

AGENDA ITEM COVER SHEET

Title: Proposal for reclassification of Highway Department Office positions.

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

Highway commissioner is requesting to reclassify the highway department office positions from 3 (a Business Manager and 2 Accountant Specialists) to 2 positions. The Business Manager and Accountant Specialist positions in the office would be eliminated and a new Highway Accounting Specialist position would be created. A revised job description has been created to re-assign all accounting and finance functions of the office to the new position including reports, reconciliation, data entry, etc. The two new positions would be at the same staffing level and cross trained to handle the departmental workload from a county and state perspective. The position description was sent out to Carlson-Detman by staff for a recommendation of placement into the compensation grid. Carlson Detman recommended placement of the new position into the compensation pay grid at Grade H.

RECOMMENDATIONS (IF ANY):

Recommendation for approval and motion to move the position to the General Government Committee and/or County Board for approval and implementation. Upon approval, the existing highway office positions would be eliminated, and existing staff would be assigned to the new position and description.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Highway Department staffing chart and job description for the new position.

FISCAL IMPACT:

Increase to overall wages and benefits of Highway office staff due to reclassification of the jobs to be 1 grade higher. Proposal is budget neutral as increases would be funded from elimination of the business manager position within the department.

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

PRESENTATION?:

☒ Yes

☐ No

How much time is needed? 10-15 minutes

COMPLETED BY: CRH

DEPT: Highway

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE: 02-12-2018

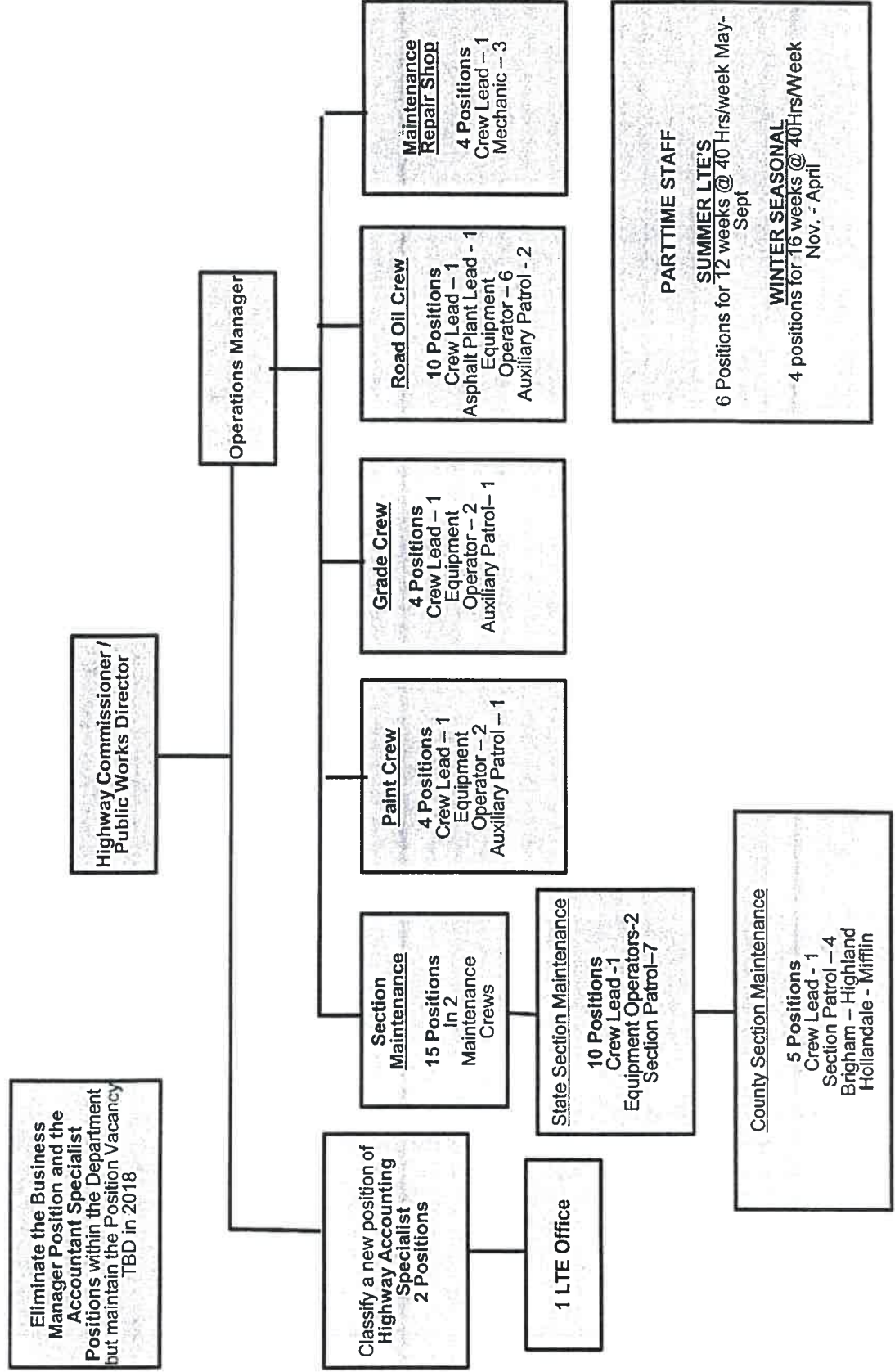
AGENDA ITEM # 10

COMMITTEE ACTION:

Recommendation by the Public Works Committee to move the item to the County Board for consideration; to set the Highway Accounting Specialist position into the county's compensation pay grid at Grade I; review in 6 months to see if the reclass is compensated and functioning fairly; and for the department to hire a temporary position as needed to assist with office workload.

Public Works Division

Highway Department Staffing Chart – PROPOSED





IOWA COUNTY POSITION DESCRIPTION

JOB TITLE: Highway Accounting Specialist			
DEPARTMENT / SECTION: Highway		DATE REVIEWED: 01/2018	
TITLE OF IMMEDIATE SUPERVISOR: Highway Commissioner		GRADE:	
