complete a Breath Alcohol Test Form. An employee who fails to provide identification, refuses to complete the form, or otherwise fails to cooperate will be treated as though they had tested positive and will be subject to disciplinary action, up to and including discharge.

Alcohol

- a. No employee shall consume an intoxicating beverage, regardless of its alcoholic content, or be under the influence of an intoxicating beverage, within 4 hours before going on duty or operating or have physical control of a County vehicle, or performing any safety-sensitive function.
- b. No employee shall consume an intoxicating beverage, regardless of its alcoholic content, be under the influence of an intoxicating beverage, or have any measured alcohol concentration or any detected presence of alcohol, while on duty, or operating, or in physical control of a County vehicle, or while performing any safety-sensitive function.
- c. No employee shall be on duty, or operate, or in physical control of a County vehicle, or perform any safety-sensitive function while in possession of an intoxicating beverage (including medications which contain alcohol) regardless of its alcoholic content.

Drug

No employee shall use, be under the influence of/or possess an “illicit drug” as defined in Section 3 of this policy when going on duty or operating, or having physical control of, or performing any safety sensitive function.

Referral, Evaluation, and Treatment:

An employee who registers 0.02 or more but less than 0.04 as a result of an alcohol test will, at a minimum, be suspended without pay until their next regular duty period, but for no less than 24 hours, and must undergo a return to duty alcohol test with a result of less than 0.02. An employee may also be subject to additional disciplinary action by the County, up to and including discharge.

An employee who registers 0.04 or greater as a result of an alcohol test or has a verified positive test result for a controlled substance will, at a minimum, be suspended without pay until their next regular duty period, but for no less than 24 hours, and must undergo a return to duty alcohol or drug test with an acceptable result. An employee may also be subject to additional disciplinary action by the County, up to and including discharge.

Employee Achievement Program:

The County believes that the Employee Achievement Program and training, along with comprehensive drug testing, are the most effective approach to promote safety and reduce alcohol and drug abuse. The County has established an Employee Achievement Program to ensure that all employees have access to educational resources on the effects and consequences of alcohol or controlled substance use on personal health, safety, and the work environment.

Drug and Alcohol Information:

Any employee who engages in any conduct prohibited under this policy will be provided with information regarding resources available to evaluate and resolve a drug and alcohol problem. This information will provide names, addresses and telephone numbers of substance abuse professionals, counseling and treatment programs available in the area.

6.12 Sexual Harassment Policy

Sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964 and by the Wisconsin Fair Employment Act. Burnett County considers sexual harassment to be prohibited conduct and a major offense. Any employee or agent acting on behalf of the County engaged in such activity may be subject to disciplinary action up to and including discharge.

Sexual harassment is defined as the verbal and/or physical contact of a sexual nature or with sexual overtones with direct employment consequences resulting from acquiescence and/or rejection of the contact. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, unsolicited, deliberate or repeated sexually explicit derogatory statements, gestures, or physical contacts which are considered demeaning, humiliating or threatening. The contact is unlawful if:

- Submission to the contact is either an explicit or implicit term or condition of employment; or
- Submission to or rejection of the conduct is used as a basis for employment decisions affecting the person who did the submitting or rejecting; or
- The conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.

Any employee who believes she/he is a victim of sexual harassment should immediately report the matter to the Human Resources Director. Forms are available in the Human Resources Office for such complaints. The Human Resources Director shall promptly investigate all complaints and present the findings of such investigation to the Human Resources Committee.

6.13 Workplace Violence Policy

It is the intent of Burnett County to provide a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.

Prohibited Conduct

We do not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, while not exhaustive, provides examples of conduct that is prohibited.

- Causing physical injury to another person
- Making threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging employer property or property of another employee
- Possession of a weapon while on County workplace property or while on County business (excluding trained law enforcement personnel who are certified to carry a weapon as required by their position)
- Committing acts motivated by, or related to, sexual harassment or domestic violence

Reporting Procedures

Any potentially dangerous situations must be reported immediately to a supervisor or the County Administration Office. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. The County will actively intervene at any indication of a possibly hostile or violent situation.

Risk Reduction Measures

Hiring: The Human Resource Department takes reasonable measures to conduct background investigations to review a candidate's background and reduce the risk of hiring individuals with a history of violent behavior.

Safety: The County will periodically conduct a review of its premises to evaluate and determine any vulnerabilities to workplace violence or hazards. Any necessary corrective action will be taken to reduce all risks.

Individual Situations: While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the Human Resource Department if any employee exhibits the following:

- Discussing weapons or bringing them to the workplace
- Displaying overt signs of extreme stress, resentment, hostility, or anger
- Making threatening remarks
- Sudden or significant deterioration of performance
- Displaying irrational or inappropriate behavior

Dangerous/Emergency Situations

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, cooperate and follow the instructions given.

Enforcement

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

CHAPTER 7 FRINGE BENEFITS

7.00

It is the policy of Burnett County to provide the following benefits to all regular, full-time employees. Full-time is 37.5 hours per week or greater. Benefits for regular, part-time employees working between 30 and 37.5 hours per week will be pro-rated in each category of benefit. Upon request, exceptions to this policy may be made by the County Administrator on a case by case basis.

7.01 Paid Leave

The Administration Department shall maintain the permanent record of all County leave. That department shall provide forms for maintenance of leave records and leave request

forms. The leave request form must be completed for all extended leave prior to the start of the leave.

All leave requests must be approved or disapproved by the department head or designated supervisor and may need County Administrator approval in certain cases where extended time off, FMLA, or a leave of absence is being requested.

Misuse or abuse of leave policy or the filing of false reports is subject to disciplinary action up to, and including, dismissal.

7.02 Paid Time Off (PTO)

This policy shall apply to eligible employees of Burnett County. In cases where there is existing contract language that differs from this policy, the contract language shall prevail in the specified bargaining area.

PTO is earned time that can be used at the discretion of the employee. Eligible employees of Burnett County will be granted PTO according to the following schedule. Eligible persons are regular, permanent full or part-time employees of Burnett County.

Beginning with their starting date of employment, eligible employees shall accrue PTO, on an anniversary year basis, but it will be taken on the calendar year basis, according to the following schedule:

Level	Years of Service	PTO Days*
1	0 - 4	16/23
2	5 - 9	19/26
3	10 - 14	24/31
4	15 - 19	27/34
5	20 -25	30/37
6	25 +	33/40

***Department employees that are part of a 24/7 operation (Jail/Dispatch)**

Probationary employees shall be allowed to utilize PTO as it is earned. However, the employee will be required to reimburse the employer for any PTO taken if their probationary period is not satisfactorily completed.

Employees earning PTO will be able to bank a maximum of 100 days of PTO. Any amount above the maximum will be lost at the end of the calendar year.

Due to the transition of changing the existing accrual system from sick/vacation/floating holidays to PTO, all existing accrued vacation time, excluding current banks of protected vacation, will be reclassified as PTO and the rules of PTO shall apply. Protected vacation was vacation that had been protected during the last accrual transition which occurred in 2008. Since the end of 2008 no additional accruals have been added to the protected account

balances. Protected vacation is to be used as vacation time and in the event that time exists when the employee terminates employment will be paid out at 100%. Rules for Administration of PTO include:

- (a) Leave with pay cannot be granted until earned.
- (b) Regular full time employees will accrue PTO according to their work schedule of 37.50 or 40 hours per week. Part-time employees shall accrue PTO on a pro-rated basis of bi-weekly hours worked to full time.
- (c) Department heads shall schedule time off for the most efficient operation of the department, and, if necessary, seniority shall be used in scheduling.
- (d) No credits for PTO shall be granted for time worked in excess of the normal workweek.
- (e) Four (4) weeks notice shall be given for leaves of two (2) weeks or more; two (2) weeks notice shall be given for leaves of one (1) week. Individual department heads reserve the right to have additional restrictions for this rule only. Holidays falling during an employee's paid time off shall not be charged against the employee's PTO credits.
- (f) Temporary, seasonal, and other non-regular employees shall not be entitled to paid time off.
- (g) An employee who moved from one position to another in the County by transfer, promotion, or reassignment shall not lose their accrued leave and will remain under the same years of service schedule.
- (h) Employees who retire (including disability retirement), shall be paid a maximum of 60 days of their accumulated PTO.
- (i) Employees who leave employment voluntarily shall be paid a maximum of 30 days of their accumulated PTO, provided they have given the employer two (2) weeks written notice.
- (j) Employees who choose to use PTO for an unplanned absence, must contact their direct supervisor prior to the start of their scheduled shift. Three or more consecutive days of unplanned absence may require a written note by a healthcare provider.
- (k) When absent from work for a full scheduled work day, employees must use a full day's PTO, sick leave or comp time earned. On days for which some work is performed, employees may use a partial day of paid leave time. Under no circumstances should a day on which paid leave time is used exceed the normal schedule number of hours of work.
- (l) Except in cases of disciplinary action, Time Without Pay will not be granted until all appropriate available leave banks are exhausted.

7.03 Holidays

Regular, full time employees shall observe the following holidays. Employees regularly scheduled for less than 30 hours per week shall receive each holiday on a standard prorated basis and are only eligible for holiday pay if the holiday falls on a regularly scheduled work day.

- New Years Day
- Presidents' Day
- Friday before Easter
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

For staff with a Monday through Friday workweek, holidays that fall on a Saturday will be observed on the preceding Friday. For staff with a Monday through Thursday workweek, holidays that fall on a Friday will be observed on the preceding Thursday. Monday through Thursday workweek staff will not receive holidays that fall on Saturdays.

For all staff that typically work on Mondays, holidays that fall on a Sunday will be observed on the following Monday.

In order to be eligible for such holiday pay, the employee must have been in pay status on both the regularly scheduled workdays before and after the holiday.

New employees are ineligible for paid holidays until they have worked for one (1) month. Seasonal and on-call employees may be entitled to time and a half if they work a holiday.

If the holiday falls on an employee's normal schedule, the employee will be paid time and a half for those hours worked. Employees called in to work on a Holiday will receive double time for hours worked on the Holiday.

The only circumstance when an employee would be paid in excess of their scheduled holiday is if the employee is called into work and then works more than the paid holiday hours.

7.04 Wellness Day

Employees who participate in all the annual biometrics screening events and get their annual physical with their primary care provider will be granted 1 day of paid leave. The use of this benefit is limited to one time per calendar year, only for the employee's annual physical appointment, and is to be documented appropriately on the employee's timesheet. If the granted Wellness Day is found to be used for time off outside of this policy, restrictions may be put in place that would affect the usage.

7.05 Sick Leave

With the transition to PTO, sick accruals will no longer occur. Accrued sick leave as of December 31st, 2014 will be frozen. Employees will be able to utilize banked sick leave in the following manner:

Sick leave may be used for illness, injury to the employee, or during the period of actual inability to work caused by pregnancy. Sick leave may be used for reasonable medical or

dental attention that cannot be scheduled during non-working hours, including those appointments for members of the employee's immediate family.

All sick leave is subject to department head approval.

NO additional sick leave will be accrued from December 31, 2014 forward.

If requested, the employee must provide a physician's certificate as proof of the illness or medical release to return to work.

Upon retirement, forced retirement due to disability or death, the employee or estate is entitled to pay for sixty percent (60%) of the total number of sick days that remain in the employee's account to a maximum of sixty (60) days.

Misuse of sick leave or the filing of false reports is subject to disciplinary action up to and including dismissal.

If sick leave banks are found to be used for time off outside of this policy, further restrictions may be put in place that would affect the usage of banked time.

7.06 Federal Family and Medical Leave Act /Wisconsin Family Leave Act`

Family/Medical Leave is available to all employees who meet the statute's eligibility requirements. Wisconsin Family Medical Leave Employees are eligible for the WI Family Medical Leave Act if they have worked for the employer more than 52 consecutive weeks and have worked at least 1,000 hours during that 52-week period. Federal Family Medical Leave Employees are eligible for the Federal Family Medical Leave Act (FFMLA) if they have worked for at least one-year and for 1,250 hours in the previous 12 months. Employees eligible for Family Medical Leaves shall be allowed to substitute, or the employer may deem, sick leave (and other accrued leaves) for paid time as long as the terms, definitions, and provisions of the Federal and Wisconsin Leave Act apply. For anytime taken for an illness/injury that meets the definition of leave under the Family and Medical Leave Act, the County will assign the leave usage concurrently under both the State and Federal Acts. Contact the Human Resources Department for information and leave request forms.

7.07 Funeral Leave

In case of a death in the immediate family, the employee may be granted up to three (3) days' leave with pay to attend the funeral. Immediate family is defined as one's spouse, mother, father, mother-in-law, step-mother, father-in-law, step-father, son, son-in-law, step son, daughter, daughter-in-law, step-daughter, brother, brother-in-law, sister, sister-in-law, grandparents, grandchildren, spouse's grandparents, and step-siblings.

7.08 Jury Leave

An employee called to serve jury duty or as a witness shall be paid the difference between jury duty pay or witness fee for such time spent on jury duty or as a witness. Such pay is to

be based upon the employee's standard workday and workweek. When jury or witness duty is completed, the employee shall return to work.

A leave of absence without pay shall be granted upon request to appear under subpoena or on their own behalf in litigation involving personal or private matters.

7.09 Military Leave

An employee who is a member of the United States Military Reserve and ordered to attend training or encampment shall be granted a leave of absence from his/her position without loss of pay for a period not to exceed ten (10) working days in any calendar year. It is intended that the County will pay said employee the difference between his/her daily military pay and the employee's normal County daily rate. To receive such leave, a copy of the service orders must be filed with the department head at least two (2) weeks prior to the date training begins.

The Administration Committee shall set other military leave policies as circumstances warrant and as required by state statute.

7.10 Leave of Absence

Full time employees are eligible for unpaid personal leave of absence. Application for unpaid leave must be made in writing to the department head. The request must state the reason, purpose, and length of leave. This request must be made at least thirty (30) days prior to start of leave except for extreme circumstances. If the leave is for five (5) workdays or less, it may be approved directly by the department head. Leaves in excess of five (5) workdays must have department head approval and governing committee approval. Leaves in excess of thirty (30) days must also have Administration Committee approval prior to start of leave. If the employee works for eleven (11) days or more of the month in which the leave begins, the County will pay their portion of that month's insurance premium.

The employee may continue enrollment in the insurance programs, but it shall be at the employee's full expense for the duration of the leave.

A leave may not be granted for the taking of other employment. Any employee who does so shall be held to have quit the employ of the County.

Leave of absences can be with or without pay. All appropriate paid leave time must be used prior to taking leave without pay. Contact Human Resources for the required forms.

7.11 Unauthorized Absence

It is recognized that there may be extenuating circumstances for unauthorized absence and due consideration shall be given each case. However, an employee who is absent from duty without approval shall receive no pay for the duration of the absence and shall be subject to disciplinary action which may include dismissal. Any employee who is absent for three (3) consecutive days without notifying his/her supervisor is considered to have resigned.

7.12 Health Insurance

The Administration/Human Resources Office shall assist employees regarding health and dental insurance programs. Employees who work 30 hours per week or greater shall be eligible for group health insurance coverage on the first of the month following one (1) complete month of employment. The employer paid portion will be prorated for employees working between 30 and 37.5 hours per week. Regular employees may choose either family or single coverage with the County paying a set amount of the premium.

The premium split for all benefits will be 85% employer cost and 15% employee. Employees and covered spouses who elect health insurance through the County will have the option to participate in an annual biometric screening. Those individuals who participate in the annual screening will receive a premium reduction of 3%.

Employees must be in active pay status for eleven (11) days or more of the month in order to be eligible to participate in coverage.

Employees on leave of absence may continue insurance coverage according to the terms of applicable State and Federal Law. If the employee works for eleven (11) days or more of the month in which the leave begins, the County will pay their portion of that month's insurance premium. The employee may continue enrollment in the insurance programs, but it shall be at the employee's full expense for the duration of the leave. The above policies shall also apply to dental and life insurance programs that may be offered by the County. Employees may elect not to participate in the insurance program.

7.13 Worker's Compensation

Employees of Burnett County are covered by Worker's Compensation. Employees must report all work-related injuries within twenty-four (24) hours of their occurrence or knowledge of possible compensable illness or injury to the department head. Employees must report the incident to their supervisor or the individual designated to receive worker's compensation claims to note the event. All serious injuries should be treated immediately and reported as soon as possible. All other injuries should utilize the Care Line Nurse to assess the injury and provide helpful instructions. In case of an emergency, dial 911. All other incidences must call 1-855-650-6580 within 24 hours. The department head will immediately report the claim to the Human Resources Department.

In the event any employee experiences work-related violence or assault at no fault of their own, that employee may receive compensation from the County, to equal their regular hourly rate of pay.

Employees eligible for Worker's Compensation shall continue to receive health insurance coverage at the normal County expense for up to one (1) year following the work-related injury or illness.

7.14 Unemployment Compensation

Wisconsin Unemployment Compensation laws cover County employment.

7.15 Life/Accidental Death/Dismemberment Insurance

Regular employees who work at least 30 hours of full-time shall be eligible to enroll in the employee life/accidental death/dismemberment insurance coverage offered by the County. The employee is covered by \$10,000 life/\$10,000 accidental death/dismemberment insurance.

The same eligibility, effective date, and employer/employee share of the premium guidelines apply to this coverage as applies to the health and dental insurance coverage plans.

For detailed information on this benefit, consult your employee life/accidental death/dismemberment insurance plan handbook.

7.16 Retirement

Burnett County participates in the Wisconsin Retirement System (WRS). The employee/employer contribution to this fund will be at a rate established by statute. Eligibility begins the first day of employment in a qualifying position.

Upon separation from County service, former employees may apply for a separation benefit in accordance with regulations of the Wisconsin Retirement Fund.

7.17 Social Security

All employees shall contribute to the Social Security Fund as required by applicable laws.

7.18 Deferred Compensation

Burnett County offers the opportunity to purchase a Deferred Compensation Plan through payroll deduction. A Deferred Compensation Plan provides the opportunity to participate in a long-range savings program which is designed to supplement retirement income. Booklets explaining these plans are available through the Administration Office.

The County offers a contribution to all full-time non-probationary employees' deferred compensation plans. For this section only, a probationary employee is an employee that is new to the organization. If an employee has accepted another position within the organization, and has already been contributing to a deferred compensation plan, the probationary rule would not apply to County contributions. In order to receive the following county contribution, the employee must also contribute an equal or greater amount to their deferred compensation plan on a monthly basis:

- Non-supervisory positions: \$25 per month
- Supervisory, non-department head positions: \$35 per month
- Department head positions: \$50 per month

Due to statutory requirements, any changes to Deferred Compensation requires the employee to notify payroll at least 30 days prior to change.

7.19 Flexible Benefits Plan

Available to permanent employees, the Flexible Benefits Plan allows employees to take advantage of Section 125 of the Internal Revenue Code, which allows them to convert a taxable cash benefit (salary) into non-taxable benefits. Under the plan, certain insurance, medical and dependent care expenses can be paid before taxes. Eligible employees may participate in the Flexible Benefits Plan by contacting the Administration Office.

7.20 Clothing Allowance

Due to the nature of some positions, it may be deemed appropriate to provide a clothing allowance to employees. Such employees receiving a clothing allowance will be required to show proof of a qualified purchase prior to receiving reimbursement. A qualified purchase is equipment or clothing approved by the County and/or OSHA approved for the safety from a particular hazard, such as, but not limited to safety glasses or safety boots. Clothing allowances must be recommended by the Department's Standing Committee and approved by the Administration Committee prior to taking effect and are subject to IRS guidelines regarding taxability.

7.21 Take Home Vehicles

Certain positions may necessitate a take home vehicle. Such take home vehicles must be approved by both the Standing Committee and the Administration Committee. All take home vehicles approved are to be used by the employee for work related activity only. Any deviation or usage of the vehicle for personal use will result in the loss of the take home vehicle. Employees approved to have take home vehicles must follow reporting procedures as identified by the Finance Department.