JOB SUMMARY: Under the general direction of the Highway Commissioner performs accounting, data entry, and reconciliation of all finance transactions including initial entry, balancing, reconciliation, adjustment, and compilation of related financial reports in accordance with departmental policies and procedures; assists the Highway Commissioner in creating office procedures, following governing practices, and complying with departmental audits; coordinates with the Shop Crew Lead in performing work order and purchase order processing, payments, billings, tracking, and reconciliation; supports the Operations Manager with various financial reports; and coordinates with the Finance Department, Treasurer's Office, and Clerk on daily, monthly, and annual reports, transfers, receipts, payments, and audits.			
TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
1	Point of contact with answering of telephone, greeting visitors, and directing public to appropriate person or department. Operate radio transmitter and other department communication equipment as needed.		
2	Manage, track, and order departmental office supplies, equipment, and materials.		
3	Performs bookkeeping, accounting, and financial recordkeeping into automated computer accounting systems (ACS, ACS-New Road, CollectiveData, Petrovend, AWS Automated Scale, AS400, Microsoft Office suite, and others) in accordance with the Uniform Cost Accounting Manual, accepted state standards, and departmental procedures and practices.		
4	Performs daily computer data entry and processing of labor, equipment, and machinery costing; materials and supplies usage to the appropriate computer user database software for General Ledger accounting entries, project credits/debits/payments, payroll interfaces, and reconciliation of detail to summary with the Finance Department.		
5	Perform data entry to, create/maintain and balance databases for inventory control and reconciliation of consumable items, parts inventory, small field tools, tires, batteries, lubes/oils, fuel, quarry materials, asphalt production products, construction materials/supplies, and prepare reports with user specific software (AWS Automated Scale software, Petrovend, CollectiveData, ACS New Roads, etc.).		
6	Enters and compiles machinery rental rates, employee hourly rates, and construction material unit costs into various tables, schedules, databases, and reports.		
7	Performs daily and monthly purchase order processing, data entry, charging, balancing, reconciliation, and adjustment of inventory through payment vouchers, journal entries, departmental adjustments, and interdepartmental charges in cooperation with the Shop Crew Lead.		

TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
8	Setup and create vendors, customers, project numbers, activities, and other accounting parameters as needed within departmental software for tracking of costs within the General Ledger format.		
9	Processes Accounts Payable including; prepares, assists, performs, reconciles, and balances inventory entries, withdrawals, purchase orders, work orders, Journal Entries, Vouchers, other adjustments, summaries, and reporting.		
10	Performs, solicits, awards, and schedules periodic fuel orders through the bidding process and procedure in accordance to department policies.		
11	Prepares, processes, and submits Journal Entries and Vouchers for approvals by the Highway Commissioner and Finance Department into General Ledger accounts in system software.		
12	Manage vendor files and information for W-9's and tax exemptions; coordinate office with departmental purchases, work order processes, purchase order procedures; coordinate and reconcile cash register, deposits, credit card charges, and other transactions with Shop Crew Lead, Operations Manager, County Treasurer, Finance Director, and Clerk in accordance with departmental policies and procedures.		
13	Processes Accounts Receivable including; prepares, compiles, sends, receives, and produces monthly Accounts Receivable billings, state requisition payment requests, and aging reports in accordance with departmental policies and procedures.		
14	Setup, create, maintain, process, track, distribute, index, record, and file departmental permits, licenses, capital equipment, infra-structure, fuel, automated scale, and other assets into various database software.		
15	Prepares, organizes, compiles, and submits departmental materials, equipment, and machinery for various auctions and sales in conjunction with the Shop Crew Lead, Operations Manager, and Highway Commissioner.		
16	Creates, develops, compiles, and maintains machinery and fixed asset depreciation schedules along with equipment and machinery classifications reports for the state; including rentals, acquisitions, or leases by the Department.		
17	Performs year-end closing of records, compilation of the Annual Financial Report, the GASB-34 Infra-structure Report, the Department Fund/Cash Balance Report and other reports and schedules.		
18	Responsible for compilation of monthly minutes for various County Committee meetings associated with the department; Airport Commission, Public Works, and Traffic Safety Commission		
19	Coordinates collection and distribution of departmental mail.		
20	Assists to design, coordinate, upload to, disseminate, and maintain the Departmental webpage with IT.		
21	Prepares, compiles, and distributes all necessary audit schedules, departmental reports, and state submittals for review by Finance Director, Highway Commissioner, auditors, federal, state and county officials.		
22	In a confidential manner, performs accident damage data entry, costing, reconciliation, and billing in compliance with departmental policies for liability and property damage insurance claims.		
23	In a confidential manner, performs accounting tasks related to payroll and provides employee forms for the department Worker's Compensation procedures, WC claim management process, and departmental Family Medical Leave Act requests.		

24	Creates, develops, and prepares departmental financial accounting procedures, processes, and workflows in accordance with the County policies, County Auditor recommendations, state guidelines, and federal standards.		
25	Arranges for registration, enrollment, and tracking of employee training and education programs, sessions, and seminars for the Core Safety Compliance Program.		
26	Assists in preparation and submittal of various permits, licenses, reports, and associated fees related to environmental compliance of the Department operations.		
27	Assists the Highway Commissioner with entry, creation, modification, revision, and submittal of an annual departmental budget to Administration; bidding processes, advertisements, lettings, and agreements; distribution of County Board Committee agendas, minutes, packets, and other information; administration and processing of other county/state/federal funding programs, grants, contracts, and agreements.		
28	Attendance at workshops, seminars, and other training; as approved by the Supervisor.		
29	Performs other duties as assigned by the Finance Director or Highway Commissioner.		
30	Must have regular, timely, and dependable attendance.		
	<p><u>Demonstrated Experience and Skills Required.</u></p> <ul style="list-style-type: none"> • Knowledge of accounting principles, practices, and procedures. • Knowledge of appropriate safeguards for confidential information and ability to maintain confidentiality. • Ability to communicate effectively with peers, subordinates, supervisors, government officials, vendors and members of the public. • Must have demonstrated proficiency with Microsoft Office Suite (Word, Excel, Access, Outlook, and PowerPoint). • Must have demonstrated proficiency, speed and accuracy with operation of personal computer in a network environment, computer keyboard/typewriter, 10-key data entry, calculator, two-way radios, photocopier, multi-line telephone, and fax machine. • Ability to work independently, and in a team environment; to utilize resources, standards, and procedures to draw conclusions using judgement. • Ability to effectively coordinate, schedule, organize, and oversee multiple tasks. • Ability to demonstrate knowledge of principles, procedures, methods, and techniques of financial analysis. • Ability to compare, count, compile, differentiate, measure, and/or sort data and information. • Ability to assemble, copy, record, and transcribe data. • Ability to analyze, classify, compute, tabulate, and categorize data. • Ability to add, subtract, multiply and divide; calculate decimals/percentages; interpret graphs, compute discount, interest, profit and loss, ratio and proportion; and ability to perform calculations involving formulas. • Ability to transport self to required meetings or appointments that occur outside of the Iowa County department. • Corrected vision and hearing to a functional level. 		