7.22 Maternity / Paternity Leave

Burnett County will provide four (4) weeks of paid leave to all mothers and fathers for the birth or adoption of their child for full-time employees who have successfully completed their probationary period. The leave may be taken in one four week block, or utilized in week increments throughout the first twelve (12) weeks following the birth or adoption of the child. In the event that the employee is having or adopting multiples, the provided paid leave of four weeks is not extended. An employee may utilize this policy whenever a birth or adoption occurs. This policy is not in addition to the leave provided under FMLA, but supplements pay throughout a portion of the FMLA leave.

CHAPTER 8 GRIEVANCE PROCEDURE

8.00

8.01 Purpose

- (1) This grievance policy is established pursuant to Wis. Stat. § 66.0509(lm) to address employee terminations, employee discipline, and workplace safety as required by law. An employee shall use this grievance policy for resolving disputes regarding employee termination, employee discipline, or workplace safety issues covered by this policy.
- (2) The terms of this policy may be modified or eliminated by the County at any time, with or without prior notice. This policy is not a guarantee of employment, a guarantee of any

rights or benefits, a contract of employment, express or implied, and does not create tenure or a property interest in employment. Unless specifically required otherwise by statute or code, the County's employment relationship with employees covered under this policy is at will and the employment relationship may be terminated at any time for any reason, with or without cause, and with or without notice, at the option of the County or the employee.

8.02 Definitions

The following definitions shall apply to this grievance procedure:

(1) **“Employee”** for purposes of a grievance of Discipline and Termination (as defined in this grievance procedure) means a “regular full-time” or “regular part-time” employee as defined in the County’s Personnel Policies and Procedures Manual (Manual) who has completed twelve (12) continuous months of employment with the County. “Employee” does not include any of the following: elected officials, temporary employees, contract employees, limited term employees, seasonal employees, contractors or their respective employees, employees covered by a collective bargaining agreement containing a grievance procedure for Discipline and Termination or any employees, officials or officers that serve at the pleasure of an appointing authority as provided by Wisconsin statutes.

“Employee” for purposes of Workplace Safety (as defined in this procedure) means any employee of the County

(2) **“Discipline”** is defined as any of the following adverse employment actions: disciplinary suspension of employment of one (1) day or more; disciplinary reduction in base pay; and disciplinary reduction in rank or demotion. “Discipline” does not include any of the following actions: terminations, layoffs or workforce reduction activities; non-disciplinary wage suspensions of one (1) day or less; benefit or salary adjustments or reductions; non-disciplinary reductions in rank or demotions; plans of correction or performance improvement; performance evaluations or reviews; documentation of employee acts or omissions in an employment file; oral or written reprimands; administrative suspensions pending investigation of misconduct or nonperformance; or change in assignment or assignment location.

(3) **“Termination”** is defined as an involuntary separation of employment initiated by the County that is not a layoff, furlough or workforce reduction or an involuntary separation of employment due to disability.

(4) **“Workplace Safety”** means any standard established or adopted under Wis. Admin. Code Chapter SPS 332.

8.03 Grievance Procedure for Discipline and Termination

1. Initiating a Grievance Related to Discipline or Termination

(a) A grievance related to discipline or termination shall be initiated by presenting a written complaint on the form attached to this policy as Appendix A to the Human Resources Director within 10 working days of the event giving rise to the grievance. The grievance must contain all of the information required on Appendix A to be considered complete.

- (b) A grievance may only be filed by the employee who is the subject of the discipline or termination. The Grievant must sign and date the grievance. A grievance will not be considered filed until the Grievant signs the grievance, provides all of the required information, and delivers the grievance to the Human Resources Director.
- (c) If a grievance is untimely or incomplete, the Human Resources Director shall issue a written request to the Grievant indicating it is untimely or identifying the information needed to complete the grievance. The Grievant shall have five (5) working days from receipt of the written request to provide the Human Resources Director with: in the case of an untimely grievance, a statement as to why the grievance should be considered timely; or, with respect to an incomplete grievance, with the information identified by the Human Resources Director.
- (d) Upon receipt of the Grievant's response, the Human Resources Director may refer the response to the Burnett County Administration Committee to determine whether the response is sufficient.
- (e) Failure of the Grievant to timely provide the requested information within five (5) working days of the Human Resources Director's request, or a finding by the Administration Committee that the grievance is either untimely or that the Grievant has failed to provide sufficient information to allow the grievance to move forward, shall constitute a waiver of the right to use this grievance procedure and an abandonment of the grievance. A decision by the Administrative Committee is final and binding.
- (f) By signing the grievance, the Grievant is acknowledging under penalty of law that the statements contained in the grievance relating to Discipline or Termination are true and accurate to the best of the Grievant's knowledge.
- (g) Any employee who files a grievance that is false or misleading or for the purposes of intimidation, annoyance or harassment, or who otherwise files a grievance in bad faith is subject to disciplinary action.
- (h) Throughout the grievance process, the Grievant may represent him or herself, or be represented by counsel, or an individual of the Grievant's choosing.

2. County Response and Hearing Request

- (a) Upon receipt of a complete grievance form, the Human Resources Director will try to resolve the grievance. If the grievance cannot be resolved, the Human Resources Director shall provide a written response to the Grievant with a brief explanation as to why the grievance is denied.
- (b) The Grievant shall have five (5) working days following the receipt of the Human Resource denial of the grievance to file a written request for a hearing with the Office of Administration. Failure of the Administration Office to receive a written request for a hearing from the Grievant within the five (5) working days shall constitute a waiver of the Grievant's right to use the grievance procedure and an abandonment of the grievance.

3. Hearing Procedure and Impartial Hearing Officer

- (a) As soon as reasonably possible following the receipt of a timely request for a hearing, the Administration Office will provide the Grievant with a list of Impartial Hearing Officers eligible to serve. If the Grievant does not notify the Administration Office within two (2) working days of the selected Impartial Hearing Officer, chosen from the provided list, the Human Resource Director shall make the selection.
- (b) Within ten (10) working days of the date the Impartial Hearing Officer is selected, the Administration, Grievant, and Impartial Hearing Officer shall conduct a pre-hearing conference and select a date for hearing. The hearing date shall be scheduled within a period of not more than forty-five (45) calendar days from the date the grievance was filed.
- (c) Prior to the beginning of the hearing, the Impartial Hearing Officer may attempt to mediate the dispute at the request of both parties.
- (d) A hearing may be adjourned only upon written notice by the Employee or the County and a finding by the Impartial Hearing Officer that there is "good cause" for adjournment. The decision of the Impartial Hearing Officer regarding a request for adjournment shall be final, binding and not subject to appeal.

4. Discovery, Amendments, Witnesses, Documents and Pre-hearing Statement

- (a) There shall be no pre-hearing discovery. The Employee and the County shall exchange a list of witnesses they intend to call at the hearing and any documents and exhibits they intend to introduce at the hearing no less than ten (10) working days before the hearing or on a date certain established at the pre-hearing conference.
- (b) The parties shall provide a copy of the witness list, documents, and exhibits to the Impartial Hearing Officer. No witness, exhibit, or document which was not identified or exchanged by a party may be introduced absent a written finding by the Impartial Hearing Officer that there was excusable neglect for the failure of the party to identify a witness or document within the deadline for exchanging witnesses or documents or the witness, exhibit, or document is introduced solely as rebuttal to a witness, exhibit or document introduced by the other party. Each party may file a pre-hearing statement of no more than two (2) typed/written single space pages outlining their position relative to any issues related to the grievance.

5. Hearing

- (a) The Grievant and Administration may call witnesses and present testimony and exhibits that are relevant to the events at issue in the grievance subject to the requirements related to exchange of witnesses and exhibits. The Grievant and Administration may cross-examine any witnesses presented by the opposing side subject to relevancy. The Impartial Hearing Officer may refuse to allow testimony or receive exhibits that the Impartial hearing Officer deems irrelevant or repetitious.
- (b) The rules of evidence shall not be strictly followed, but no factual conclusions may be based solely on hearsay evidence.

- (c) During the hearing, the Impartial Hearing Officer may ask questions and gather information the Impartial Hearing Officer deems necessary or helpful. At the discretion of the Impartial Hearing Officer, opening or closing statements may be allowed. Such statements are not to exceed ten (10) minutes in length.
- (d) The Impartial Hearing Officer shall maintain order and decorum at all times during the hearing, including refusing to take additional evidence until a disruption has ceased or terminating the hearing if the disruption does not cease after a warning is given.
- (e) After the Grievant and the Administration have finished introducing evidence, the Impartial Hearing Officer shall close the record. The parties shall have no right to file briefs or position statements and the Impartial Hearing Officer shall make a decision based solely on the evidence and argument presented at the hearing.
- (f) Any hearing conducted hereunder shall be recorded by use of an audio recorder. The Human Resources Director shall preserve all audio recordings for the period required by law following completion of all proceedings related to a grievance.
- (g) The hearing shall be closed to the public.

6. Burden of Proof

- (a) The Grievant bears the burden of proof to persuade the Impartial Hearing Officer by satisfactory evidence that the County's decision to discipline or terminate the Employee was arbitrary and capricious. If the Employee does not satisfy this burden of proof, the Impartial hearing Officer shall deny the grievance.

7. Remedies

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

- (a) If the Grievance involves employee discipline or termination, the Impartial Hearing Officer may award any of the following or combination of the following: reinstatement; a lesser adverse employment action than termination such as suspension of employment; reduction of length of a suspension; an oral or written reprimand; or documentation of employee acts and/or omissions in an employment file.
- (b) If reinstatement is awarded, the Impartial Hearing Officer may award back pay, and in the event of reinstatement following termination, reimbursement of the County's applicable percentage of any payments made by the Employee for continuation of health insurance under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

8. Written Decision of Impartial Hearing Officer

- (a) The Impartial Hearing Officer shall issue a written decision within 20 working days of the close of evidence. The decision of the Impartial Hearing Officer shall, at a minimum, contain a statement of issues, standard or review, findings, and if the grievance is sustained, a remedy for the Employee.

- (b) The Employee and County shall share the costs of the Impartial Hearing Officer for any grievance filed by the Employee related to a suspension. The County shall bear all the costs associated with a termination.

9. Appeal

- 1) Appeal to the County Board of a Grievance relating to discipline or termination shall proceed under Section 8.05.

8.04 Grievance Procedure - Workplace Safety

1. Conditions Precedent to Filing a Workplace Safety Grievance

- (a) An employee may not file a grievance relating to a condition that the employee believes constitutes a Workplace Safety violation unless the employee has first reported the condition to the Human Resources Director in writing on the Unsafe Condition or Hazard Report form attached as Appendix B.
- (b) Upon receiving notice of an alleged Workplace Safety violation, the County shall have ten (10) working days in which to investigate the condition and advise the employee in writing that the County: has determined that the condition does not constitute a Workplace Safety violation and will not be taking corrective action; or will be taking corrective action in accordance with law to address the condition. If the County advises the employee in writing within ten (10) working days that it is taking corrective action in accordance with law and has commenced corrective action, no Grievance for Workplace Safety may be initiated.

2. Initiating a Grievance

- (a) An employee may initiate a grievance relating to Workplace Safety by presenting a written complaint on the form attached to this policy as Appendix C to the Human Resources Director within five (5) working days of:
 - 1) the Employee's receipt of written notice from the County that the County will not be taking corrective action with respect to an alleged Workplace Safety violation;
 - 2) the County's failure to begin corrective action within the ten (10) working days of the employee's report of the violation;
 - 3) the failure of the County to respond to a report of a Workplace Safety violation within ten (10) working days.
- (b) The Human Resource Director may, at his or her sole and absolute discretion, agree to extend the time for filing a grievance up to an additional five (5) working days based upon a written request for an extension received from the Grievant prior to the expiration of the five (5) working day deadline to file the grievance. Any written request for an extension of time must explain the reasons why the Grievant cannot meet the grievance filing deadline.
- (c) The Grievant must sign and date the grievance. A grievance will not be considered filed until the employee signs the grievance, provides all of the required information, and

delivers the grievance to the Human Resources Director.

- (d) By signing the Workplace Safety Grievance, the Grievant is acknowledging and affirming that the statements contained in the Workplace Safety Grievance are true and accurate to the best of the Grievant's knowledge.
- (e) Any employee who files a grievance that is false or misleading or for the purposes of intimidation, annoyance or harassment, or who otherwise files a grievance in bad faith, is subject to disciplinary action.

3. Incomplete or Untimely Grievance

- (a) If a grievance is untimely or incomplete, the Human Resources Director shall, within five (5) working days, issue a written request to the Grievant indicating it is untimely or identifying the information needed to complete the grievance form in order to proceed with the grievance procedure.
- (b) The Grievant shall have five (5) working days from receipt of the written request to provide the Human Resources Director with: in the case of an untimely grievance, a statement as to why the grievance should be considered timely; or, with respect to an incomplete grievance, with the information identified by the Human Resources Director.
- (c) Upon receipt of the Grievant's response, the Human Resources Director may refer the response to the Administration Committee to determine whether the response is sufficient.
- (d) Failure of the Grievant to timely provide the requested information within five (5) working days of the Human Resources Director's request, or a finding by the Administration Committee that the Grievant has failed to provide sufficient information to allow the grievance to move forward, shall constitute a waiver of the right to use this grievance procedure and an abandonment of the grievance. The decision of the Administration Committee shall be final and binding.

4. County Response

- (a) Upon receipt of a complete and timely grievance form, the Human Resource Director shall provide a written response to the Employee either granting or denying the grievance. The Grievant shall have five (5) working days following receipt of the County's denial of a grievance to file a written request for a hearing.
- (b) Failure of the Grievant to request a hearing within the five (5) working days shall constitute a waiver of the employee's right to use the grievance procedure and an abandonment of the grievance.

5. Hearing before an Impartial Hearing Officer

- (a) When the Human Resources Director receives a properly filed request for hearing, the Director shall provide the Grievant with a list of Impartial Hearing Officers eligible to serve. The Grievant shall select the Impartial Hearing Officer from a list provided. If the Grievant does not make a selection within two (2) working days of being provided the

list, the Human Resources Director shall make the selection.

- (b) Any hearing conducted hereunder shall be recorded by use of an audio recorder. The Human Resources Director shall preserve all hearing audio recordings for the period required by law following completion of all proceedings related to a Workplace Safety Grievance.

6. Hearing Procedure

- (a) The hearing shall be conducted in accordance with the procedure set forth in Section 8.03 as applicable.
- (b) **Burden of proof:** The County bears the burden of proving by a preponderance of the evidence that the condition identified by the Grievant does not constitute a Workplace Safety violation and that no corrective action is required. If the County does not meet its burden of proof, the grievance shall be sustained.

7. Impartial Hearing Officer Decision

- (a) The Impartial Hearing Officer shall issue a written decision within 20 working days of the close of evidence. The decision of the Impartial Hearing Officer shall, at a minimum, contain a statement of the standard of review, the particular provision of WI. Admin. Code Chapter SPS 332 that are implicated by the Workplace Safety grievance, findings, and if the grievance is sustained, an order to take corrective action. If the grievance is denied, the Impartial Hearing Officer shall issue a written report that identifies the basis for the denial.
- (b) The Impartial Hearing Officer shall have no authority to require the County to take any specific corrective action or provide any specific remedy in response to the Workplace Safety Violation.

8. Costs of Impartial Hearing Officer

- (a) The County shall pay all costs for the Impartial Hearing Officer associated with a Workplace Safety grievance.

8.05 County Board Appeals of Discipline, Termination and Workplace Safety Matters

1. Appeal Procedures

- (a) An appeal of the Impartial Hearing Officer's decision may be filed by the Employee or the Administration.
- (b) An appeal may be initiated to the County Board by filing an appeal with the Administration Office on the form attached as Appendix D no later than 10 working days from the date of the Impartial Hearing Officer's decision. Failure to file a written appeal by the filing deadline will result in the waiver of the right to an appeal and the outcome of the proceedings before the Hearing Officer shall be final.

- (c) When the Administration Office receives a timely request for appeal, Administration shall forward the appeal to the County Board Chair along with a copy of the hearing record inclusive of any exhibits introduced at the grievance hearing. The Chair shall schedule a meeting of the County Board to review the hearing record and the Impartial Hearing Officer's decision.
- (d) The Board may confer with the Impartial Hearing Officer regarding the hearing record and the basis of the Impartial Hearing Officer's decision.

2. Standard of Review

- (a) The County Board shall not take testimony, accept additional evidence, accept briefing, accept oral argument or otherwise conduct a hearing of any sort in relation to an appeal.
- (b) The Board shall not overturn or otherwise modify the Impartial Hearing Officer's decision unless the decision of the Impartial Hearing Officer is found to be clearly erroneous.
- (c) In the event the Impartial Hearing Officer failed to render a decision, the County Board shall review the record de novo and issue a decision consistent with the standards set forth in Section 8.03 or 8.04 as applicable.

3. Written Decision and Remedies from the County Board

- (a) The County Board shall deliver a written decision to the Grievant and to Administration no later than twenty (20) working days from the date of the County Board meeting. The written decision shall contain the final decision and reason therefore, and the remedy for the Employee if the grievance is sustained.
- (b) If the grievance is sustained, the County Board may grant the Grievant one of the following remedies if reasonable under the totality of the circumstances:
 - 1) The County Board may award remedies consistent with Sec. 8.03. If reinstatement is awarded, the County Board may award back pay to the employee reduced by any unpaid suspension imposed by the County Board. The County Board shall not award back pay greater than the equivalent of the number of working days elapsed from the date of termination to the date of the County Board meeting.
 - 2) If the grievance involves employee discipline other than termination, the County Board may award remedies consistent with Sec. 8.03. If the County Board reduces an unpaid suspension, the County Board may award back pay to the employee for any period of unpaid suspension served by the employee that was reduced.
 - 3) If the grievance involves Workplace Safety, the County Board may order that corrective action be taken according to law.
 - 4) The decision of the County Board shall be final and may not be reconsidered.

Burnett County is committed to creating a work environment and culture where the needs of our clients, employees, and organization are aligned. Therefore, we strive to be flexible in our approach to work styles and location. Burnett County offers employees the ability to perform certain job duties away from the central work site. This policy refers to those employees working a set schedule from a remote work area. Occasional work off-site, including work while traveling on County business, does not constitute telecommuting.

9.01 Eligibility

The determination that a position may or may not be appropriate for a telecommuting arrangement is made on a case-by-case basis at the department level with approval from the County Administrator.

Departments evaluate whether a position is suitable for telecommuting based on the nature of the work that is being performed. Generally, requests to telecommute should be considered when:

- a. The employee's duties can be fulfilled within the telecommuting structure.
- b. Telecommuting fits with the needs of the department.
- c. Telecommuting provides for space savings or increased productivity.
- d. The employee has demonstrated sustained high performance, and the manager believes the employee can maintain the expected quantity and quality of work while telecommuting. In addition, the employee must have a minimum of two (2) years of service.
- e. The department can maintain quality of service for clients, employees, and members of the community.

Generally, requests to telecommute should not be considered when:

- a. The job requires the employee's physical presence or telecommuting would impair the department's efficiency.
- b. The employee's current job duties require frequent supervision, direction or input from others who are onsite.
- c. The employee's performance evaluations do not indicate sustained high performance or the ability to work independently.
- d. The employee has a documented attendance problem.

9.02 Request Process

An employee requesting a telecommuting arrangement should complete an electronic *Telecommuting Request Form (Appendix E)*

The employee's direct supervisor and/or department head must review and approve the request prior to the review and approval of the County Administrator.

9.03 Expectations

1. Telecommuting is not intended to permit staff to have time to work at other jobs, provide dependent care during work hours, or run their own businesses.