	<p><u>Minimum Qualifications</u></p> <ul style="list-style-type: none"> • High school diploma/GED is required. • Minimum of a 2-year degree in Accounting or Business Accounting related educational background is required, preference for a 4-year degree. • Minimum of two (2) years of increasingly complex office experience including bookkeeping, payroll, accounting tasks, or any equivalent combination of education and experience which provides necessary knowledge, skills, and abilities. • Minimum required working knowledge of bookkeeping, accounting and personal computer operation. • Preference for Public Works, Highway Department, or Construction industry related job experience. • Preference for experience with Accounts receivable, Accounts payable, payroll, governmental cost accounting, purchasing, and inventory balancing. 		
	<p><u>Conditions of Employment</u></p> <p>Working Environment:</p> <ul style="list-style-type: none"> • Typical working environment is within a non-smoking temperature controlled office building. <p>Physical Requirements:</p> <ul style="list-style-type: none"> • Ability to coordinate eyes, hands, fingers, feet and limbs in performing semi-skilled movements such as data entry. • Ability to exert light physical effort in sedentary to light work involving lifting, carrying, pushing and pulling. • For additional information on physical demands, refer to the Position Inventory. <p>This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed for compliance with the Americans with Disabilities Act. It is not intended as a complete list of job duties, responsibilities, or essential functions, is not exhaustive and may be supplemented as necessary. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.</p> <p>Must possess a valid driver's license, or the ability to possess one within 6 weeks.</p> <p>Must treat all information with the utmost of confidentiality.</p> <p>The individual will be exposed to public contacts, travel, sitting, keyboarding and moderate lifting.</p>		

DATE: _____

EMPLOYEE SIGNATURE: _____

DATE: _____

DEPARTMENT HEAD SIGNATURE: _____

DATE: _____

COUNTY ADMINISTRATOR APPROVAL: _____

AGENDA ITEM COVER SHEET

Title: Policy Section 400

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

Iowa County staff have been assembling various existing policies and drafting new policies to help the County Board govern how the County is managed. Attached is Section 400 policies. This section tends to focus most on employment related issues and includes policy 401, the entire employee handbook.

Policy 401 - Existing previously approved employee handbook.
Policy 402 - New policy governing job descriptions
Policy 403 - New policy governing Compensation System
Policy 404 - New Policy on Safety Inspections
Policy 405 - Updated Policy on Substance Abuse
Policy 406 - New policy referring readers to our Ethic's Ordinance
Policy 407 - New policy referring readers to Policy 1002.
Policy 408 - New policy on staff political activity
Policy 409 - New policy on Position Control
Policy 410 - Updated and HIPPA Policy, combining department policies
Policy 411 - Updated Policy
Policy 412 - Existing Policy on Tobacco
Policy 413 - New Employee Orientation policy
Policy 414 - Existing FMLA policy
Policy 415 - Updated Blood-borne pathogens policy
Policy 416 - New Policy on Vehicle Use
Policy 417 - VACANT
Policy 418 - New Policy
Policy 419 - Existing Policy
Policy 420 - New Policy
Policy 421 - New Policy introducing a new Health Insurance Coverage benefit

RECOMMENDATIONS (IF ANY):

Please review the attached policies and direct staff as to any changes you would like to see before they go to Executive Committee.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Policy Section 400

FISCAL IMPACT:

None

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

OFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed?