2. Employees who telecommute must comply with all Burnett County policies and department work rules.
3. Employees who telecommute are expected to have regularly scheduled work hours, to be fully accessible during those hours, and to attend necessary meetings and appointments in person.
4. Non-exempt employees who telecommute are required to obtain telecommuting approval from the department head and County Administrator, report their work hours and take required rest breaks and meal periods.
5. Employees entering into a telecommuting agreement may be required to forfeit use of a personal office or workstation in favor of a shared arrangement to maximize organization office space needs.
6. Employees must provide broad-band internet access at their own expense.
7. The County will not be responsible for operating costs, home maintenance, or any other incidental costs associated with the use of the employee's residence for a telecommuting location.
8. Meetings with clients and or visitors conducting business with Burnett County will not be held in the employee's residence.

9.04 HIPAA/Protected Health Information

Employees in a telecommuting arrangement must comply with all Burnett County policies and procedures concerning the handling of Protected Health Information, as well as use of computers, internet and email.

It is expected employees fully review and are familiar with these policies.

Employees will limit consumer specific information in their possession outside of County offices to that necessary to perform their duties.

The telecommuter's signed Burnett County Human Resources Policy Manual, Confidentiality and Ethics Agreement, and any other applicable computer, network, and telecommunication laws, rules and permissions remain in full effect while telecommuting.

9.05 Travel Expenses

A telecommuter is entitled to mileage reimbursement as indicated by the Internal Revenue Service:

- a. The first one-way trip of the day from home to another location for the purpose of paid employment is not reimbursable as a work expense and is considered the responsibility of the telecommuter.
- b. This rule also applies to the last trip of the day from another location for the purpose of work to the home.
- c. In the event the first trip and/or the last trip of the day is longer than the mileage between the employee's onsite work location and the employee's home, the employee will be reimbursed for the difference. If the first trip of the day is shorter than the

normal distance from the onsite work location to the employee's home, this mileage would not be reimbursable.

9.06 Location

Employees telecommuting must have a safe and ergonomically correct workspace in order to telecommute. Employees are encouraged to conduct an ergonomic self-evaluation of their telecommuting location by using the *Office Ergonomic Evaluation (Appendix F)*.

Employees will work at a designated location as outlined in their telecommuting request.

9.07 Equipment

Departments will work with the Information Technology department to determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each telecommuting arrangement on a case-by-case basis.

All equipment provided by Burnett County will remain the property of Burnett County and is subject to the same business use restrictions as if located at the organization's on-site work location.

The telecommuter will sign an inventory of all office property and agrees to take appropriate action to protect the items from damage or theft.

Upon termination of employment, all Burnett County property will be returned to the County.

9.08 Liability

The County will not be liable for damages to the employee's property resulting from participation in the telecommuting program. Injuries sustained by the employee while at his or her telecommuting work location and in conjunction with his or her regular work duties are normally covered under Burnett County's workers' compensation policy, so long as no violation of policy occurred.

Telecommuting employees are responsible for notifying the employer of such injuries in accordance with Burnett County Human Resources Policy Manual Chapter 7.13 Worker's Compensation.

The employee is liable for any injuries sustained by visitors to his or her work location. Employees will not meet with clients and/or visitors conducting business with Burnett County at the employee's telecommuting location.

By participating in the telecommuting arrangement, the employee agrees to hold the County harmless against any and all claims including injuries to others at the telecommuting location.

9.09 Telecommuting Agreement

A completed *Telecommuting Agreement Form (Appendix G)* is required between the telecommuting employee and the department, and will be placed in the employee's personnel file. The telecommuting agreement may be modified or terminated any time. In all cases, telecommuting agreements must be reviewed annually, and modified as necessary.

9.10 Appendices

Telecommuting Request Form (Appendix E)

Office Ergonomic Self Evaluation Guide (Appendix F)

Telecommuting Agreement Form (Appendix G)

CHAPTER 10 EMPLOYEE RECOGNITION PROGRAM

10.00

The recognition program is designed to provide additional monetary and PTO value for staff who have reached milestone years of service. The PTO will be provided for use in the calendar year following the year in which the anniversary occurred. For example, if you reach your 5 year anniversary in February 2019, you will be provided with 5 additional days of PTO to use starting January 1, 2020.

The additional days of PTO will be provided as a lump sum drop into your PTO accrual amount in January and must be used within that calendar year.

The monetary value will be provided at the end of the year following your anniversary date. For example, if you reach your 5 year anniversary in February 2019, you will be provided with the monetary value in December of 2019.

In the event that you voluntarily leave or retire from the organization prior to the end of the year the additional days of PTO will be dispersed per the County policy on PTO. If you leave or retire from the organization the monetary value will be provided to you within 30 days of retirement. For those retiring before having an opportunity to be provided with this benefit will receive the last monetary value for the step in which they last passed. No PTO will be added to their payout, however.

In addition, in order to qualify for the benefits within the employee recognition program, employees must have an overall average score of 3 or higher for the previous three years of service. This will go into effect when the evaluation process takes effect, which is expected to be in place by 2019.

The following tables identify the provided value at the stated years of service:

Years of Service	Gift Card Value
5	\$50.00
10	\$150.00
15	\$200.00
20	\$250.00
25	\$500.00
30	\$1,000.00
35	\$1,000.00

Years of Service	PTO Bank Days
5	5
7	5
10	5
15	10
20	10
25	10
30	15
35	15

CHAPTER 11 PAY PLAN

11.00

Burnett County

Pay Plan (1.97% Base Pay Increase effective 1-1-2019)

Grade	Position Title	Dept. Name	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Maximum
D	Account Clerk	HWY	\$14.28	\$14.68	\$15.09	\$15.50	\$15.92	\$16.32	\$19.59
F	Account Clerk	CLK OF CRT	\$15.94	\$16.40	\$16.85	\$17.29	\$17.75	\$18.21	\$21.85
	Court Clerk	CLK OF CRT							
	Office Assistant	CNTY CLERK							
	Secretary	DA							
	Legal Secretary	DA							
	Account Clerk	HHS							
	Secretary / Account Clerk	HHS							
	Custodian	MNTC							
	Secretary	SHERIFF							
G	Account Clerk	TREAS	\$17.24	\$17.73	\$18.23	\$18.72	\$19.22	\$19.71	\$23.65
	Administrative Assistant	UW-EXT							
	Secretary/Account Clerk/WHEAP Clerk	HHS							
	Customer Service / Program Support	LND / UW-EXT							
	Bookkeeper - Forestry/Parks	FRST / PRK							
	Dispatcher/Jailer	JAIL / DISP							
	Dispatcher/Jailer (Huber / Transport Officer)	JAIL / DISP							
	Forestry / Parks Worker	FRST / PRK							
	Highway Maintenance Worker	HWY							
	Jail Sargeant	JAIL / DISP							
	Legal Secretary / Office Manager	DA							
	Partsman / Fuel Delivery / Sign MNTC	HWY							
	Secretary	LWCD							
	Secretary (1/2 Vets Svc) / Secretary (1/2 ADRC)	VET SRVC							

Grade	Position Title	Dept. Name	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Maximum
H	AIS Coord / Office Support	LWCD	\$18.57	\$19.10	\$19.63	\$20.16	\$20.69	\$21.22	\$25.46
	Child Support Specialist	CS							
	Child Support Specialist (1/2 CS) / Legal Secretary (1/2 CC)	CORP CNSL							
	Computer Specialist / Account Clerk	SHERIFF							
	Deputy Clerk of Court	CLK OF CRT							
	Deputy County Clerk	CNTY CLERK							
	Deputy County Treasurer	TREAS							
	Deputy Register of Deeds	ROD							
	Economic Support Specialist / W-2 Worker	HHS							
	Information Technology Support Technician	IT							
	Judicial Assistant	CLK OF CRT							
	Mapping / Geographic Information Specialist	LAND / CNTY SRVY							
I	Administrative Secretary	SHERIFF	\$19.87	\$20.44	\$21.02	\$21.59	\$22.16	\$22.72	\$27.26
	Assistant Forest / Parks Administrator	FRST / PRK							
	Benefit Specialist	ADRC							
	Forester / Recreation Coordinator	FRST / PRK							
	Mechanic / Welder	HWY							
	Parcel Mapping / GIS Analyst	LAND / CNTY SRVY							
	Real Property Lister	LAND / CNTY SRVY							
	Register in Probate	REG IN PROB							
	Resource Specialist / Disability Benefit Specialist	ADRC							
	Victim/Witness Coordinator	DA							
J	Nutritionist	HHS	\$21.21	\$21.80	\$22.41	\$23.01	\$23.62	\$24.24	\$29.07
	Assistant County Surveyor	LAND / CNTY SRVY							
	Priority Watershed Project Manager	LWCD							
	Zoning & POWTS Specialist	LND / ZONING							
K	Payroll Benefit Coordinator	ADMIN / HR	\$22.50	\$23.16	\$23.79	\$24.44	\$25.07	\$25.72	\$30.87
	HR Generalist / Executive Administrative Assistant	ADMIN / HR							
	Social Worker (Information/Assistance and Tribal Liaison Sp)	ADRC							
	Airport Manager	AIRPORT							
	Birth to Three Coordinator / PH Specialist	HHS							
	CST Coordinator / Case Aide	HHS							
	HHS Fiscal Specialist	HHS							
	Social Worker	HHS							
	Public Health Nurse	HHS							
	Shop Foreman	HWY							
	Highway Operations Technician	HWY							

Pay Plan Continued on Next Page

Pay Plan Continued

Burnett County

Pay Plan (1.97% Base Pay Increase effective 1-1-2019)

Grade	Position Title	Dept. Name	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Maximum
L	Finance Specialist ADRC Supervisor - Aging Unit Radio Comm / Tech Specialist Social Worker (Lead) Office Manager County Conservationist Maintenance & Grounds Supervisor Veterans' Services Officer	ADMIN / HR ADRC SHERIFF HHS HWY LWCD MNTC VET SRVC	\$23.83	\$24.51	\$25.19	\$25.87	\$26.55	\$27.23	\$32.69
M	Fiscal Manager Child Support Administrator	ADMIN / HR CS	\$25.14	\$25.86	\$26.58	\$27.29	\$28.02	\$28.74	\$34.48
N	Financial Manager Economic Support / Support Staff Supervisor	ADMIN / HR HHS	\$26.47	\$27.22	\$27.98	\$28.74	\$29.50	\$30.24	\$36.30
O	County Forest Administrator Information Technology Director County Surveyor / Zoning Administrator Jail Administrator	FRST / PRK IT LAND / CNTY SRVY JAIL / DISP	\$27.78	\$28.58	\$29.36	\$30.16	\$30.96	\$31.75	\$38.11
P	Public Health Supervisor / Health Officer Highway Operations Manager	HHS HWY	\$29.08	\$29.93	\$30.75	\$31.59	\$32.41	\$33.24	\$39.89
Q	Health Human Services Supervisor Chief Deputy	HHS SHERIFF	\$30.40	\$31.27	\$32.15	\$33.03	\$33.88	\$34.76	\$41.71
S	Highway Commissioner	HWY	\$33.06	\$33.99	\$34.93	\$35.88	\$36.83	\$37.77	\$45.33
T	Health/Human Services Director	HHS	\$34.35	\$35.33	\$36.32	\$37.30	\$38.29	\$39.27	\$47.12

11.01 Classification Plan

Purpose

Many of the positions in the County are similar to one another. Those positions which require similar skills, responsibility, and qualifications are given the same title and constitute a class of positions. The purpose of the classification plan is to provide a system of standardized titles and classed job descriptions for the effective administration of human resources activities such as: personnel planning and budgeting, valid selection and recruitment programs, standards of job performance, fair and equitable pay, training programs, and career development.

Development and Administration

The County Administrator, in cooperation with department heads, shall be responsible for the overall development and administration of the Classification Plan.

Development of New Positions

When a new position is proposed, the following process shall be followed:

1. The department head will develop a job description, and receive approval from the appropriate committees.
2. The County Administrator will evaluate the job, assign the job to a classification, and discuss the results with the department head.
3. If the department head agrees with the classification and salary grade, the process for a new position request begins.
4. If the department head does not agree with the assigned classification and salary grade, he/she may request a review by an independent consulting firm chosen by the County Administrator and the requesting department will incur all fees

associated with the review. That consulting firm will review the information and issue a final decision.

Reclassification Requests

If the duties and responsibilities of a position gradually increase or decrease to the extent that they substantially exceed or fall short of the normal requirements of the class, a reclassification may be in order. The change in duties must have been evidenced for a minimum of six (6) months before reclassification can be requested. It must be understood that a classification is based on the assigned duties of the position, not the employee's qualifications or level of performance. Reclassification is not to be used as a performance award. The administrative process for reclassification requests is below. A request for reclassification may be initiated by the following:

1. Employee
2. Supervisor or Department Head
3. HR Director

The request should include the following supporting documentation:

1. Current job description
2. Reasons for the request
3. Suggested classification or pay grade
4. Indication of other positions performing closely similar work
5. Updated job description qualification in electronic format, with changes clearly identified

The request is submitted to the County Administrator, by the department head for the position who will conduct a job analysis and other review. Should the request require a review by an independent consulting firm, the requesting department will incur all fees associated with this service.

The County Administrator will then present a recommendation and appropriate comments to the department head and governing committee, if necessary.

If approved, the request is submitted to the Administration Committee, if necessary for final action. If the request is disapproved, the employee may request a personal appearance before the Administration Committee.

Reclassification requests must be submitted prior to July 1st for implementation in the succeeding budget. The Administration Committee may grant exceptions in unusual circumstances.

Abolition or Change of Unnecessary Classes

When it is determined that a classification is no longer useful or appropriate, the County Administrator shall recommend to the Administration Committee that said classification be abolished or changed.

Plan Review

Each year, the County Administrator shall review the Classification Plan to ensure that the plan accurately reflects existing position responsibilities and maximizes the efficient use of County resources.

11.02 Annual Review of Pay Plan

Each year, the Administration Committee shall review the pay plan and determine the kind and amount of pay adjustments to be recommended to the County Board for action. Any non-union employee may request an adjustment of pay and may meet with the committee regarding the adjustment. Such requests must be made in writing. Only under extreme circumstances will pay adjustments be considered at any time other than during the annual, pre-budget review by the Administration Committee.

CHAPTER 12 PERFORMANCE EVALUATION

12.00

(Under Review as of 01/01/2019)

The goal of this policy is to promote the utmost productivity of all County employees. The performance evaluation process is intended to:

- Assess an employee's work effectiveness
- Help improve individual performance
- Identify training needs
- Recognize employee accomplishments and good work
- Identify job requirements and standards
- Guide in decisions affecting placement, transfers, salary advancement, promotions, demotions, dismissal, and reclassifications.

The performance evaluation process should be continuous, involving informal day to day communication. Periodically, in order to help assure that the informal process is meeting its objective and to reinforce it, a formal evaluation process may be used. The performance evaluation process is one of the main responsibilities of supervisors.

12.01 Administration and Implementation

The Human Resources Director shall be responsible for the overall administration of the employee performance evaluation programs, and shall advise and assists employees, evaluators, and department heads to ensure the evaluation procedures are handled in a fair and consistent manner. Each employee shall be formally evaluated at the following times:

- No later than one (1) month prior to completion of his/her probationary period.
- The supervisor, department head, and/or Human Resources Director feel a formal performance evaluation would be beneficial. Such evaluation may or may not be on an annual basis.

12.02 Evaluation

The evaluator will be the employee's immediate supervisor. The evaluator will be responsible for completing the performance evaluation for each employee under his/her supervision. In the case of a department head, the evaluator will be the governing committee. Elected officials shall not be subject to performance evaluations.

12.03 Employee Review

Each completed evaluation report shall be reviewed with the employee. The employee shall be given the opportunity to comment on any aspect of the report and shall receive a copy of the report.

12.04 Forms

The Human Resources Office shall provide any necessary forms for conducting performance evaluations. A copy of the formal evaluation shall be kept in the permanent employee file in the Human Resources Office and in the department file.

CHAPTER 13 EMPLOYMENT DEVELOPMENT

13.00

The purpose of the employee development program is to foster and promote the training and development of employees in order to improve the quality and safety of County services, equip employees for career development within the County, and provide a bank of occupational skills necessary to meet current and future service needs.

13.01 Administration

1. County Administrator

The County Administrator or his/her designee shall have overall responsibility for the development and coordination of the employee development program. In this capacity, the County Administrator or his/her designee shall:

- Assist department heads in designing and implementing training programs.
- Develop and coordinate Countywide-training programs that meet common needs.
- Maintain a record of all training conducted
- Assure that all employees receive equal consideration for appropriate training opportunities
- Ensure that authorized employee development programs are properly administered.

2. Department Head

Department heads shall develop and administer development programs for employees under their supervision, and shall:

- Participate with the Human Resources Director in developing and implementing programs of countywide employee interest.
- Assess the effectiveness of employee development programs and make recommendations for improvement.
- Assure that employees are provided sufficient information and time to participate in training programs, provided that such participation must not unduly interfere with County operations.

13.02 Program Types and Reimbursable Costs

Monies may be provided in the annual budget for necessary training. The County Administrator shall review the training programs, courses, and materials to determine whether or not to include financial resources into the proposed County Budget.

Employee development programs which require additional expense or circumstances beyond those provided for in this policy, including travel outside the States of Wisconsin, or Minnesota, shall also need the approval of the governing committee and Administration Committee.

1. In-service

In-service is described as training sessions that are required by the department and are necessary to maintain job performance at an acceptable level or where there it is a job requirement (licensure or certification). Allowable Expenses:

- Work hours for attendance and travel time will be paid according to the State and Federal laws
- Mileage and meals per policy
- Registration and materials

2. Conferences/Seminars

Those national, regional, and statewide organizational meetings that provide an opportunity to consult with persons of similar professions and exchanges ideas and methods regarding improvement of County services. Employee must have approval of the department head to attend. The governing committee may require prior consultation and approval. Allowable Expenses:

- If during the workday, hours for attendance and travel time will be paid according to the State and Federal laws.
- Mileage and meals per policy.
- Registration and materials

3. Professional Development

These are required or voluntary job related courses and/or programs that provide professional development opportunities. Courses and/or programs may or may not be required to keep the employee at an acceptable performance level on their present job. Enrollment in such courses must have department head and governing committee approval.

When courses are required by management to keep the employee at an acceptable level of performance in their present job, the Administration Committee will require prior consultation and approval. Allowable Expenses:

- If during the work day, work hours for attendance and travel time will be paid according to the State and Federal laws
- Registration and materials
- If attendance is required by management to improve job knowledge and skills, mileage and meals will be paid according to policy
- If attendance is voluntary mileage and meals will not be compensated

4. Educational Reimbursement Program

The Educational Reimbursement Program is designed to provide financial assistance to employees who pursue college or technical courses during their time off to complete a certification program, an associate's, bachelors or master's degree program in public, business, finance, or other acceptable degree program that relates to County functions or services. Degrees beyond a master's level are not eligible under this policy.

Budgeting for educational reimbursement expenses: Annually, each department will assess their needs and will budget for funds for the purpose of providing educational reimbursement. Based upon predetermined criteria, reimbursement may be provided to qualified employees until the budget allocation has been expended.

School/Course Eligibility: The course work/program has to be offered by a professional, accredited or licensed institution, such as universities, technical colleges, or junior colleges. On Line or correspondence courses may be approved if it is part of the identified program and comparable in content to that of a regular university level course.

Employee Eligibility: Actively employed, regular full-time employees who have passed their probationary period, and worked for the county for one-year, and have not been suspended, or placed on a work improvement plan, in the previous six months to one year prior to their request to participate in the program.

Prior Approval: Employees must obtain prior approval from their Department Head, governing committee, and the Administration Committee.

Tuition Reimbursement: Reimbursable expenses under this program include registration fees, tuition costs, books, materials, and lab fees.

Parking permits, protective clothing or uniforms, mileage, or other travel expenses, and penalty or late fees are not considered reimbursement under this program.

Employees must successfully complete each course and receive a passing grade of "C" or better. Educational reimbursement shall not be awarded if the course is not completed, or a grade of "D" or lower is earned. If the course is taken pass or fail reimbursement will be made for passing grades only.

Reimbursement will be made after satisfactory completion of each course. A copy of the transcript (grades) along with the original receipt for tuition, books, and other qualifying fees paid shall be submitted to the Administration Committee for final approval before processing.

Employees are eligible for up to 100% of the cost of qualifying expenses to a maximum of \$2,000 per year for all programs including undergraduate work, and a maximum of \$2,800 per year if enrolled in a graduate program, up to a maximum lifetime of \$10,000. Tuition may be taxable subject to current IRS regulations. Additional resources may be provided to employees on a case by case basis but must be included into the budget annually prior to dispersing.

Participation Goals: To the greatest extent possible; all employees who meet the program qualification will be afforded access to the program. However, an employee's participation in the program may be curtailed or discontinued at any time as a result of budgetary limitations, an employee's work record, or other related factors. Curtailment of the program will not affect payment for a course that has been previously approved.

Program Limitations: Educational reimbursement will apply only to those courses for which the employee is not receiving other financial aid such as fellowships, scholarships, private foundation grants, and governmental educational assistance (GI Bill). Where tuition

expenses are paid in part, an employee may apply for reimbursement for those tuition expense not otherwise covered.

All courses must be taken outside an employee's regular work hours. PTO, compensatory time, or an adjusted work schedule may be used if approval has been given. Adjusted work schedules may be authorized only when they are not in violation of any overtime laws or collective bargaining agreements.

The County will only contribute to one degree, for any employee, in any one category, for example, one associate degree, one undergraduate degree and one graduate degree; not two associate, undergraduate, or graduate degrees in different disciplines.

Employees approved for a degree program shall execute an agreement with the County, which will include a commitment to continue employment during the program, and for two (2) years subsequent to the completion of the program.

If an employee does not remain employed with the County for the (2) years subsequent to the completion of the program, the employee will be required to reimburse the County for 100% of the tuition reimbursement provided them. Exception to this reimbursement will be negotiated if the employee's hours are reduced due to budget constraints; a county directed non-voluntary layoff due to lack of work, or other county determined extenuating circumstance. If any of the above conditions are not met, the employee shall not receive or shall return reimbursement.

CHAPTER 14 RECORDS

14.00

14.01 Purpose

It is the policy of Burnett County that an efficient personnel records management system be developed and maintained. The purpose of these systems and procedures shall be to:

- Establish and maintain clear lines of authority for the processing of personnel transactions and management of personnel records.
- Establish and maintain uniform and complete employment records of all County employees and employee transactions.
- Provide a basis for personnel planning and budgeting by the County Board.

14.02 Responsibility

1. County Administration shall:

- Establish, maintain, and coordinate a central personnel file for each County employee showing biographical data, salary, changes in status, performance evaluations, leave accumulations, congratulatory or disciplinary letters, and such pertinent information as is necessary to meet County needs and comply with federal and state law.
- Advise and assist department heads on all personnel transactions and records procedures.
- Notify the payroll section of all pertinent changes.

- Maintain a current employee service record for each employee showing a cumulative total of accrued time.
 - Develop and implement forms necessary to accomplish the above responsibilities.
2. Department Head shall: Initiate and process personnel transactions using forms provided by the County Administration Office.
 3. Employee shall: Be responsible for notifying their supervisor of any changes which affect their employment status, including, but not limited to:
 - Change of address
 - Change of marital or dependent status
 - Change of telephone number
 - Change of name
 - Change of person to notify in case of an accident or illness.

14.03 Employee Inspection

All information contained in an employee's personnel file is available for inspection by the employee. Inspection may be done by appointment with the County Administration Office. No employee personnel records may be removed from the County Administration Office. Employees who question or dispute information contained in their personnel file may submit a written statement of explanation to be included with the file.

An employee may have copies made of items in their personnel file in the County Administration Office. Costs are: 0.25 per page for letter and legal size copies and 0.50 per page for ledger size copies.

CHAPTER 15 EMPLOYEE ACHIEVEMENT PROGRAM

15.00

15.01 Employee Achievement Program (EAP)

Burnett County may contract with an Employee Achievement Program vendor to provide resources, counseling/coaching and assistance related to mental health, alcohol and drug abuse, marital issues, and other personal and professional issues. Employees are directed to contact the current EAP provider for assistance. Access to the 24/7 call center can be obtained via phone at 1-877-256-9302 or EAP.Realiving.com.

(Username: BurnettCounty – Password: burnnetemployee)

Administration: The person designated by the County to represent the interests of management, which may include Grievance matters. The County Administrator may also serve as the Human Resources Director.

Anniversary Date: The date an employee began his/her most recent County employment.

Board: The Burnett County Board of Supervisors.

Compensation Plan: A schedule of pay grades for all classes of positions in the County service.

Department Head: A County official with the responsibility for the operation of a County department.

Discipline: Any of the following adverse employment actions: suspension of employment; disciplinary reduction in base pay; reduction in rank; or demotion. "Discipline" shall be narrowly construed and shall not include, without limitation by enumeration, the following: layoffs or workforce reduction activities; adverse employment actions resulting from misconduct or poor performance other than a suspension, disciplinary reduction in base pay, reduction in rank or demotion; plans of correction or performance improvement; performance evaluations or reviews; documentation of employee acts and/or omissions in an employment file; oral or written reprimands; administrative suspension pending investigation of misconduct or non-performance; non-disciplinary wage, benefit or salary adjustments; or change in assignment or assignment location resulting from a bona fide personnel reorganization

Disciplinary Action: The action taken to discipline an employee for cause which may include any action from a verbal reprimand up to and including discharge.

Employee: An individual who is legally employed by the County and is paid in part or whole through the County payroll. For purposes of a grievance in solving discipline or termination means a regular full-time (employed on a regular schedule of a 37.50 to 40 hour work week) or regular part-time (employed on a regular schedule of less than a regular full time) employee of the County who has completed their probationary period. "Employee" does not include any of the following: elected officials, temporary, limited term, contractors or their respective employees, employees covered by a collective bargaining agreement containing a grievance procedure for discipline or termination. It also excludes officials or officers that serve at the pleasure of an appointing authority as provided by statute: Corporation Counsel, Deputy Coroner, Veterans Service Officer, Highway Commissioner, Zoning Administrator, Land Information Officer, Real Property Lister, Health and Human Services Director, Health Officer, and Aging Director

Equal Employment Opportunity: The provision of an environment which manifests the right of all persons to work and to advance on the basis of merit, ability, and potential.

Exempt Employee: An employee who is not covered by the provisions of the Federal Fair Labor Standards Act because the employee is supervisory, managerial, or professional. In those cases, employees are defined as salaried.

FLSA: The Fair Labor Standards Act. Federal legislation which sets minimum wage, overtime pay, equal pay, record keeping, and child labor standards for covered employment.

Grievance: A written complaint filed under this policy by an employee involving discipline taken against the employee, termination of the employee or an alleged workplace safety issue directly affecting the employee. All complaints must be filed on the form attached to this policy as Appendix A or Appendix C. An employee filing a grievance is referred to as a “Grievant” in this policy

Governing or Supervising Committee: A Committee established by the County Board to be the oversight committee for a particular department.

Hourly Employee: A person employed on a regular or irregular basis and paid an hourly rate.

Job Description: A written description of a position containing the title, a general statement of the duties and responsibilities, qualifications required, and desirable training and experience.

Layoff: The separation of an employee because of lack of work, lack of funds, or the abolishment of a position.

Length of Service: The continuous length of service with the County from an employee’s date of hire. Length of service shall be broken only by retirement, resignation, or discharge.

Limited Term Employee: A person hired for a specific period of time.

Non-Exempt Employee: An employee who is covered by the provisions of the Fair Labor Standards Act.

Overtime: As defined by FLSA, hours worked in excess of 40 hours per week, compensable at time and one half. Applicable to non-exempt staff only and approved by the department head and/or their designee.

Pay Steps: The rates of pay established for each class of positions.

Pay Step Increase: A scheduled pay increase within a classification.

Position: A grouping of duties and responsibilities to be performed by an employee. A position may be filled or vacant, full-time or part-time, permanent or temporary.

Probationary Period: A trial period of employment during which time an employee is required to demonstrate capability for required employment. A probationary employee may be dismissed for any non-discriminatory reason.

Promotion: The assignment of an employee from one classification to another classification with a higher pay range.

Reclassification: The reassignment of a position from one pay range to another to recognize a change in the duties and responsibilities of a position or to correct an error in the original assignment.

Regular Full-Time Employee: A person working regularly a minimum of thirty-seven and one-half (37½) hours or forty (40) hours per week, depending on the job classification.

Regular Part-Time Employee: A person working a regular or irregular schedule, but less than thirty-seven and one-half (37 ½) hours per week.

Seasonal or Temporary Employee: A person part-time or full-time hired for an abbreviated time span or in response to a special climatic or calendar need whose employment terminates at the end of the season or when the need no longer exists.

Temporary Assignment: An assignment for at least one month's duration.

Temporary Full-time or Part-Time Employee: A person working a specific period of time doing a specific job.

Termination: An involuntary separation of employment initiated by the County that is not a layoff or workforce reduction

Transfer: The assignment of an employee from one position to another in the same class or to a class with the same pay grade.

Working Day: A day when the County is open for business.

Working Hours: An employee's normally scheduled hours of work (excluding lunch breaks and rest breaks).

Workplace Safety: Any standard established or adopted under Wisconsin Administrative Code Chapter Comm. 32

17.01 EMPLOYEE RESPONSIBILITY:

Each employee is responsible for performing their job with every possible regard for their own safety and for the rights and safety of others, and for compliance with all applicable Federal, State, and Local safety standards that apply to the performance of their job. All employees, regardless of position, are, as a condition of their continued employment, required to obey all safety rules and general safe work practices that are set forth by these rules and other practices as directed. These rules shall be strictly enforced.

MANAGEMENT RESPONSIBILITY:

Each Department Head and Supervisor is responsible for the safety of work under their direction. This responsibility shall include, but not be limited to, the following:

- a) Providing employees with a safe working environment.
- b) Ensuring compliance and enforcing all applicable State and local safety standards within their department in a consistent and fair manner.
- c) Ensuring that employees receive proper instructions for the safe performance of their jobs. This training includes safety orientation for new and transferred employees.
- d) Ensuring that employees perform their job with regard for their own safety, the safety of co-workers, and the safety of the public.

HORSEPLAY: Inappropriate behavior, such as horseplay, wrestling, practical jokes, and throwing objects are forbidden.

SMOKING: Smoking is only allowed in designated area on County property.

POWER TOOLS AND EQUIPMENT: All power tools and equipment shall be shut off when unattended or not in use.

DAMAGE OR PROBLEMS WITH TOOLS AND EQUIPMENT: Report to your supervisor immediately if tools, vehicles, equipment, or machinery you operate is not working properly. Fill out report forms as required. Employees shall be responsible for damage to tools, equipment, vehicles, etc., that results from employee misuse, negligent operation, intentional damage, abuse, or failure to report problems.

WEARING APPAREL: Standards for wearing apparel shall be consistent with current County policies and the requirements of the job.

ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES: There will be **NO** drinking of alcoholic beverages of any kind during working hours. No employee shall report for work while under the influence of alcoholic or controlled substances as defined by Chapter 161 of the Wisconsin Statutes. Refer to the Burnett County Drug-Free Workplace Policy, adopted December 17, 1992, and the Burnett County Drug and Alcohol Policy adopted November 14th, 1995, for further explanations of County Policy.

REPORTING ACCIDENTS OR INJURIES: All accidents involving personal injuries and/or County equipment, however small, shall be reported immediately to your supervisor who shall notify the Human Resources Office. In addition, within 24 hours, the appropriate accident and/or injury report forms must be completed and forwarded to the Human Resources Department. This reporting requirement is necessary to meet State and Federal requirements, and for your protection.

Accidents not reported within a specific time period might not be compensable under the Workers' Compensation Act. Contact your supervisor to obtain the required report forms, and if you need help in its completion.

WORKING IN THE ROADWAY: When working in the roadway, always wear reflective clothing or high colored vests (29 CFR 1926.20 (a)(4)). Use the warning lights mounted on vehicles or equipment. Barricades used at night must have an operable flashing or steady burn light while in use.

VEHICLE AND EQUIPMENT OPERATION: All employees who operate vehicles or equipment on a public roadway shall possess a valid Wisconsin Operator's License and any endorsement or certification required for certain types of vehicles or classifications of employment, such as a commercial driver's license. This license must be carried on your person at all times when working. In the event an employee's driving privileges are suspended or revoked, he/she shall immediately inform his/her supervisor. Such employees are prohibited from using any vehicle or equipment until such time as their license is restored.

"Immediately" shall be interpreted to mean not later than the beginning of the next workday.

DISPUTE RESOLUTION: In the event a dispute should arise concerning safety, the County Administrator, or his designee, shall be the final deciding authority.

LIGHTING: Make certain you have adequate light to safely perform your job.

PROTECT THE PUBLIC: The public shall be kept away from all work areas that could expose them to a hazard.

FLOTATION DEVICES: Coast Guard approved flotation devices shall be worn at all times while working over water or operating/riding in any form of watercraft.

WEAPONS: It is the policy of Burnett County that non-sworn employees are prohibited from possessing firearms and/or other weapons on County premises or during working hours while on duty.

CHAPTER 2 HOUSEKEEPING

2.01 WORK AREA: It is the responsibility of each employee to maintain a neat and clean work area and to return all tools, equipment, and material to the proper storage location.

2.02 FLOORS AND AISLES: All floors, aisles, work, and storage spaces shall be kept clean and orderly. Any object which could present a hazard, such as electrical cords, boxes, etc., shall be properly stored, secured, etc.

2.03 SPILLS/WET FLOORS: Any substance spilled or observed on the floor which would cause the floor to become slippery or create a trip hazard shall be cleaned up immediately. When floors become wet as a result of weather conditions or cleaning activity, “**wet floor**” signs shall be posted as a warning.

2.04 RAG STORAGE: Oily and greasy rags shall be stored in an approved metal container provided for that purpose.

2.05 COMPRESSED AIR: NEVER use compressed air for cleaning. (29 CFR1910.242 (b)).

CHAPTER 3 TOOLS AND EQUIPMENT

3.01 GENERAL RESPONSIBILITIES: It is important to keep all tools and equipment in good working condition. Employees shall daily inspect all tools and equipment assigned to them. Always use the right tool for the job.

3.02 MAINTENANCE/REPAIR: When performing maintenance or repair functions, use only properly insulated tools, remove all jewelry, and shut off the power, if possible, when working around energized electrical circuits or equipment.

3.03 GRINDER OPERATION: When operating a grinder:

- A) No wheel shall be operated without properly installed guards.
- B) The top (tongue) guard should be adjusted to within 1/4 inch of the grinding wheel. The tool rests shall be adjusted to within 1/8 of an inch of the wheel, but no adjustment shall be made while the wheel is in motion.
- C) Grinding on the flat side of the wheel is prohibited.
- D) Out-of-round wheels shall be dressed before use.
- E) Approved eye protection shall be worn.

3.04 MOWING/TRIMMING: When mowing or trimming:

- A) Approved safety glasses with side shields must be worn.
- B) Inspect area first and remove all debris.
- C) Cut with discharge chute pointed down and in opposite direction of buildings, vehicles, etc.
- D) Always shut engine off before refueling the engine, cleaning discharge chute, or making any adjustments to the mower.
- E) Wear steel toe safety shoes or toe guards.

3.05 TREE TRIMMING: When trimming trees or using chain saws: **Note:** All tree work shall be done in accordance with the provisions of ANSI 133.1)

- A) Except in an emergency, aerial tree work shall not be performed when trees are wet, during high winds, or when temperatures are below zero.
- B) Ropes of suitable strength shall be used for lowering of limbs.

- C) Climbing ropes or safety line shall not be used for lowering of limbs.
- D) Remove all tools, hangers, and ropes from trees before leaving the job site.
- E) No person shall be grounded with vehicle when working around wires.
- F) Never walk with saw blade in motion.
- G) Walk with guide bar pointing to rear.
- H) Maintenance and refueling shall not be done when saw is running.
- I) Approved hard hats, eye, ear, and foot protection shall be worn.
- J) Spectators shall be kept clear of the working area.

3.06 LOCK OUT AND TAGGING OF EQUIPMENT: Stop and lock out machinery before attempting maintenance. Never remove a danger sign, lock, or tag unless you put it there originally to make repairs or are instructed to remove it. Always check to see if everyone is in a safe position before removing the lockout device, tag, moving, re-energizing, or restarting equipment. Use OSHA/DILHR approved signs, locks, and lockout devices.

3.07 TRAINING: Do not operate, repair, or test any machinery, apparatus, tool, or other equipment unless you have been properly trained and are authorized to do so. Use required protective equipment. If unfamiliar with a piece of equipment or a procedure, ask for proper instruction on the equipment and/or procedure.

3.08 INSPECTION OF VEHICLES, EQUIPMENT, AND TOOLS: All employees are required to immediately report to their supervisor any unsafe working conditions, procedure, or equipment. No vehicle, equipment, tool, etc., shall be operated or used with any safety equipment or device disabled or removed. Remember, until a problem is identified, it cannot be corrected!

3.09 GUARDS: NEVER operate machinery or equipment with guards removed. Keep guards over pump couplings and always stand clear so that clothing does not catch onto moving parts.

3.10 PESTICIDES/CHEMICALS: When mixing, using, storing, or disposing of pesticides or other chemicals, read and follow manufacturers' directions and any state and federal requirements. Wear clothing and personal protective equipment recommended by the manufacturer or required by these rules or other management directions. If you are unsure of the proper procedure, or have any questions, contact your supervisor.

Material Safety Data Sheets on each chemical should be prominently displayed in work areas.

3.11 GAS CYLINDER STORAGE: Oxygen, air, or any other compressed gas cylinders must be secured. Compressed gas cylinders must be protected from the weather and from impact by vehicles or equipment.

CHAPTER 4 VEHICLE OPERATION AND REPAIR

4.01 GENERAL RESPONSIBILITY: All employees operating vehicles or equipment shall be thoroughly familiar with and **obey all State and local laws** and/or regulations

governing motor vehicle or equipment operation. Employees are responsible for careless or negligent operation of vehicles or equipment.

4.02 SEAT BELT/SHOULDER HARNESS USE: Each occupant of a motor vehicle shall wear seat belts and shoulder harnesses as required by Wisconsin Statutes. Inoperative or missing seat belts/harnesses shall be immediately reported to the department head. The vehicle or equipment shall not be operated until proper repairs are made.

4.03 EMERGENCY VEHICLE OPERATION: Employees who operate authorized emergency vehicles shall be required to operate their vehicle with respect to State Statute 346.03 and department policy.

NOTE: The exemptions granted the operator of an authorized emergency vehicle by this section do not relieve the operator from the duty to drive with due regard under the circumstances for the safety of all persons nor do they protect such operator from the consequences of his/her reckless disregard for the safety of others.

4.04 USE OF MEDICATIONS: Employees taking medication or with a medical condition which may adversely affect their ability to perform their job in a safe manner are required to immediately inform their supervisor. The County has the right to require that the employee provide medical information that describes, to the County's satisfaction, any limitations or side effects affecting employment. If the employee consents, the County will request the required information on behalf of the employee. The County will endeavor to provide alternate work for those employees that comply with the above requirements and are temporarily unable to perform certain aspects of their normal job activities. The County reserves the right to require an independent medical evaluation by a physician of its choosing and at its expense to obtain information regarding an employee's fitness for duty.

4.05 DRIVER RESPONSIBILITY: The driver/operator of a vehicle or equipment is responsible for:

- A) Keeping the windshield and windows as clean and clear as possible.
- B) Checking and ensuring that lights, turn signals, emergency flashers, windshield wipers, and horn are in proper working order.
- C) Checking all fluid levels (oil, transmission, hydraulic, etc.) each time he/she operates a vehicle/equipment.
- D) Keeping the interior of the vehicle clean and free of trash, dirt, mud, papers, or any type of debris, etc.
- E) Promptly reporting any problems that could affect the safe or proper operation of any vehicle or equipment.