COMPLETED BY: Larry Bierke

DEPT: County Administrator

2/3 VOTE REQUIRED: ☐ Yes ☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:



EMPLOYMENT HANDBOOK MANUAL

Date Originated: 04/19/2016
Date of Modifications: 12/20/2016, 12/19/2017
Policy Number: 401

1. PURPOSE:
To provide and establish guidelines, policies and procedures that guide employees.
2. ORGANIZATIONS AFFECTED
All Iowa County Employees, except for those covered by a Collective Bargaining Agreement.
3. POLICY

Iowa County
Wisconsin



EMPLOYMENT HANDBOOK MANUAL Non-Represented Employees

Iowa County
Employee Relations

Dear Colleague:

I would like to take this opportunity to welcome you to Iowa County.

Iowa County is committed to providing an environment that is conducive to employee growth and development, customer service, and professionalism. For our valued employees, we strive to administer our policies, as well as our benefit and compensation programs, in a manner that is competitive, fair, and understandable. This Handbook intends to communicate terms and conditions of employment that apply to each of us as we carry out our important responsibilities at Iowa County. The policies, benefits, and services detailed herein reflect a concern not only for the well-being but also for the personal growth and development of all staff members of Iowa County.

While the Handbook provides important information relative to all aspects of your employment at Iowa County, it cannot be used as the basis for all decisions. To that end, I encourage you to consult your supervisor(s) and the Employee Relations Department.

I extend to you my very best wishes for success at Iowa County.

Larry Bierke, County Administrator

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SECTION 1: INTRODUCTION

1.1 Policy Statement

This Employee Handbook is not a contract of employment; the Handbook supersedes and replaces those provisions previously found in collective bargaining agreements that have expired; this Handbook supersedes and replaces all previous personnel policies and procedures on issues that are addressed in this Handbook. This Handbook applies to all non-represented employees.

Nothing contained in this Handbook shall imply, either implicitly or explicitly, that this Handbook is a contract between employer and employee. Nor is there any guarantee of employment or job tenure.

Employment at Will: Iowa County is an “at-will” employer. This means that you or Iowa County are free to end the employment relationship at any time, with or without notice, with or without cause and that your employment is not for a specified period of time. Employees wishing to resign in good standing are subject to the resignation policy in Section 2.

Iowa County has the right to modify and change this Handbook Manual with or without notice.

1.2 Equal Opportunity Employment/Affirmative Action Policy

Iowa County provides Equal Employment Opportunities to all qualified employees and applicants for employment. Iowa County will provide equal employment opportunity to qualified individuals regardless of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, pregnancy, membership in the military reserve, or status as a covered veteran in accordance with applicable federal, state and equal employment opportunity laws and guidelines.

This policy applies to all terms and conditions of employment including, but not limited to, the following:

- Hiring, placement, promotion, transfer or demotion;
- Recruitment and selection;
- Compensation for employment;
- Conditions of employment;
- Leave of absence;
- Training; and
- Involuntary layoff or terminations

It is the policy of Iowa County to employ individuals who are qualified for specific work by job-related standards such as experience, demonstrated knowledge and skill, and demonstrated attitude and ability.

SECTION 2: EMPLOYMENT

2.1 Recruitment

This policy applies to all newly created or vacant positions at Iowa County. Positions will be posted internally and externally except for department restructuring and/or vacancies due to shift changes. Those will be handled internally.