4.06 ACCIDENTS: Whenever any vehicle or equipment is involved in an accident, it shall be the responsibility of the driver to:

- A) Call for the assistance of the Sheriff and advise the Sheriff's Department that it involves County equipment.
- B) Request medical assistance, if necessary.
- C) Provide all information requested by Sheriff.
- D) Report the accident to their supervisor at once.

- E) Provide the other driver with his/her name and address.
- F) Fill out a written report to be forwarded to the State Motor Vehicle Department, if required.
- G) Request that either the Sheriff's Department or your department head take pictures of the damaged vehicle or equipment.

NOTE: Do not discuss the accident with anyone other than a representative of the County or the Police. Do not admit liability or indicate that the County will take responsibility or will pay any bills. If a citizen wishes to file a claim against the County, they should be referred to the County Clerk's Office.

The Supervisor/ Department Head shall:

- A) In case of a non-personal injury accident, involving equipment, ensure that the appropriate accident report is forwarded to the Human Resources Office within 24 hours of the accident.
- B) In cases involving an accident, with personal injuries, the Human Resources Office shall be notified immediately.

4.07 RIDING ON THE OUTSIDE OF VEHICLES: Employees shall not ride on the outside of any vehicle.

4.08 INDOOR OPERATION: No gasoline or diesel motors shall be operated in the shop or other enclosed place unless the exhaust is connected to the proper outlet or there is proper ventilation.

4.09 PARKING: When parking conventionally equipped vehicles or equipment, the driver shall:

- A) Set parking or hand brake (if so equipped).
- B) Put equipment in low gear or park when necessary.
- C) Remove ignition key. Do not leave any vehicle unattended with the motor running or with the keys in the ignition.
- D) Block rear wheels if grade is steep. Curb front wheels by turning them into the curb.
- E) Ensure that traffic signs and signals are visible to other motorists and are not obstructed by the vehicle.
- F) Exercise care when leaving parking space to avoid accident with moving traffic.

4.10 BACKING VEHICLES AND EQUIPMENT: When backing equipment:

- A) Make sure no person or fixed object is behind the vehicle.
- B) Have a helper (if available) guide you, but remember the driver is fully responsible for backing motions.
- C) Do not back too close to the edge of a fill.
- D) Make sure backup signal, if required, is in working order.

4.11 VEHICLE STANDS: Always use approved metal vehicle stands when you are working under a raised vehicle. Use safety blocks to secure the body of a vehicle in a raised position.

4.12 USE OF PERSONAL VEHICLES / PRIVATE AIRCRAFT: No personally owned vehicle may be used on County business without the prior approval of the department head. Prior approval is required by County Administration and the County Board for use of a private aircraft for county business. The operator of the vehicle must provide proof of Liability Insurance with limits of not less than \$100,000 per person, \$300,000 per occurrence and Statutory minimums for uninsured/underinsured motorists. This requirement shall not be waived. The insurance on the vehicle shall be primary to any county insurance coverage.

4.13 MECHANICAL BREAKDOWN: When a breakdown occurs in a vehicle you are operating:

- A) If possible, move the equipment off the roadway.
- B) If it cannot be moved, make sure you turn on the vehicle flashers.
- C) Contact your supervisor or the dispatcher as soon as possible so that the vehicle can be moved and repaired.
- D) If the vehicle creates a hazard and cannot be moved, the Sheriff's Department should be notified.

4.14 LOADING VEHICLES AND EQUIPMENT: When loading vehicles, the driver and/or crew are responsible to:

- A) Ensure that the cargo is loaded and secured so that the load does not shift, spill, or endanger others. If there is any debris, a cover of tarp should be over the load to prevent debris from blowing off. Prohibit anyone from riding on the load.
- B) Not allow cargo to project beyond the side of the vehicle body.
- C) Ensure that all loads projecting more than four feet beyond the rear of a vehicle shall be marked by a 12" x 12" red flag or cloth secured to the end of the object.
- D) Ensure that shovels and similar tools are placed in or on the vehicle so that they do not project beyond the body and cannot fall off.

CHAPTER 5 FIRE SAFETY/FLAMMABLE LIQUIDS

5.01 FIRE PLANS: Each facility must have and post a fire/emergency evacuation plan. The plan must include the following: adequate warning measures for alerting all persons in the area of the existence of a fire or other emergency; rapid reporting to the Fire Department; evacuation of affected people from areas involved in a fire; procedures for containing the fire insofar as it is safe to do so, and particularly only to the extent that it is possible to maintain a safe exit for people so engaged; instruction of people who regularly work there concerning location and proper use of fire extinguishers and in the duties they are to perform in given fire situations; and adequate fire extinguishing equipment that is annually inspected by a responsible authority.

- 5.02** **EXITS:** Exits shall not be locked or blocked so as to impede proper evacuation. Exits shall be marked/illuminated in accordance with applicable state statutes and local ordinances.
- 5.03** **STORAGE OF FIRE EQUIPMENT:** Fire equipment shall be prominently displayed, labeled for usage, and kept clear for easy access at all times.
- 5.04** **DISCHARGED FIRE EXTINGUISHERS:** Do not place a discharged extinguisher back on the bracket. Tag it and report it to your supervisor at once so that it can be recharged or replaced.
- 5.05** **VEHICLE FIRE EXTINGUISHERS:** Vehicles and equipment as designated by the department head shall be equipped with fire extinguishers.
- 5.06** **REPORTING EQUIPMENT PROBLEMS:** If you notice an extinguisher with a low pressure gauge reading or an expired inspection tag, notify your supervisor at once.
- 5.07** **INSPECTION:** The department head or his/her designee shall ensure that fire extinguishers are checked routinely.
- 5.08** **USE OF FIRE EXTINGUISHERS:** The following chart will help you understand the use of fire extinguishers. In case of fire, be sure you sound the alarm, get others out, and call the Fire Department **before** attempting to extinguish the fire.

Type of Fire Hazard	Type of Extinguishing Agent
CLASS A - Ordinary combustibles (Paper, wood, grass, trash, etc.)	WATER
CLASS B - Flammable Liquids (oil, paint, thinner, solvents, grease, gasoline, etc.)	Dry chemicals, carbon dioxide or halogenated agents, to smother the fire with foam.
CLASS C - Energized Electrical Equipment - (electrical boxes, panels, transformers, etc. NEVER USE WATER ON THIS TYPE OF FIRE!)	Dry chemicals, carbon dioxide, or halogenated agents, to smother the fire with foam.
CLASS ABC - Multi-Purpose Ordinary combustibles, flammable liquids, and electrical	A multi-purpose unit labeled ABC puts out the most common fires.
CLASS D - Combustible Metals Fires in metals and metal dusts such as magnesium, titanium, zirconium, lithium, potassium, and sodium.	Special liquid or dry powder agent.

USE A FIRE EXTINGUISHER ONLY ON THE TYPE OF FIRE FOR WHICH IT IS RECOMMENDED

- 5.09** **STORAGE OF FLAMMABLE LIQUIDS:** Flammable liquids shall be stored in accordance with the flammable liquids Code of the State of Wisconsin (Chapter 8 of

the administrative code) and the directives of the Fire Department. No storage of flammable or combustible materials shall be allowed in furnace or boiler rooms.

5.10 USE OF SAFETY CONTAINERS: Gasoline and other flammable liquids shall be kept in approved safety containers, stored in a flammable liquid storage cabinet, and be properly marked.

5.11 USE OF NON-FLAMMABLE CLEANERS: Never use gasoline or other solvents to clean hands or parts. A non-flammable cleaner must be used.

5.12 SMOKING: Smoking or open flames are absolutely prohibited in areas where flammable liquids are present.

5.13 USE OF ARTIFICIAL LIGHTS: No artificial lights, except UL approved electric flashlights, shall be used near escaping gasoline or other flammable vapors.

NOTE - entry to a confined space must be done in compliance with the confined space entry procedures. If you are unsure about the safety of the atmosphere, stay out of the area and call the Fire Department.

5.14 BURNING: Burning shall be done in strict compliance with local and state ordinances. Caution must be observed. No flammable liquids shall be used to start a fire.

CHAPTER 6 MATERIAL HANDLING

6.01 LIFTING: When lifting heavy objects:
A) Lift heavy objects with legs, not with the back. Bend your knees.
B) Maintain proper balance while keeping the back as straight as possible. Keep elbows close to body.
C) If the object is too heavy to safely handle alone, get help.
D) If the load obscures your vision, check the area to ensure that your intended path is free of obstructions.

6.02 STACKING MATERIAL: When piling materials, make sure the base is firm and level. Cross tie each layer. Keep piles level and not stacked too high (use shoulder height as a guideline). Keep aisles clear and with adequate space to work within them.

6.03 SUSPENDED LOADS: Employees shall never work under a suspended load or leave equipment unattended with a suspended load.

6.04 RIDING ON A HOISTING DEVICE: Employee shall never ride on a cable, sling, chain, or other hoisting device.

6.05 USE OF CHEMICALS, PESTICIDES, HERBICIDES, AND FUNGICIDES: All chemicals must be in strict compliance with manufacturer's instructions and applicable Federal, State, and local laws, regulations, and ordinances. *See the Burnett County Hazardous Material Plan for further information, located in the Emergency Management Office.*

A) Make sure you read and follow manufacturer's directions.

- B) Wear proper protective clothing as recommended by the manufacturer which may include: gloves, boots, hats, goggles, long sleeve shirt, apron pants, respiratory protection, etc.
- C) Mix only what you need. Excess chemicals must be marked and stored as recommended by the manufacturer.
- D) Notify your supervisor at once of any spill of chemicals.
- E) Follow manufacturer's recommendation when disposing of containers. Some containers require specialized handling and disposal.

6.06 HANDLING HAZARDOUS MATERIAL

- A) **Incompatibility:** Always read product labels and material safety data sheets (MSDS) before using chemicals. Follow directions carefully when mixing or combining hazardous materials.
- B) **Labeling:** All containers should be labeled to identify the substances they contain. The labels shall reflect the numeric rating of the hazard for flammability, health, and reactivity.
- C) **Mixing:** Certain liquids can generate static electricity when they are stirred or transferred. To avoid the possibility of a static spark igniting the flammable vapors, the bulk container should be grounded to a permanent source, while a bonding wire should be provided between the bulk (dispensing) container and the receiving container. Make certain the area is well ventilated and that you follow mixing instructions on the product label or MSDS.
- D) **Moving Chemicals:** Always carry chemicals in approved containers.
- E) **Storage:** Always store chemicals according to instructions on product label or MSDS.
- F) **Disposal:** Always follow approved procedures for disposal. *Never* pour hazardous chemicals or waste down sewers or drains or on the ground.

NOTE: No employee shall handle an unknown hazardous material. In all circumstances, contact your supervisor when encountering an unknown, or unidentified substance.

6.07 HAZARD COMMUNICATION PROGRAM

Purpose: The purpose of the Hazard Communication Program is to

1. Safeguard the health of the County's employees by providing a guide for compliance.
2. Provide the County's employees with the pertinent information concerning health and physical hazards of the chemical materials in use at our worksites.
3. Comply with OSHA Title 29 1926.32 (k)

The five point Hazard Communication Program will provide the following:

- A. **Chemical Inventory:** List of all hazardous chemicals used, transported, or stored on County property will be made available, maintained, and updated to reflect the hazardous chemicals actually in use at each department.

B. County Policy: Each department using hazardous chemicals will write a hazardous communication plan for their department. Sample plans are available in the Emergency Management Office.

C. Labeling: All containers of hazardous materials, regardless of size, must be labeled or tagged as follows:

- Original labels on containers with hazardous materials shall not be removed.
- If a different material is placed in the container, the label for the hazardous material contents shall be changed to reflect the true contents of the container.

Container labels should include:

- Name of substance
- Appropriate hazard warning
- Name and address of the manufacturer

D. Records:

- Material Safety Data Sheets (MSDS) will be required and procured for all hazardous chemicals which employees of the County will encounter.
- The master MSDS, with copies of individual office plans, is maintained by the Maintenance Department. Contact the Maintenance Supervisor for further information.

E. Responsibility for Program Compliance:

- Department heads will be held accountable for enforcing the established work rules for employees to ensure chemicals are being handled and used properly to eliminate or reduce exposures.
- Every employee shall accept responsibility for safely performing his/her work in line with established work practices and precautions outlines on hazardous materials labels.
- Department heads shall advise outside contractors on the jobsite of any chemical hazards which may be encountered in the normal course of their work on jobsites or County property.
- In contemplating a non-routine task, the department head shall ensure that employees are informed of chemical hazards associated with the performance of these tasks and appropriate protective measures.

F. Training: All employees routinely exposed to hazardous materials through use, handling, transportation, or other exposure shall be trained for proper precautions to such exposures of the hazardous chemical materials, such as:

- Interpretation of labels, warnings, color coding and signs affixed to containers.
- Proper use of MSDS information.
- Location and availability of MSDS's.

Orientation training for all employees who will be routinely exposed to hazardous materials will be done. Training components should include:

- Explanation of the requirements of the Right-to-Know Law
- Introduction to the written Hazard Communication Program
- Hazard determination: methods and observations that the employee must use to detect the presence or accidental release or spill of hazardous materials in the work area.
- Availability and interpretation of MSDS
- Labeling and placarding procedures.
- Measures that employees can take to protect themselves from these hazards.
- Procedures for non-routine tasks.

CHAPTER 7 PERSONAL PROTECTIVE EQUIPMENT

7.01 HARD HATS: Hard hats meeting the requirements of ANSI Z 289.1, or revisions to this standard, shall be worn in the following activities at all times:

- A) Whenever an overhead or other hazard exists that would expose the head to injury, or upon a supervisor's direction.
- B) While on construction sites/projects.
- C) While engaged in project construction, tree trimming, etc.

7.02 PROTECTIVE EYEWEAR: Safety glasses, face shields, or goggles. Suitable eye and face protective equipment shall be worn at all times where eye injuries may otherwise occur from the hazards of flying objects, glare, liquids, or injurious radiation. (All safety glasses, face shields, and goggles shall comply with requirements of ANSI Z 87.11989, or revisions to this standard).

Examples include: (Note that this list is not intended to be all inclusive. It is merely intended to provide examples of possible situations where eye protection is required).

- A) Grinding, cutting, milling, or drilling with power tools.
- B) Using impact wrenches and compressed air tools.
- C) Using punches, chisels wedges, picks, or other impact tools.
- D) Chipping, scraping, or scaling paint, rust, carbon, etc.
- E) Firing a handgun at the shooting range.
- F) Chipping, saw cutting, or breaking concrete.
- G) Pipe cutting and threading.
- H) Using paint remover.
- I) Soldering.
- J) Cleaning dust or dirt from vehicles, machinery, etc.
- K) Sandblasting.
- L) Using metal cutting lathes, sharpers, drill press, power hack saw, and other metal working tools.
- M) Using woodworking equipment/tools.
- N) Tree removal or trimming, brush chipping, stump removal.
- O) Using brush cutters or chain saws.

- P) Steam cleaning.
- Q) Washing vehicle parts with soaps or solvents.
- R) Working under vehicles.
- S) Using all types of lawn mowers, trimmers, and edgers.
- T) A full plastic face shield shall be worn when handling batteries, acids, caustics, and other harmful dust, liquids, or gases.
- U) Performing electrical switching operations or activating high voltage circuits where arcs may occur.
- V) A face shield with the proper filter lens or welders lens or welders goggles shall be worn in all welding and cutting operations, or in any other circumstance that would expose the employee to a risk of eye injury.

7.03 HEARING PROTECTION: Hearing protection which meets or exceeds the requirements of ANSI S3.19-1974, or revisions to this standard, must be used whenever the noise level exceed 90 (DBA) or when using the shooting range or using air hammers or jackhammers, chainsaws, chippers, etc.

7.04 PROTECTIVE CLOTHING: When working in the roadway or right of way, all employees shall wear a high visibility vest or other approved clothing. (29CGR 1926.201 (a)(4)).

7.05 HAND PROTECTION: Appropriate gloves shall be worn whenever engaged in the following activities:

- A) Laboratory activities (as required or for handling chemicals, batteries, etc.)
- B) Handling rough materials such as lumber, stone, brush, etc.
- C) Solid waste collection.
- D) Handling ropes or steel cable.
- E) Handling cement, hot asphalt or oil for surfacing.
- F) Rubber gloves shall be included in all first aid kits and shall be used when in contact with human blood or body fluids.
- G) Welding
- H) Materials handling

7.06 SAFETY BELTS/HARNESSES: Safety belts shall be worn whenever an employee is operating or riding in a vehicle so equipped.

7.07 WORK SHOES: Approved work shoes shall be interpreted to mean hard-soled, oxford or work type shoes and shall be worn in work areas where appropriate. To meet these guidelines, a shoe must be designed for use in the working environment in which it is being worn. Hard-sole is interpreted to mean a sole that is made from hard leather, composite, or other man-made materials that is resistant to puncture and absorption of oil and other substances. In some work areas, steel-toed shoes may be required. In case of dispute, the department head shall be the final deciding authority.

7.08 RESPIRATORY PROTECTION: When an employee is working in an environment where the potential exists for exposure to fumes, gases, mists, vapors, chemicals, dust, etc., which are harmful to the respiratory system, or where there is insufficient

oxygen to support life, the employee shall wear suitable breathing apparatus. When canister type respirators are used, care must be exercised to use the proper canister for the exposure. Employees must be properly fitted and routinely trained to use a respirator (29 CFR 1928.59) and must meet medical standard. (See 29 CFR 1910.134 (b) (10)).

- 7.09** **SPRAY PAINTING:** Respirators recommended for organic vapors and inorganic dust are to be used when spray painting (See 7.08 above). No smoking permitted while spray painting. No welding, heating units or electrical spark producing equipment should be used with 20 feet of spray painting.

CHAPTER 8 CONSTRUCTION SAFETY

- 8.01** **DIGGER'S HOTLINE:** Before doing any excavating, installing a sign or post or auguring a hole, the location of underground wires and utilities shall be determined by calling "Digger's Hotline" at (800) 242-8511.

- 8.02** **WORK ZONE PROTECTION:** All work zones in the roadway, on the right of way, in designated parking areas or on a sidewalk shall have the proper warning signs and be barricaded in accordance with the latest edition of the Manual on Uniform Traffic Control Devices.

If you are unsure of the proper method for barricading and signing a work zone, you must contact your supervisor immediately. In no instance shall a work zone be left unmarked where it creates a hazard for the public. Should there be a dispute as to whether or not a job site is adequately marked, the department head shall be the deciding authority.

- 8.03** **TRENCHING:** Shoring shall be used in accordance with the DILHR/OSHA rules.

CHAPTER 9 LADDERS AND SCAFFOLDING

- 9.01** **USE AROUND ELECTRICAL CIRCUITS:** Never use a metal ladder when working around electrical circuits, wires, changing light bulbs, etc.

- 9.02** **GENERAL PROVISIONS:** Never stand on or above the second step from the top of a stepladder or on the third rung from the top of a straight ladder. Ladders shall not be painted. Ladders shall have approved non-skid feet.

- 9.03** **WEIGHT RATING:** Always check the weight rating of the ladder to ensure the ladder can safely carry your weight plus the load you are carrying. Type II Commercial Grade ladders are recommended rather than Type II Household Grade ladders. No more than one person shall be on a ladder at a time.

- 9.04** **SCAFFOLDING:** Scaffolding four feet to ten feet high, having a minimum horizontal dimension in either direction of less than 45 inches and scaffolding ten feet high should have toe boards, midrails, and handrails.

- 9.05** **EQUIPMENT INSPECTION:** Always check ladders and scaffolding thoroughly before using. A rung, foot, or guardrail could be broken or loose. Use only OSHA approved equipment. Never use makeshift ladders or scaffolding.

9.06 PLACEMENT AND SECURING OF LADDERS: When using ladders, set them on a firm dry base at the proper angle. The distance between the foot of the ladder and the wall it rests against should be equal to about 1/4 the distance to the support point of the ladder. When possible, secure ladders in place with ropes, hooks, spikes, or other anti-slip devices. Always be careful of the placement of the ladder. Avoid placing ladders within the arc of a swinging door (unless the door is locked), near blind corners, or where it could be in the path of vehicles or equipment. Use signs or barricades to alert others.

CHAPTER 10 FIRST AID

10.01 FIRST AID SUPPLIES/REPORTING OF INJURIES: The County provides first aid supplies for the temporary treatment of minor injuries such as cuts, scratches, etc. All employees should know the location and use of these supplies. All injuries, however small, shall be treated to prevent infection. Report all injuries to your supervisor no matter how insignificant it may appear to you at the time. As first aid supplies are used, replacements should be requested. The department head, or designee, shall ensure that all first aid kits are inspected and restocked on a regular basis. Recommended items to be included in basic first aid kits are:

Latex gloves	1 roll ½" adhesive tape
3 - triangular bandages	10 Q-tips
25 1" bandages	1 small bar soap
5 4"x4" gauze pads	1 small hand towel
5 2"x2" gauze pads	4 large safety pins
1 1" roller bandage	Scissors & tweezers
1 2" roller bandage	

10.02 REQUEST FOR MEDICAL ASSISTANCE: In case of serious injury:

- A) Request an ambulance immediately.
- B) Keep the injured person warm and as comfortable as possible.
- C) Never move an injured person unless it is absolutely necessary. Moving an injured person could result in further injury.
- D) Temporary first aid should be administered only by qualified personnel. Unqualified personnel may cause more harm than good.
- E) Keep onlookers away from the injured person.
- F) If it is necessary to transport an injured person, it shall be done by qualified ambulance personnel.

CHAPTER 11 OFFICE SAFETY

11.01 CARE OF WORK STATION: It is each employee's responsibility to keep her/his workstation neat and free from clutter. Furniture such as tables, desks, and chairs must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, etc. Report any loose or rough floor covering.

- 11.02 FILE DRAWERS:** All file, desk, or table drawers shall be kept closed when not in use. Never open more than one file cabinet drawer at the same time. Never overload top file cabinet drawers.
- 11.03 LADDERS:** Never use chairs, desks, tables, or other office furniture in place of a ladder.
- 11.04 CHAIRS:** Employees should not recline in office chairs.
- 11.05 DOORS AND BLIND CORNERS:** Be cautious when approaching a door that can be pushed toward you. Take it easy when pushing one open and slow down when coming to a blind corner.
- 11.06 PAPER CUTTERS AND OFFICE HAZARDS:** Care should be exercised when using and storing scissors, papercutters, razor blades, etc. Keep the blades of the paper cutter closed when not in use. Make sure paper cutters are equipped with guards. Use a sponge or other wetting device for sealing envelopes. Use rubber finger guards when working with stacks of paper.
- 11.07 OFFICE EQUIPMENT:** Keep your hands clear of electric typewriter carriages while they are in motion. Be sure all equipment is grounded and that cords are in good condition. If a machine gives you a shock or starts smoking, unplug it and report it. Where appropriate, all equipment shall be turned off while unattended or not in use.
- 11.08 ELECTRICAL CORDS:** Electrical cords shall be placed to avoid creating a trip hazard. If a cord must cross a pedestrian walkway, it should be enclosed in an appropriate track and secured to the floor. Frayed, worn, or broken electrical cords shall immediately be reported to your supervisor.
- 11.09 ELECTRICAL PLUGS:** When removing an electrical plug from a receptacle, pull by the plug, not the wire.

CHAPTER 12 WELDING

12.01 REQUIRED PROCEDURES

- A) You must wear approved welders safety equipment, including flame resistant clothing, respirators, aprons, face shield, goggles, gloves, etc.
- B) You are required to inspect the welding area before and after completion of work for fire or other hazards.
- C) You must use an approved type of lighter to light the blowpipe.
- D) You are required to surround your work with approved shields while arc welding when persons in surrounding areas could be affected.
- E) You must have immediate access to an approved type of portable fire extinguisher when welding.
- F) All acetylene tanks shall be equipped with flash back valves, and acetylene tanks shall not be used if the pressure exceeds 15 pounds.

CHAPTER 13 HEALTH/SAFETY

13.01 Blood-Borne Pathogen General Policy

Purpose: To eliminate or minimize employee occupational exposure to blood or other potentially infectious materials.

Policy: Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially dangerous.

Work Practice Controls: Hand washing facilities shall be available at all clinic sites and readily accessible to employees. Employees shall wash hands and any other potentially contaminated skin area immediately with soap and water after the removal of personal protective gloves following contamination. Mucous membranes that are exposed shall be flushed with water as soon as possible following contact.

Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, or on countertops or benchtops where blood or other potentially infectious materials are present.

All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.

Equipment which may become contaminated with blood or other potentially infectious materials shall be examined prior to services or shipping and shall be decontaminated, when feasible. If not decontaminated, the equipment shall be labeled accordingly and all affected personnel informed of same.

Employees who are at risk of occupational exposure shall be provided personal protective equipment (PPE), such as, but not limited to, gloves, gowns, laboratory coats, and face masks. Such equipment shall not permit blood or other potentially infectious materials to pass through to or reach to employee's clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the PPE will be used. It shall be used when the employee performs procedures which have the potential of creating splatter unless it is the employee's professional judgment that in the specific instance its use would have prevented the delivery of healthcare or would have posed an increased hazard to the safety of the worker or co-worker. When the employee makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes could be instituted to prevent such occurrences in the future.

Single use gloves are replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Disposable gloves are not washed or de-contaminated for re-use.

Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised. If compromised, they must be discarded. Utility gloves are worn during clean up of blood and body fluid spills.

Masks, in combination with eye protection devices, such as goggles or glasses with solid side shields, shall be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

Appropriate protective clothing such as aprons or lab coats shall be worn in occupational exposure situations depending on the task and degree of exposure anticipated.

Housekeeping: The worksite shall be maintained in a clean and sanitary condition. Decontamination will be accomplished by the use of 1:10 bleach solution, Tor II, Aseptine, or 70% alcohol.

All receptacles intended for reuse which have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated after use or as soon as feasible after visible contamination.

Broken glassware or similar materials shall not be picked up directly with the hands but shall be cleaned up by use of a broom or brush and dustpan.

Contaminated materials (such as blood soaked dressings, paper towels, etc.) shall be placed in an impermeable red bag which is in a second container that is closeable, labeled or color-coded as a bio-hazard according to DIHLR standards. Disposal of contaminated, disposable materials shall be through an approved hauler.

Clothing contaminated with blood or other potentially infectious materials will be handled as little as possible. Such clothing shall be removed as soon as feasible and placed in a leakproof red bag for transport to the laundry facility. Clothing will not be sorted or rinsed in the area of use.

Hepatitis B Vaccination and Post Exposure Evaluation and follow-up: Hepatitis B vaccination shall be available free of charge to all employees at risk of occupation exposure. Vaccination shall be made available after the employee has received training on this plan and within 10 days of assignment to a task involving a potential occupational exposure unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons. Employees who decline hepatitis B vaccination shall complete the mandatory Hepatitis B Declination form. If the employee decides later to accept the vaccination, it shall be available.

Following an exposure incident: A confidential medical evaluation shall be made available immediately to the exposed employee, including the following elements:

1. Documentation of the route of exposure and the circumstances under which the exposure incident occurred. The form, "Documentation of Exposure to Blood/Body Fluids" shall be used for all documentation.
2. Identification and documentation of the source individual, unless the employer can establish that identification is not feasible or prohibited by law.
 - a. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the employer shall establish that legally required consent cannot be obtained. When

- the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
- b. When the source individual is already known to be infected with HBV or HIV, testing need not be repeated.
 - c. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed that disclosure of the identity and infectious status of the source individual is prohibited.
3. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained. If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as possible. Counseling is available regarding Hepatitis B and HIV. The employee shall report and have evaluated any acute febrile illness that occurs within 12 weeks of the exposure.

Communications of Hazards to Employees:

1. Warning labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious material, and other containers used to store, transport, or ship blood or other potentially infectious materials.
2. Labels shall be in accordance with the DILHR/OSHA standard and shall be fluorescent orange or orange/red with lettering or symbols in a contrasting color and shall be so affixed that loss is prevented.
3. Labels for contaminated equipment shall state which portions of the equipment remain contaminated.

Information and training: The appropriate county department shall provide information and training to all employees at risk of occupational exposure at no cost to the employee. Training shall take place at the time of initial assignment to tasks where occupational exposure may take place and at least annually thereafter.

Record keeping:

1. Medical records for each employee with occupational exposure shall include:
 - a. Name and social security number
 - b. A copy of hepatitis B vaccination status including dates of vaccinations or signed declination form.
 - c. A copy of all results of examinations, medical testing, and follow-up procedures.
 - d. A copy of the information provided to the health care professional.
2. Medical records are confidential and are not disclosed or reported without the employee's express written consent except as required by law.
3. Medical records are maintained for at least the duration of employment plus 30 years.
4. Training records shall contain: The dates of training, The contents or summary of the training, The names and qualifications of trainer (s), and The names and job titles of all persons attending the training.
5. Training records shall be maintained for 3 years from the date on which the training occurred.
6. Employee training and medical records shall be provided upon request for examination and copying to employee, or to employee's representative.

13.02 Insect/Plant Protection

Insects: There are more than 10,000 different insects, spiders, and related creatures in Wisconsin. Over 95 percent of these are completely harmless. The best method for protection of insect bites is prevention. Learn to recognize insects and dress appropriately when performing work-related activities. Information on insects is available in the Government Center. Some simple, yet effective, prevention methods are described below:

- a. Don't walk barefoot outside.
- b. Wear light colored clothing.
- c. Tuck pants into boots or socks; wear long-sleeved shirts.
- d. Conduct thorough checks after you have spent time outdoors.

Treatment for bites and stings: If breathing difficulties develop, go immediately to the nearest hospital. Wash bite/sting area well with soap and water. If stung or bitten on the fingers or hand, remove any rings or jewelry in case of swelling. Apply a cold compress. While all insects can bite or sting, some bites can be more bothersome and dangerous than others. Flea, common housefly, and mosquito bites can cause pain, itching, and swelling at the site--an unpleasant experience but not necessarily dangerous unless infection occurs. Ant, bee, and certain spider bites can cause serious allergic reactions in sensitive individuals.

Ticks: Ticks pose a special threat in our area. Diseases such as Lyme Disease and Ehrlichiosis can be passed through a tick bite. Use appropriate prevention methods, and apply tick repellent as appropriate. Check yourself thoroughly.

Remove a tick in the following method:

- a. Grasp the tick with tweezers as close to the skin as possible and gently, but firmly, pull it straight out. Do not jerk or twist the tick because the head may remain embedded.
- b. Wash the bite area and your hands with soap and water and apply an antiseptic to the bite site.
- c. If you develop the signs and symptoms of Lyme Disease, contact your physician promptly.
- d. Notify your supervisor of tick bites.

Plants: Many people are accidentally poisoned by contact with plants they did not know were harmful. If people knew how to recognize these poisonous plants, they might escape the painful experience of severe skin inflammation. Poison ivy and poison oak afflict outdoor workers every year. People vary widely in their susceptibility to poison ivy and oak, but few are completely immune. If you do not know how to recognize these plants, notify your supervisor. You will be trained to recognize common poisonous plants in Burnett County.

13.03 Weather Safety Precautions

Be aware of changing weather conditions whenever you are performing outdoor work activities:

Winter conditions: Be alert to weather conditions. Make sure your vehicle is in good operating condition. Listen to your radio for weather information. Always fill your gas tank before entering open country. You are less likely to get stranded with a full tank. If you do get stranded, you will have enough gas to run the motor and heat the vehicle. Let someone know your departure time, expected arrival time, and route. Seek shelter immediately if the storm is severe. Drive carefully and defensively. When feasible, carry a winter car kit in your vehicle.

Tornado: Always be alert for rapidly changing weather conditions. Take cover immediately when a tornado warning has been issued. In open country, move away from the tornado's path at right angles. If there is not enough time to move into a shelter or to avoid the storm, lie flat in a ditch, ravine, culvert, or under a bridge with your hands shielding your head. DO NOT stay in your vehicle. In office buildings, move to an interior hallway on a lower floor or go to a designated shelter area.

Storm: If you are outside during a severe storm, go inside as quickly as possible, either to a building or a car. If you must stay outside, get away from metal pipes, wire clotheslines, and fences. Get out and away from a lake or any water. Stay away from sheds in open areas. In a forest, go to a low area where there are small trees. If area is open, go to a ravine or valley, but watch for flash floods.

If you are caught in an open field with no shelter available, you may be the tallest object around, and susceptible to lightning. Just before lightning strikes, your hair may stand on end. Should you feel that happen, drop to your knees. Bend forward, putting your hands on your knees. Don't lie down - the wet earth can carry lightning.

Heat Safety Rules: Heat disorders generally have to do with a reduction or collapse of the body's ability to shed heat by circulatory changes and sweating, or a chemical imbalance caused by too much sweating. When heat gain exceeds the level the body can remove, or when the body cannot compensate for fluids and salt lost through perspiration, the temperature of the body's inner core begins to rise and heat-related illness may develop. Know these heat disorder symptoms:

- a. Sunburn: redness and pain. In severe cases, swelling of skin, blisters, fever and headaches. Use ointments for mild cases if blisters appear and do not break. If breaking occurs, apply dry sterile dressing. Serious, extensive cases should be seen by a physician.
- b. Heat Cramps: painful spasms usually in muscles of legs and abdomen possible. Heavy sweating. Firm pressure on cramping muscles or gentle message to relieve spasm. Give sips of water. If nausea occurs, discontinue use.
- c. Heat Exhaustion: heavy sweating, weakness, skin cold, pale and clammy. Fainting and vomiting. Normal temperature possible. Get victim out of the sun. Lay down and loosen clothing. Apply cool, wet cloths. Fan or move victim to air-conditioned room. Sips of water. If nausea occurs, discontinue use. If vomiting continues, seek immediate medical attention.
- d. Heat or Sun Stroke: high body temperature (106 or higher). Hot, dry skin. Rapid and strong pulse. Possible unconsciousness. Heat stroke is a severe medical emergency. Summon emergency medical assistance or get the victim to a hospital immediately. Move the victim to a cooler environment. Reduce body temperature with cold bath or sponging. Use extreme caution. Do not give fluids.

13.04 Tornado Safety Procedures

A ***Tornado watch*** is issued by the National Weather Service when tornadoes are possible in your area. Remain alert for approaching storms.

A **Tornado warning** is issued when a tornado has been sighted or indicated by weather radar. Learn these tornado danger signs:

- An approaching cloud of debris can mark the location of a tornado even if a funnel is not visible.
 - Before a tornado hits, the wind may die down and the air may become very still.
 - Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.
-

If you are notified through the Telephone Alert System or a National Weather Service Warning that a tornado is approaching:

- Go to the basement immediately, or to an inside area at the lowest level of your building. Do not use the elevators. Do not stop to open, or close, windows.
 - Help those who may need assistance in reaching the lower levels.
 - Avoid rooms and hallways with windows.
 - Department heads are responsible for accounting for all employees.
 - Sit on the floor, and use arms to protect head and neck.
 - Stay in that location until an all clear has been declared.
-

After:

- Help injured or trapped persons.
- Give first aid when appropriate.
- Don't try to move the seriously injured unless they are in immediate danger of further injury.
- Call for help.
- Stay out of damaged buildings.
- Use the telephone only for emergency calls.
- Leave the building immediately if you smell gas or chemical fumes.

13.05 Fire Evacuation Procedures

IF YOU DISCOVER A FIRE:

- Activate the nearest fire alarm pull station.
- If the fire is small, use a fire extinguisher. **DO NOT ENDANGER YOURSELF.**
- Evacuate the building.

IF YOU HEAR A FIRE ALARM:

- Follow the evacuation route established by your Department. Do not use elevators.
- Assist individuals with mobility disabilities to a designated refuge area.
- Provide information about the fire and disabled individuals to the Fire Department.
- Meet at your Departments designated emergency evacuation site.
- Do not re-enter the building until permission is given by the Fire Department.

IF YOU CANNOT EVACUATE:

- Close the doors between you and the fire.
- If possible, call 911 and advise the Fire Department of your situation.
- Hang clothing from a window to alert emergency response personnel.

EVACUATION PROCEDURE:

- Upon hearing the fire alarm, ALL employees shall exit the building using the closest exit. Do not use the elevator. DO NOT STOP TO COLLECT BELONGINGS!**
- All employees shall congregate in the area surrounding the memorial, In the front of the building.**
- Each department head is responsible for accounting for all evacuated employees in his or her department.**

If any employee is unaccounted for, the department head shall notify the Fire Department Incident Commander at once.

18.01 PURCHASING POLICY**Purchasing Agent**

The county clerk shall coordinate purchasing for the county except as provided in this section. Purchases, except those identified below, shall be coordinated through the county clerk. Exceptions: specialized equipment in the highway and sheriff's department

Requisitions for Office Supplies

Requests for office supplies and equipment shall be made to the County Clerk's Office with the use of the requisition form. The purchase shall be initiated by a requisition signed by the individual department head or designee. A requisition may be generated only if there are sufficient funds within the departmental budget for the specified purpose.

County Property

Building, remodeling, or work on County property shall be the responsibility of the Infrastructure Committee. All departments shall forward requests for building, remodeling, or work on County property to the Infrastructure Committee and the County Administrator after approval by the supervising committee. The Infrastructure Committee shall comply with Wisconsin State Statutes for bidding building, remodeling, or work on County property. All contracts and agreements shall be signed by, and filed with, the Administrator.

Purchase Approval

All purchases must be signed and approved by the majority of the supervising committee.

Contracts

The Administrator and the Administration Committee reserve the right to review all individual contracted services provided to a department. The County Board Chair and the County Administrator shall sign all contracts which do not designate a specific county person's signature.

Asset Inventory Policy

A. Asset Management: Asset inventory management, except as identified below, shall be the responsibility of the County Clerk. The County Clerk shall maintain an inventory of all Burnett County assets including land, buildings, improvements other than buildings, computers and computer equipment, furniture and equipment, radio and communications equipment and vehicles. A copy of this inventory shall be presented to the Infrastructure Committee on an annual basis.

Exception: Highway Department asset inventory other than office equipment and furniture.

B. Selling/Disposing of Non-Asset Inventory Items: Departments with non-asset inventory items (examples are: consumable materials and supplies, equipment and furniture under \$500.00) that have become unsuitable or unnecessary to department needs, shall notify the County Clerk with a description of such equipment/supplies.

The County Clerk shall send notification and offer these items for use to all Burnett County Departments. If in two weeks these items can't be used by other County departments, and have been determined to be functional in use they may be offered for use to other local government entities or non-profit organizations. If there is no use for such items and reasonable secure storage space is available, these items shall be offered for sale to the public by whatever means the County Clerk and Maintenance Supervisor feel to be fair, efficient and effective. If any such items are broken, in disrepair or damaged as determined by the County Clerk and Maintenance Supervisor, the items will be disposed

of in an appropriate manner as determined by the current waste disposal regulations. The IT Director will be responsible for the disposition of all computers and digital equipment.

Changes to the non-asset inventory items shall be presented yearly to the Infrastructure Committee.

- C. Selling/Disposing of Asset Inventory Items:** Departments with items included in the asset inventory (examples are: equipment, furniture, vehicles and land with a marketable value of \$500.00 and over) that have become unsuitable or unnecessary to department needs, shall notify the County Clerk with a description of such items.