I. MEDIA

In almost all cases, the following media outlets will be utilized to advertise vacant positions:

- ❖ Iowa County web site
- ❖ Bloomfield Healthcare employment opportunities are referenced in general within the Employment section of the County web site, and a link is included in that reference.
- ❖ State of Wisconsin Job Service web site
- ❖ Local News Publications: Shopping News and Dodgeville Chronicle
- ❖ University of Wisconsin –Platteville site
- ❖ Southwest Technical College web site

In addition to the above locations, the following will be utilized for management or professional vacancies and recommended for all difficult to fill position unless an exception is approved by Employee Relations –

- ❖ Monster Search – using Southwest Workforce Development Board
- ❖ AccessDubuque.com and/or Madison.com web sites
- ❖ Wisconsin State Journal and/or Dubuque Telegraph Herald newspapers
- ❖ Craigslist – Madison and Dubuque Markets
- ❖ Web sites directly related to open vacancy

All positions shall be posted and/or advertised for a minimum of two weeks prior to the first review or deadline unless an exception is approved by Employee Relations.

II. JOB ANNOUNCEMENT CONTENT

All job announcements point to detailed benefit summaries and detailed job descriptions posted on the Iowa County website.

Job notices shall announce “First Review Scheduled...open until filled”, unless approved by Employee Relations.

III. APPLICATION RECEIPT AND DISTRIBUTION

With the exception of Bloomfield Healthcare job openings, all Iowa County employment applications shall be submitted to Employee Relations.

Applications are required for all posted vacancies, and are not used for other recruitments, unless noted otherwise in the job announcement.

Employment applications for Bloomfield Healthcare openings will be forwarded directly to Bloomfield Healthcare. For management vacancies, Bloomfield Healthcare will forward copies of all applications received to Employee Relations.

When an applicant accepts a job offer for a Bloomfield Healthcare position, original copies of his/her employment application are forwarded to Employee Relations and filed in the new employee’s permanent file.

2.2 Internships

Iowa County allows the opportunity for Departments to employ interns for academic purposes only. All internships must be approved by the County Administrator and will follow Iowa County's recruitment policy.

Internships may be paid or unpaid at the discretion of the Department. Both paid and unpaid internships must be related to a student's major field of study or career focus.

2.3 Nepotism and Fraternization

Iowa County recognizes that in order to fulfill its mission of efficiently and effectively serving the public interest, the County's employees must be free from both perceived and actual conflicts of interest. In particular, certain personal and business relationships between County employees may jeopardize public trust in the County, and negatively impact the County's operations. Compliance with this policy is intended to prevent the perception of favoritism among employees and promote a harassment-free working environment

It is the policy of the County to restrict the employment of employees whose decision making involves close relatives, employees dating, or otherwise involved in an intimate relationship within the same department, shift and/or work unit.

Definitions:

1. "Immediate Family" For the exclusive purpose of the Nepotism & Fraternization Policy, the term "immediate family" is defined as an employee's spouse, mother, father, guardian, son, daughter, brother, sister, grandchild, and grandparent, as well as the various combinations of half, step, in-law, and adopted relationships that can be derived from the family members named herein.
2. "Intimate Relationship" The term "intimate relationship" is defined as an employee's spouse, live-in companion, fiancée, or a dating couple.
3. "Dating" is one or more social meetings under circumstances that may lead to the exchange of personal affection, romantic, emotional attachment and/or sexual or physical intimacy.

Rules of Conduct:

1. No member of an immediate family or intimate relationship shall be involved in decision making or serve as decision-makers concerning another member of the immediate family or an intimate relationship, unless written approval is received from the County Administrator.
2. When evaluating a request for approval, the County Administrator may consider work location, shift, the department in which the individual would work, the number of available qualified applicants, and whether normal recruitment and selection procedures have been followed, to ensure that all applicants have had an equal opportunity to apply for the position. Finally, the County Administrator may consider whether it is a sound business practice to have members of an immediate family or intimate relationship serve as decision-makers concerning another member of the immediate family or an intimate relationship, and

whether or not reasonable measures can be taken to alleviate any problems or appearance of impropriety.