The County Clerk shall send notification and offer these items for use to all Burnett County Departments. If such items are transferred from one department to another, it shall be reported to the County Clerk and noted on the asset inventory. If after two weeks these items cannot be used by other County departments, they may be offered for sale to other local government entities or non-profit organizations with the approval of the Infrastructure Committee.

Items not sold to other local government entities or non-profit organizations shall be offered for sale to the public by whatever means the County Clerk and Maintenance Supervisor feel to be fair, efficient and effective. If any such items are broken, in disrepair or damaged as determined by the County Clerk and Maintenance Supervisor, the items will be disposed of in an appropriate manner as determined by the current waste disposal regulations. The IT Director will be responsible for the disposition of all computers and digital equipment.

Changes to asset inventory items shall be presented semi-annually to the Infrastructure Committee.

- D. Property Ownership:** All non-asset and asset inventory items no longer required for department use belong to the County and are no longer under the control of the individual department that had been using them prior to turning them over to the County Clerk, Maintenance Department or IT Department (computer and digital related only).
- E. Proceeds of Property Sales:** All proceeds from the sale of County property (including land) either through an auction, public bid or direct sale shall be deposited with the County Treasurer.
- F. Use of Asset/Non-Asset Inventory Items:** All items leaving the building (including non-inventoried items) for use by an outside entity, affiliated with or contracted by Burnett County, shall be recorded through the County Clerk's office prior to removal and returned to Burnett County through the Clerk's office when its use is no longer necessary.

18.02 ANNUAL REPORTS

All department heads shall annually report in writing to the County Board and include information as required by the Wisconsin Statutes. The report shall be given orally by the Department Head in a format provided by the Administrator.

Twenty-six copies of the annual report shall be given to the County Clerk no later than one week prior to the date on which the report is to be given.

18.03 MEETING ROOMS

Meeting rooms in the Burnett County Government Center shall be reserved in the County

Clerk's Office.

Rooms are available to county government affiliated groups, organizations or firms providing services to the County, or non-profit groups at no charge, and can be reserved on a first-come basis.

County government events take precedence over non-government events, unless there are extenuating circumstances as determined by the County Clerk.

Rooms are not available for use by for-profit businesses or organizations. No admission or use fee can be collected by a non-county government entity for any event conducted at the government center.

Reservation times shall include setup and cleanup time. Meeting reservations may begin at 7:30 a.m. and end by 9:45 p.m. Monday through Friday for non-county government events. For special arrangements for room set-up and/or closure contact the Maintenance Supervisor (x-1398 or 715-349-2189).

Permission to use the government center facilities shall not in any way constitute an endorsement of an individual or group or their policies and activities. Events taking place at the government center that are advertised either by flyer or paid advertisement must state in the advertisement: *"This event is sponsored by the "organization name" and is not associated or endorsed by Burnett County Government."*

Alcoholic beverages are not allowed in the government center at any time.

A \$25 cleanup fee for anything deemed excessive over normal cleaning may be charged. Non-payment of the penalty fee will result in the group being banned from future use of the facilities.

Weekend and holiday uses are limited to county government affiliated groups and require an employee of Burnett County to be present. It is the responsibility of the employee to contact the Maintenance Supervisor (x-1398 or 715-349-2189) for guidelines and special arrangements for room set-up and/or closure.

18.04 POLICY ON BUDGETS

The purpose of a budget is to determine the activities and services to be provided to the citizens of the County and the costs of providing such activities and services. Budget adoption provides a mechanism for monitoring and controlling spending and is in conformance with Wisconsin Statute 65.90.

Preparation and approval procedure:

- Each department head is responsible for the preparation of his/her budget (s) according to the timetable as established by the Administrator.
- Supervising Committee approval must be obtained prior to submission of budget requests to the Administration Committee.
- The Administrator and Financial Manager shall review all budgets prior to submission to the Administration Committee.
- The Administration Committee and Administrator review all budget requests in detail and present a proposed budget to the County Board.
- The County Board enacts the budget making changes, as necessary, to the proposed budget.

Departments are expected to operate within the enacted line item budget. Timely computer printouts will be provided each department monthly by the Financial Manager. At times, unforeseen circumstances arise deeming it impossible to operate within the limits of said budget. In the event this does occur, a written request for funds transfer from the department head, with approval from the supervising committee, shall be submitted to the Administrator and Administration Committee.

18.05 COURTHOUSE MAINTENANCE DEPARTMENT

Maintenance employees are at the Courthouse from 6:00 a.m. to 10:00 p.m. Monday through Friday, in overlapping shifts.

- Non-emergency maintenance requests will be handled on a first-come basis. Written requests can be placed in the maintenance mailbox in the County Clerk's Office, calling the maintenance office, or by e-mail.
- During the hours of 10:00 PM and 6:00 AM emergency maintenance requests can be made to Dispatch.
- If there is a problem with a telephone within your department, contact the Information Technology Department.

18.06 CLAIMS AGAINST THE COUNTY

Any claim filed against the County or any department of the County shall be referred to the County Clerk, Administrator, Corporation Counsel, and the Administration Committee for further action. The Administration Committee may review and seek assistance from other committees as necessary.

18.07 SOLICITATION POLICY

Burnett County intends to maintain a business atmosphere in all of its facilities in order to prevent disturbances in the operations of the County and to protect employees from undue interference while performing their jobs. **Therefore, no solicitation is allowed on County property.**

18.08 PAYCHECK POLICY

Payroll information must be in the Human Resources Office by 10:00 a.m. on Monday preceding Friday payday.

Employees shall be paid bi-weekly on alternate Fridays. If a payday is an observed holiday, employees will be paid on the preceding work day.

All paychecks, direct deposit stub, or expense checks will be given in a sealed envelope to the individual whose name is on the check or stub. If the employee is not at work the day of distribution, the check or stub will be mailed. If an employee would like his/her designee to pick up their check for them, or if the employee wants the check held, the County Treasurer's Office must be notified in writing by 2:30 p.m. the day before the check or stub is to be disbursed.

18.09 GOVERNMENT CENTER ENERGY POLICY

9.01 Introduction This policy is intended to reduce the use of energy from fossil fuels and other sources in the County Government Center without adversely affecting program operations. Department Heads, Unit Supervisors and Employees share the responsibility for achieving this goal.

9.02. Energy Conservation Energy conservation is not a one-time activity or project. It is an on-going responsibility, requiring daily attention and providing daily opportunities. Reducing energy usage in County government helps to manage utility budgets and reduce the demand for fossil fuels and generation of related air emissions.

9.03 Department Heads and Unit Supervisors Energy conservation starts here. Department Heads and Unit Supervisors in County agencies are in position to provide leadership in the area of energy conservation. Employees look for leadership in this area and for clear direction and purpose. The management of facilities is a difficult and complicated task. Energy conservation efforts impact the physical work environment and individuals may not be completely comfortable with set temperatures, air movement, or other environmental variables. Every effort will be made by the Maintenance Department staff to adjust the physical environment to address individual comfort levels within the building's design limitations and this energy policy.

Department Heads and Unit Supervisors provide leadership and direction by reinforcing the policies that support energy conservation and working with building users to balance comfort with conservation. Clear communications regarding what to expect in work settings, support for energy conservation, and continued attention to energy conservation as a leadership and management responsibility can greatly improve the effectiveness of the County's Energy-Use Policy. Equally, lack of attention to energy conservation, poor role-modeling, and lack of support for building operational decisions can undermine the effectiveness of the Energy-Use Policy and lead to excessive use of energy in County operations.

Energy conservation is a continuing responsibility in County government and not a one-time effort to address current situations. Successful energy policies are supported visibly by Department Heads and Unit Supervisor and are continual, building on prior successes to achieve long-term success.

9.04 All County Employees and Building Users

- **Attire:** Dress for comfort and plan for the conditions in your working environment. Conditions do vary within the Government Center.
- **Lighting:** Turn off lights when space is not in use or when natural day lighting is adequate.
- **Office Equipment:** Turn off computers, printers, copy machines and other office equipment when not in use for extended periods. Computers including the monitor, copiers, scanners, and printers should be shutdown and turned off at the end of each workday. Use Energy Star rated electrical products and appliances. Set up office equipment for automatic sleep or hibernation modes if the equipment must be on.
- **Continuous Operating Computers:** Computers that require continuous operation should have an uninterrupted power supply (UPS). Monitors for continuously operating computers should be set for standby during business hours and shutdown and turned off at the end of each workday.
- **Personal Equipment:** Eliminate use of individual cooking, space heating or cooling appliances and incandescent or halogen floor lamps. See Paragraphs 9.06, 9.07, and 9.08 for more details.
- **Elevators:** Promote the use of stairs in place of elevators, where possible.
- **Windows:** Close operable windows when heating or air conditioning space.

- **Window Blinds and Shades:** Adjust blinds and shades during air conditioning season to reflect direct sunlight outdoors. At other times adjust to maximize natural day lighting. Close blinds and shades during heating season at night. Keep windowsills clear of personal items to allow for proper operation of the window blinds or shades.
- **Modifications Prohibited:** Building occupants or tenant employees are not to adjust or make modifications to thermostats, diffusers, dampers, or any other part of the Heating, Ventilation, and Air-Conditioning Systems (HVAC). Only the building maintenance staff is authorized to make temperature control adjustments.

Heating, Ventilating and Air Conditioning (HVAC)

The County office building should be managed to reflect primary business hours and non-business hours. Maximum advantage of energy conservation during non-business hours and weekends should be taken. Heating, ventilation, and air conditioning services are provided during the building hours of operation. Every effort is made to provide an even temperature and acceptable working environment throughout the building within the design limitations of the facility. Contact the Maintenance Supervisor's office when temperature adjustments may be required. Only the Building Maintenance staff is authorized to make temperature control adjustments.

(A) Heating Energy Policy. This Energy Policy is intended to hold heating season energy use in the County Office building to the minimum level possible without adversely affecting County department operations. This policy is designed to strike a reasonable balance between minimum energy use and building occupant comfort. Energy conservation requires building management and occupants to conserve energy during the heating season. This policy requires that space temperatures are reduced and non-critical systems are shut down during unoccupied periods.

- **Winter Policy – Occupied Space.** Due to the unique attributes of the Government Center's heating system, occupied office space zone temperatures are adjusted to a standard meeting the most effective efficiency and comfort level, not to exceed 75°F. Exceptions are granted to data processing and computer rooms, and special areas where temperature and humidity may be critical. Administrative offices, maintenance shops, storage areas, or garages in these buildings are subject to the procedures of the winter policy for occupied space. Occupied jail space is set to maintain the standard required by the Wisconsin Department of Corrections.
- **Winter Policy – Unoccupied Space.** Unoccupied space temperatures are maintained at or below 65° F. Systems that are not critical to maintaining the unoccupied setback temperature are shut down during unoccupied periods.
- **Winter Policy – Unused Normally Occupied Space.** During periods where normally occupied spaces are not used during the daytime, weekends, or holidays, the above winter policy – unoccupied space procedures to minimize unnecessary energy use will be followed. Designated operational areas for vestibules, stairwells, machinery, and unoccupied storage spaces temperatures may be maintained at 65° F during the winter.
- **Designated Area Operations.** Mechanical rooms, electric vaults, and elevator equipment rooms that use reverse acting thermostats to control dampers and fans for outside air ventilation operations use their own internal heat gain and minimize the use of supplemental heat. The maximum temperature maintained in these spaces is 80° F.

(B) Air Conditioning Energy Policy. Outside air economizer cycles will be utilized to circulate "outside air" inside the building for "free cooling" as much as possible as

conditions permit. All air conditioning equipment is shut down whenever cool weather permits.

Also, outside air economizer cycles will be utilized to allow the earliest possible date for the shutdown of air conditioning refrigeration systems and whenever possible, outside cool air will be circulated through buildings by fan systems in order to promote an earlier seasonal shutdown of daytime cooling.

- **Summer Policy – Occupied Space.** The County Office Building thermostats will be maintained at a 76° F minimum as measured at the zone thermostat during the summer months. Exceptions are granted to areas with special environmental needs, with designated special functions, data processing; computer areas are excluded from these air conditioning energy guidelines. Stairways, storage areas, mechanical rooms, and vestibules are not required to be air-conditioned.
- **Summer Policy – Unoccupied Space.** Air conditioning systems will be shut down when the building is unoccupied. If a building is to be occupied the next day, and, systems may be used to cool the building in order to reduce the cooling load for the following day. Refrigeration systems will be shut down whenever building occupancy is less than 20 percent of the normal occupancy.
- **Summer Policy - Save Energy and Reduce Heat Gains.** During the summer months, interior lighting level heat gains will be reduced to minimum code requirements in order to reduce electrical energy required and to minimize the heat generated. Window shades, blinds, and drapes will be used to minimize solar heat gain, yet at the same time, natural light can be used to replace electrical lighting, where possible. All office lights should be turned off when leaving for the day, unless controlled by Building Management.

Personal Property in the County Office Building

Personal Property Utility Dependency: No personal property may be introduced into the facility if the operation of said property is dependent upon the electrical or other utility service of the building without the approval of the Infrastructure Committee. Any connections to the building's electrical, plumbing, or mechanical systems must comply with applicable state and federal codes and regulations. Excessive use of the building's utility services, detrimental effect on the operations of the tenant department, or interference with building operations may result in the disconnection and/or removal of the personal property involved.

Improvements. No tenant shall make improvements nor introduce alien material or private personal property in the County office building without the approval of the Infrastructure Committee.

Code Requirements. No equipment, apparatus, or machines may be introduced into the County office building, which fail to comply with the code of the industrial safety and buildings and not approved by the Infrastructure Committee.

Personal property, especially appliances, must be in good working order and must comply with accepted industry standards of operation. All electrical appliances and equipment must contain an Underwriters Laboratory (UL) or Factory Mutual label of approval.

Extension cords. Only three-pronged UL tested extension cords are allowed for use in the Government Center. No extension cord or device/appliance cord may run between offices or doorways.

Unsafe Appliances. Non-UL approved or open-element appliances considered unsafe and are inappropriate or disruptive to the work environment and will be confiscated by the managing authority. Examples of non-UL approved or open-element appliances include toasters, hot plates, toaster ovens, and popcorn poppers.

Portable Electric Space Heaters Policy

Portable Heaters are Not Allowed in the County Office Building. Fire Departments and safety guidelines recommend against the use of most portable space heaters due to the potential fire hazards. Therefore, County staff must receive approval from the Infrastructure Committee prior to the introduction of any portable heaters in the building.

Authorization must be received from Building Management. The Maintenance Supervisor will recommend and the Infrastructure Committee will authorize the use of portable electric space heaters only under special conditions, such as for health reasons, or as only as a temporary solution to a heating problem.

In all other instances, portable electric space heaters will not be allowed in Government Center. Any authorized portable heaters must be Underwriter's Laboratory (UL) approved.

Acceptable Type of Portable Electric Space Heaters. The only type of portable electric space heater that the Infrastructure Committee will authorize utilizes an UL rated electric coil and must be equipped with a tip-over, shut-off mechanism.

Unacceptable Types of Portable Electric Space Heaters. Portable electric space heaters with radiant coils are considered unsafe models and will not be authorized. The radiant coil method duplicates the heating method found in toasters, countertop ovens, or electric stoves. Although most models are equipped with tip-over shut off mechanisms, the models with radiant coils retain a high level of heat even when shut off and could ignite paper or other combustible material on contact. Non-UL labeled equipment is prohibited.

Other Concerns. Use of a space heater and other electrical appliances in the same outlet can overload a circuit breaker or fuse. A failed breaker or fuse could result in an electrical fire. Ensure that no other electric appliances are plugged into the same circuit as the space heater. Also make sure that the maximum amperage rating of the heater does not exceed the rating of outlet.

Other Items Not Allowed and their Removal

Banned items. The following are not allowed in the County Office Building due to the health and safety of building occupants who may be chemical sensitive, suffer with allergy problems, or are potential fire hazards – heated potpourri pots, nail polish remover, and burning candles or incense.

Safety Requirement. In an effort to provide a "safe employment place," the Infrastructure Committee reserves the right to confiscate and dispose of any hazard to the life, health, safety, or welfare of employees or the public. Any personal property considered unsafe, a hazard to the building or occupants, improperly installed, or an obstruction to the maintenance of the building may be removed from the building. The Infrastructure Committee authorizes the Maintenance Department as it's on site agent for enforcement of this safety requirement; and to report any and all such incidents or seizures to the committee.

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APPENDIX

APPENDIX A DISCIPLINE AND TERMINATION INSTRUCTIONS

1. **USE:** This grievance form is for use in connection with the Burnett County Grievance Procedure in the County Personnel and Administrative Policy. Only those employees who meet the definition of "Employee" in the Grievance Procedure may file a Grievance. This grievance form may be used only in connection with "discipline" and "termination" as defined by the Grievance Procedure.
2. **FILING DEADLINE:** In accordance with section 1.02 of the Grievance Procedure, this grievance form must be completely filled out, signed and filed with the Administration Office within 10 working days of the event giving rise to the grievance or the date upon which the Employee should have reasonably known the facts giving rise to the grievance. The Human Resource Director or designee may extend the period for filing based upon a written request from the Employee. Please see the Grievance Procedure for rules and requirements regarding extensions of time. The failure of an Employee to timely file a grievance with the Human Resource Director within 5 working days or any period of extension granted by the Human Resource Director shall constitute a waiver of the Employee's right to use the grievance procedure and an abandonment of the grievance. Please refer to the Grievance Procedure for further details regarding the initiation of a Grievance.
3. **FILLING OUT THE GRIEVANCE FORM**
 - a. **Event Being Grieved.** This section requires you to describe the disciplinary act or termination that you are grieving. The description should include the reason(s) you understand you were disciplined/terminated and the date on which the discipline/termination occurred. A grievance form may only address one disciplinary event.
 - b. **Basis for Grievance.** This section of the form requires you to provide a detailed description of the reason or reasons why you believe that the County's decision to discipline or terminate you was incorrect. Single word or limited responses to the effect that the discipline/termination was "wrong," "unfair," "unequal" or "mistaken" are insufficient. You must provide *a detailed* response explaining why you believe the disciplinary action or termination taken by the County was incorrect or unreasonable and *a detailed* description of any facts, events or other information which support your belief. Note that under the Grievance Procedure, you will have the burden of proving by clear, convincing and satisfactory evidence that the County did not have a rational basis for the disciplinary action/termination.
 - c. **Witnesses.** This section of the form requires you to identify all witnesses who you believe will support your claim, that the disciplinary action or termination taken by the County was incorrect. The last known telephone number and address of each witness must be provided. You are also required to provide a detailed description of the facts or information known by each witness that supports your claim that the disciplinary action or termination taken by the County was incorrect and should be overturned. Single word or limited descriptions to the effect that the witness knows the discipline/termination was "wrong," "unfair," "unequal" or "mistaken" are insufficient. Employees must provide *a detailed* description of the facts or information known by each witness.
 - d. **Documents.** This section of the form requires you to produce all documents you believe support your claim that the disciplinary action or termination taken by the County was incorrect. If you do not have the documents, you are required to provide a description of

each document which includes the date of the document, the source of the document and a description of the contents. The source can be, for example, an email from a department head, supervisor, co-worker or other individual, a County policy or communication, a time card, portions of an employee or county file or a document that you wrote. The description of the contents should include the subject of the document and the information in the document which you believe supports your position on the grievance.

e. Remedy Requested. This section requires you to describe how you believe that the discipline or termination should be changed. The remedies that are available under the Grievance Procedure are limited to one or more of the following: (a) reinstatement; (b) a lesser adverse employment action consisting of a suspension, reduction in the length of a suspension, oral or written reprimand or documentation of employee acts and/or omissions in an employment file; (c) back pay; and (d) in the event of a reinstatement following termination, reimbursement of the County's applicable percentage of any payments made by the Employee for continuation of health insurance under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

4. **Assistance.** All information on the grievance form *must* be provided. If you have any questions regarding the information required by the form, please contact the Administration Office. The Administration Office may only offer assistance in identifying the information required in the grievance form. The Administration Office cannot provide you with legal advice in connection with your grievance. Employees are encouraged to consult an attorney of their choice with any legal questions.