3. Due to the nature of their respective responsibilities with all Iowa County departments' operations, the Finance Director's and Employee Relations Director's immediate family members and persons with whom they have an intimate relationship are prohibited from being employed by Iowa County.
4. In the event a relationship develops between a manager or supervisor and an employee under their supervision, the management employee is responsible for bringing the matter to the attention of their immediate supervisor.
5. In the event a relationship develops between employees in a department, shift, and/or work unit, it is the responsibility of those employees to bring the matter to the attention of their immediate supervisor.
6. Any violation of the terms of this Policy or failure to fulfill one's obligations under this Policy may result in reassignment and/ or discipline, up to and including termination, as the County deems appropriate under the circumstances.
7. Iowa County Board of Supervisors may not participate in any County employment selection process that includes applicants who are an immediate family member or with whom they are involved in an intimate relationship. Consistent with the terms of the Iowa County Ethics Ordinance, Iowa County Board of Supervisors may not participate in any official action that substantially affects the work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment of an immediate family member. In such cases where a possible conflict of interest occurs, the County Board member must recuse themselves from that official action.

2.4 Orientation

On the first day of employment, or the first opportunity during the first payroll period, all new employees will meet with their immediate supervisor or his/her designee who will advise new employees of all general conditions of employment such as County rules, hours of work, and the responsibilities of the position. Each employee will also receive a copy of his/her job description and other relevant literature.

The Department Head and/or immediate supervisor will orient each new employee to the conditions related to his/her job and worksite. This will include introductions to fellow workers, work standards, workplace safety including Hazard Communication, break periods, supplies and other information.

The Iowa County Employee Relations Director will meet with new employees on the first day of employment or as soon as possible thereafter to obtain information necessary for personnel records, and provide orientation and enrollment in benefits for which the employee is eligible.

2.5 Resignation

This policy applies to any employee receiving compensation from the County. If provisions of an applicable collective bargaining agreement conflict with this policy, the labor agreement will apply in those sections.

Section 1 Notice for Non-Management Positions –

Employees wishing to resign in good standing shall give written notice to Employee Relations and their Department Head not less than ten (10) working days before such resignation is effective. Failure to provide required notice may negatively impact benefits, or future County employment.

Section 2 Notice for Management Positions –

Department Heads or manager/supervisors wishing to resign in good standing shall give written notice to the County Administrator and their immediate supervisor with a copy provided to Employee Relations, not less than twenty (20) working days before such resignation shall be effective. Written notice of resignation for the County Administrator shall be given to the County Board with a copy provided to Employee Relations. Failure to provide required notice may negatively impact benefits, or future County employment.

Section 3 Final Days of Employment –

Unless an exception is approved by the County Administrator, all employees are required to work an equivalent number of productive working days from delivery of written resignation notice until their final day of actual work based upon specific requirements described in Sections 1 and 2 above. Employee benefits are not earned beyond the employee's last day of actual work, defined as the last day the employee is completing productive work for the County within a normal work setting.

Section 4 Termination Notice –

Department Heads shall notify Employee Relations of an employee's resignation within 48 hours of the receipt of that notice.

Section 5 All Resignations Final –

All resignations shall be final. Iowa County may waive the notice requirement in its sole discretion.

Section 6 Failure to Provide Notice –

Failure to provide required timely written notice may result in immediate termination of MTO/Sick accrued benefits.

Section 7 Job Abandonment –

The County considers unauthorized absences of three (3) consecutive workdays as job abandonment which results in an employee's self-termination. Unauthorized is defined as

agreement between the Department Head and County Administrator that the absence was not warranted.

Section 8 Exit Interviews –

Exit interviews may be conducted by Employee Relations to gain insight into the effectiveness of County management practices, to determine where procedures are in need of review or revision, and to determine where managerial practices need modification or improvement. The exit interview is also designed to inform exiting employees of their rights under the law and to discuss availability of continued benefits. Exit interviews will be conducted whenever possible regardless of the reason for leaving, position held, or length of service.

Section 9 Return of County Equipment –

Employees must return County identification, vehicles, books, manuals, keys, tools, equipment and other County owned items on or before their last day of work. In the event an employee leaves his/her employment without returning County property, the employee is subject to Administrative or legal procedures to recover said property.