FORM - APPENDIX A

COUNTY DISCIPLINE/TERMINATION GRIEVANCE FORM

Please fill out this form completely. If you need more space, use a separate sheet of paper.

Name of Grievant: Job Title:	Work Phone: Home Phone:
Home Mailing Address:	DATE AND TIME RECEIVED <i>(for County use only)</i>
Discipline/Termination being Grieved: Provide a description of the discipline/termination being grieved.	
Basis For Grievance: Provide a detailed description of the reason or reasons why you believe that the County's decision to discipline or terminate you was incorrect and should be overturned and a detailed description of any facts or information which support your belief.	
Witnesses: Identify by name, telephone number and address of all witnesses that you believe will support your claim that the County's decision to discipline or terminate you was incorrect and should be overturned. Provide a summary of the facts and/or information known by each witness.	
Documents: Attach any documents which support your claim that the County's decision to discipline or terminate you was incorrect. If you do not have a document, provide a description of the document which includes date of the document, the source of the document and the content of the document.	
Remedy Requested: Describe in detail how you believe the County's disciplinary action or termination should be modified.	
Certification and Signature: By my signature below, I certify that I have read the above complaint and, under penalty of law, I declare that this complaint is true and correct.	
Signature of Grievant:	Date Signed:

**FORM - APPENDIX B
BURNETT COUNTY
UNSAFE CONDITION OR HAZARD REPORT**

Instructions:

- Use this form to report an unsafe working condition that does not require immediate action
- This form should NOT be used to *initially* report immediate and dangerous working conditions
- This form should be completed, fully and legibly, with as much detail as possible. If additional space is needed, print information on a separate piece of paper and attach. If you need assistance in filling out the form, please contact the Administration Office
- Submit completed forms to the Office of Administration for consideration by the Burnett County Infrastructure Committee

Employee Name: _____

Job Title: _____

Report Date: _____

DATE AND TIME RECEIVED

(for county use only)

Location Of Condition Believed To Be Unsafe Or Hazardous (specify exact location where alleged unsafe or hazardous condition exists, the type of work performed and the approximate number of employees in the location. Use a separate form for each unsafe or hazardous condition).

Detailed Description Of Unsafe or Hazardous Condition And Its Cause:

Date and Time Unsafe or Hazardous Condition First Observed By Employee:

Are there any employees *or* other individuals who you believe have been injured or become ill from the unsafe *or* hazardous condition? If so, please identify the employee or individual, the nature or the illness or injured and the date on which the employee *or* individual was injured or became ill:

To your knowledge, has the unsafe or hazardous condition previously been reported to a person in management? If so, to whom was the condition reported and on what date or dates?

To your knowledge, has the unsafe or hazardous condition previously been inspected? If so, who inspected the condition, when was the inspection and what was the result of the inspection?

What changes would you recommend to correct the unsafe or hazardous condition?

Certification:

By my signature below, I certify that I have read the above report and declare that the information in the report is true and correct.

Signature of Employee: _____ Date: _____

Immediate and Dangerous Working Conditions

1. This form should not be used to *initially* report immediate and dangerous working conditions. If a dangerous working condition exists that requires immediate corrective action, the employee must notify his/her supervisor at once. If the situation involves serious injury and/or the need for rescue, fire, or other emergency response, call 9-1-1 immediately.

2. Upon being advised of an immediate and dangerous working condition, the supervisor shall evaluate the condition take any immediate action necessary to correct or minimize the hazard to a reasonable standard of safety. The supervisor shall notify the Department Head and the Administration Office of the employee's report of an immediate and dangerous working condition and the corrective action, if any, taken by the supervisor.

3. If corrective action is not taken immediately by the supervisor, or the employee believes that action taken by the supervisor does not minimize the hazard to a reasonable standard of safety, the employee shall immediately report the hazard to the Department Head and fill out and file this Unsafe Condition or Hazard Report with the Office of Administration.

4. The Department Head will designate the appropriate individual to go to the scene immediately, evaluate the situation, make a judgment, and document and communicate the decision on appropriate action to the Supervisor and the Administration.

5. The County's Administration Committee will review the information related to the dangerous working condition and determine whether the situation has been satisfactorily resolved or if additional investigation and corrective action are necessary. The Administration Office will advise the employee in writing of the result of the investigation and any corrective action that the County intends to take within 10 working days of receipt of this Unsafe Condition or Hazard report from the employee.

**APPENDIX C
BURNETT COUNTY
WORKPLACE SAFETY
INSTRUCTIONS**

1. **USE:** This Workplace Safety grievance form is for use in connection with the Burnett County Grievance Procedure in the Personnel & Administrative Policy. Any employee of County may use the Grievance Procedure provided that the hazard or condition which is the subject of the grievance constitutes a "Workplace Safety" violation as defined in the Grievance Procedure *and* the Employee has complied with the conditions for filing a Workplace Safety grievance outlined in the Grievance Procedure. An Employee does not have to be personally impacted by a claimed hazard or condition in order to file a Workplace Safety grievance. Please refer to the Grievance Procedure in the Policies for additional rules and restrictions.

2. **FILING DEADLINE:** In accordance with 1.03 of the Grievance Procedure, an Employee may initiate a grievance relating to Workplace Safety by presenting a written to the Administration Office within five (5) working days of: (a) the Employee's receipt of written notice from the County that the County will not be taking corrective action with respect to an alleged Workplace Safety violation; (b) the County's failure to begin corrective action within 10 working days of the Employee's report of the Workplace Safety violation; (c) the failure of the County to respond to a report of a Workplace Safety violation stated in an Unsafe Condition or Hazard Report within 10 working days. The Employee must sign and date the grievance. An employee may obtain an extension of time to file a grievance for a Workplace Safety violation. Please refer to the grievance Procedure for the rules governing extensions. The failure of an Employee to timely file a grievance with the Office of Administration within five (5) working days or any period of extension granted by the Human Resource Director shall constitute a waiver of the Employee's right to use the grievance procedure and an abandonment of the grievance. Please refer to the Grievance Procedure for further details regarding the initiation of a Workplace Safety grievance.

3. **FILLING OUT THE GRIEVANCE FORM.**

Condition Being Grieved. This section requires you to describe the Workplace Safety hazard or condition that you are grieving. A grievance form may only address one Workplace Safety hazard or condition.

Basis for Grievance. This section of the form requires you to provide a detailed description of the standard or standards under Wis. Admin. Code Chap. Comm 32 that you believe the hazard or condition violates. The description must include an explanation as to how the hazard or condition constitutes a violation of Comm 32. Single word or limited responses simply indicating that the hazard or condition violates Comm 32 or a standard in Comm 32 are insufficient. A copy of Chapter Comm 32 and the regulations referenced in Comm 32 is available from the office of Administration. Note that under the Grievance Procedure, you will have the burden of proving by preponderance of the evidence that the condition constitutes a Workplace Safety violation and that corrective action by the County is required.

Witnesses. This section of the form requires you to identify all witnesses who you believe will support your claim. The last known telephone number and address of each witness must be provided. You are also required to provide a detailed description of the facts or information known by each witness that supports your claim. You must provide a *detailed* description of the facts or information known by each witness.

Documents. This section of the form requires you to produce all documents you believe support your claim. If you do not have the documents, you are required to provide a description of each document which includes the date of the document, the source of the document and a description of the contents. The source can be, for example, an e-mail from a department head, supervisor, co-worker or other individual, a County policy or communication, a time card, portions of an employee or county file or a document that you wrote. The description of the contents should include the subject of the document and the information in the document which you believe supports your position on the grievance.

Remedy Requested. This section requires you to describe your opinion on the appropriate remedy.

ASSISTANCE: All information on the grievance form *must* be provided. If you have any questions regarding the information required by the form, please contact the Administration office. The Administration Office may only offer assistance in identifying the information required in the grievance form, the Administration Office cannot provide you with legal advice in connection with your grievance. Employees are encouraged to consult an attorney of their choice with any legal questions.

**FORM – APPENDIX C
BURNETT COUNTY WORKPLACE
SAFETY GRIEVANCE FORM**

Please fill out this form completely. If you need more space, use a separate sheet of paper.

Name of Grievant: Job Title:	Work Phone: Home Phone:
Home Mailing Address:	DATE AND TIME RECEIVED <i>(for County use only)</i>
1. Identification of Condition Being Grieved. Provide a description of the Workplace Safety condition being grieved.	
2. Basis For Grievance. Provide a detailed description of the standard under Wis. Admin. Code Chap. Comm 32 that you believe has been violated and a detailed description of any facts or information that support your belief.	
3. Witnesses. Identify by name, telephone number and address of all witnesses that you believe will support your claim that the County has violated a standard established under Wis. Admin. Code Chap. Comm 32. Provide a summary of the facts and or, information known by each witness.	
4. Documents. Attach any documents which support your claim. If you do not have a document, provide a description of the document which includes date of the document, the source of the document and the content of the document.	
5. Remedy Requested; Describe in detail the remedy you request.	
6. Certification and Signature. By my signature below, I certify that I have read the above complaint and, under penalty of law, I declare that this complaint is true and correct to my knowledge and belief. Signature of Grievant: Date Signed:	

**APPENDIX D
BURNETT COUNTY GRIEVANCE PROCEDURE
APPEAL FORM**

INSTRUCTIONS: This form is to be used by employees and/or the County to appeal the written decision of an Impartial Hearing Officer relating to discipline, termination or workplace safety under the Burnett County Grievance Procedure. The form must be completed and filed with the Office of Administration within 10 working days of the date of the Impartial Hearing Officer's decision from which the appeal is being taken. Failure to file a written appeal within 10 working days of the impartial hearing officer's decision will result in the waiver of the right to an appeal and the outcome of the proceedings before the hearing officer shall be final. You may only use the space provided on this form.

Name of Grievant: Job Title:	Work Phone: Home Phone:
Address:	DATE AND TIME RECEIVED <i>(for County use only)</i>
<p>1. Decision From Which An Appeal is Being Taken. Attach a copy of the Impartial Hearing Officer's decision to this form. If you do not have a copy, provide the date of the decision, the name of the Impartial Hearing Officer and briefly describe the decision and order of the Impartial Hearing Officer in the space below.</p>	
<p>2. Basis For Appeal. Describe why you believe the decision of the Impartial Hearing Officer was incorrect.</p>	

3. Remedy. Describe what you believe the impartial hearing officer should have ordered and why.

Signature of Appealing Party _____

Date Signed _____

APPENDIX E

TELECOMMUTING REQUEST FORM

THIS FORM IS TO BE COMPLETED BY THE EMPLOYEE REQUESTING TO TELECOMMUTE

Employee Name: _____ Work Phone Number: _____
Job Title: _____ Home Phone Number: _____
Department: _____ Cell Phone Number: _____
Supervisor: _____ Email Address: _____

PROPOSED LOCATION/SCHEDULE:

1. My position is: Exempt Non-Exempt
2. Requested telecommuting location: _____
3. Telecommuting Days: MON TUE WED THU FRI VARIABLE: _____
4. How many days per month do you expect to telecommute? _____ days
5. Telecommuting Day Schedule: Start: _____ a.m. p.m. End: _____ a.m. p.m.
 - a. *If this in a non-exempt employee:* meal break will be from _____ a.m./p.m. to _____ a.m./p.m.)
6. What hours could you be reached at the telecommuting location: _____ to _____.

TASKS (WHAT ESSENTIAL FUNCTIONS OR TASKS WILL YOU BE COMPLETING WHILE TELECOMMUTING?)

1.
2.
3.
4.
5.

Do you have a County Issued laptop? Yes No
If yes, you may skip to the **Equipment** section.

SOFTWARE (WHAT APPLICATIONS DO YOU NEED ACCESS TO AT YOUR TELECOMMUTING LOCATION TO PERFORM WORK DUTIES) IF YOU HAVE A COUNTY ISSUED LAPTOP, YOU DO NOT NEED TO COMPLETE THIS SECTION.

1.
2.
3.
4.
5.

EQUIPMENT:

Place a check by the following equipment or services that you will need to telecommute. For each item needed, please indicate whether you plan on providing the equipment.

ITEM	NEEDED	ACCESS TO AT TELECOMMUTING LOCATION?	
		YES	NO
Second Telephone Line or broadband? (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone Answering Machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Residential Voicemail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer virus protection and or personal firewall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Printer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jabber Instant Messenger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fax Machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remote Access to County Network	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee's Signature: _____

Date: _____

SUPERVISORS AND DEPARTMENT HEADS MUST COMPLETE THIS SECTION:

	YES	NO
Are the job duties to be performed conducive for telecommuting?	<input type="checkbox"/>	<input type="checkbox"/>
Is the employee's job performance conducive for telecommuting? (consider the employee's work habits and past job performance)	<input type="checkbox"/>	<input type="checkbox"/>
Can arrangements for the equipment be made without presenting a financial hardship on the department?	<input type="checkbox"/>	<input type="checkbox"/>
Can a cost saving be realized from this telecommuting arrangement? (e.g. office space reduced) Please specify:	<input type="checkbox"/>	<input type="checkbox"/>
Are performance metrics related to telework available upon request?	<input type="checkbox"/>	<input type="checkbox"/>

Supervisor's recommendation on telecommuting request: Approved Denied

Supervisor's Signature: _____

Date: _____

Department Head: This telecommuting request is: Approved Denied

Department Head's Signature: _____

Date: _____

If this is a non-exempt position; County Administrator approval is required:

County Administrator (non-exempt position requests): This telecommuting request is: Approved Denied

County Administrator's Signature: _____

Date: _____

****Please note: This request is only approved all necessary approvers have signed the request form and a Telecommuting Agreement form (Appendix G) has been completed.***

APPENDIX F

Office Ergonomic Evaluation

Check that all joints are in neutral position when using tools

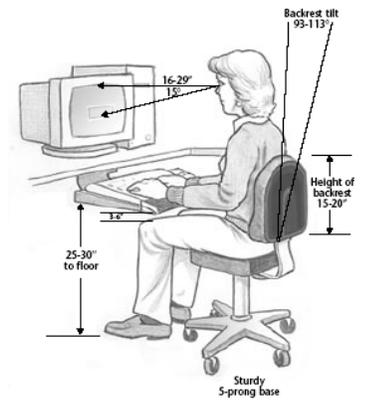
Chair Position

Seat height is positioned so:

- Feet are flat on floor, if short, a footrest is used
- Torso-thighs-calves are at right angles

Back is positioned so:

- Tilt is slightly back and puts constant pressure against back making worker sit up straight
- Lumbar support is in small of back Arm Rests are positioned so:
- You don't need to raise shoulders to utilize Seat tilt is positioned
- Slightly down so seat edge does not press against knees & thighs

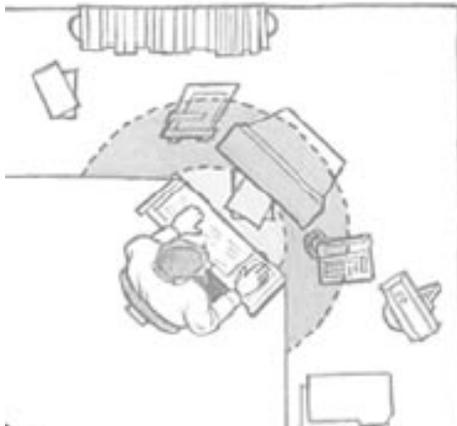


Computer Monitor is positioned so

- Top of monitor is at eye height
- Monitor is within arm's reach
- Change to a larger font if you find yourself squinting

Keyboard and mouse are positioned so

- You do not raise your shoulders to use keyboard
- Forearms & hands are kept parallel to floor
- Wrists are not flexed up during keying
- Where there are hard edges, a wrist rest is positioned
- Reach to mouse requires less than a 45° forearm position & arm is NOT fully extended [attempt to keep elbow within radius of chair]
- Mouse is held loosely



Other Considerations:

- Mouse, phone, tools are within 18" & placed so crossover to use does not occur
- Tools are styled for neutral position
- Document holder is positioned close to monitor & requires only minimal amount of head tilt/rotation
- Under desk is clear so legs are freely stretched
- Frequent dicta- & phone users need to use a headset
- Carts & dollies are used to lift & transport heavy materials & objects

Counter Work

- stand straight – avoid bending, leaning, twisting work
- use a sit/stand stool for prolonged work periods
- a “bar rail” footrest will provide lower back relief
- provide toe space so allow standing close to counter
- anti-fatigue mats can reduce leg fatigue

STRETCH BREAK LINKS

http://www.shelterpub.com/fitness/stretching_in_the_office/stressed_out.html

APPENDIX G

Burnett County Telecommuting Agreement

NOTE: These conditions for telecommuting must be agreed to by the employee and supervisor.

My position is: Exempt Non-Exempt

My telecommuting arrangement will begin on (effective date): _____ and end on _____ (agreement shall not exceed 12 months).

I will work at the following location(s): _____.

I will telecommute _____ days per week. My specific weekly schedule will be: _____.

My telecommuting work hours will be from _____ a.m. to _____ p.m.

If this in a non-exempt employee: meal break will be from _____ a.m./p.m. to _____ a.m./p.m.)

I agree obtain my voicemail messages continuously throughout the day while working at home/remote location, as they will be received directly in my email inbox.

I will perform my own ergonomic assessment using Appendix F and will inspect for possible work hazards.

I will be using County-owned equipment, as described on the attached Telecommuting Form, at the work location shown above and understand that I am responsible for said equipment, as stated in the County's Telecommuting policy.

I understand and agree to the job assignments or tasks to be completed under my telecommuting arrangement with my supervisor. (Supervisors may attach a specific written statement of job assignments and additional expectations if desired.)

Telecommuting equipment and services expenses (such as an additional telephone line or software) must be approved in advance by your immediate supervisor. Expenses will be paid or reimbursed only for pre-approved equipment or services and only for the period of your telecommuting.

Employees who will be working with confidential County information at their home must attach information describing what strategies will be used to maintain that the information remains secure and confidential in a manner consistent with existing County policies.

I have attached strategies to be used to maintain that information remains secure and confidential in a manner consistent with existing county policies.

- Yes, this information is attached
- This is not applicable to the work I will be performing

TELECOMMUTING EQUIPMENT POLICY:

- The employee agrees not to use any Burnett County equipment for private purposes, nor allow family members or friends access to that equipment.
- The employee shall promptly return all Burnett County-owned equipment and data documents when required by the employee's supervisor.
- When using Burnett County equipment or software, the employee agrees to follow all software licensing provisions agreed to by Burnett County.
- The County may pursue recovery from the employee for any County property deliberately or negligently damaged or destroyed while in employee's care, custody, and control.
- The County is not responsible for private property used, lost, damaged, or destroyed.
- The County will not be responsible for operating costs, home maintenance, or any other incidental costs associated with the use of the employee's residence for a telecommuting location.
- Meetings with clients and or visitors conducting business with Burnett County will be held at the on-site work location.
- Measurable performance metrics related to telecommuting must be available and provided if requested.
- The employee agrees to comply with policies regarding telecommuting equipment in the telecommuting policy.

OTHER CONDITIONS:

Employees may, at the discretion of their immediate supervisor, be called to work at their centrally located worksite on their regular telecommute day during their regular work hours to meet workload requirements. This agreement may be terminated at any time.

APPROVAL:

By signing below, I am indicating I have read the Burnett County Human Resources Manual, Chapter 9.00 – Telecommuting Policy and we agree that the telecommuting work schedule complies with Burnett County and agency policies and procedures, human resources guidelines, and FLSA and state regulations. I understand this telecommuting agreement may be terminated at any time by my employer.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Department Head's Signature: _____ Date: _____

Burnett County Administrator's Signature: _____ Date: _____

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