SECTION 3: EMPLOYMENT

3.1 Background Checks

As a condition of employment, all new hires shall be required to pass a background check.

3.2 Fitness for Duty Examination

As a condition of an offer of employment for the following positions, a Fitness for Duty Exam is required:

Highway: Commissioner, Operations Manager, Lead Crewperson, Equipment Operator, Section Maintenance Patrol, Auxiliary Maintenance Patrol, Mechanics; and

Bloomfield Healthcare: Director of Nursing, Nurse Manager, Infection and Prevention Manager, Registered Nurse, Certified Nursing Assistant, Activity Director, Activities Assistant, Environmental Services Director, Environmental Services – Maintenance, Laundry/Housekeeping Supervisor, Laundry and Housekeepers, Dietary Supervisor, Dietary Aide and Cooks; and

Environmental Services: Environmental Services Director and Environmental Services – Maintenance.

3.3 Employee Classification Status

Full-time Employee: A full-time employee is one who is normally scheduled to work between thirty two (32) and forty (40) hours per week, depending on department, on a regular basis of 52 weeks per year. Full-time employees are eligible for all County benefits including health, dental, vision, life and disability insurance, Section 125 flexible spending accounts, Section 457 deferred compensation, Long –term care insurance, retirement benefits, MTO, and holiday pay.

Part-time Employee: A part-time employee is one who is normally scheduled to work less than thirty two (32) hours per week, on a regular basis of 52 weeks per year. Part-time employees may be eligible for County benefits based upon the number of hours worked per week. If eligible, benefits are offered on a pro-rated basis.

Casual, Seasonal and Limited Term Employees: Casual, seasonal and limited-term employees are employees hired for specific periods of time and are not eligible for County benefits. Employees under this classification who meet WRS eligibility requirements may become eligible for benefits.

Exempt Employees: Exempt employees will be paid on a salary basis, but for no more than eighty (80) hours per pay period. Exempt employees are not entitled to overtime or compensatory time off. Exempt employees are expected to work a minimum of eighty (80) hours in a pay period or supplement hours not worked with paid time off.

Non-Exempt Employees: Non-exempt employees are paid on an hourly basis for all hours actually worked. Non-exempt employees, will be paid one and one-half (1-1/2) times their regular rate of pay for all productive hours worked over forty (40) in a work week. Non-exempt employees may substitute overtime for compensatory time off as set forth in Section 5.8 of this Handbook.

3.4 Transfer and Promotions

Employees who are promoted shall be placed at the step in the pay range that results in a pay increase.

Employees who transfer to a lower paid position shall be placed at the starting step in the wage schedule.

3.5 Hire Date/Status Date

Hire Date: The hire date is defined as the employee's start date with Iowa County.

Status Date: The status date is when an employee changes employment status with Iowa County. (i.e. going from part-time to full-time, changing positions)

3.6 Pay Period/Pay Day

Iowa County is on a bi-weekly payroll system. Each pay period is two weeks long and begins on a Saturday and ends on a Friday for all employees except Bloomfield Healthcare and Rehabilitation Center. Bloomfield Healthcare payroll period begins on Sunday and ends on a Saturday. All employees are paid on the Friday following the end of the pay period. If a payday falls on a holiday, the workday before the holiday shall be the payday.

3.7 Direct Deposit

All Iowa County employees and elected officials are required to receive their paycheck through automatic deposits into an account at a U.S. financial institution of the employee's choice. Iowa County only allows one direct deposit per employee.

3.8 Personal Data Changes

Each employee must promptly notify Employee Relations of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, number of tax exemptions, individuals to be contacted in the event of emergency, certification achievements related to position, and other such status reports must be accurate and current at all times.

Changes in Name: Employees are required to provide documentation with correct name to Employee Relations

Mailing Address, Phone Number and Emergency Contact: Employees can provide Employee Relations with an email or written notification of the change.

Driver's Licenses and Commercial Driver's License: Employees are required to notify Department Head/Supervisor and Employee Relations if a CDL is revoked, suspended or expired. Employees who are required to possess a valid driver's licenses are required to notify Department Head/Supervisor and Employee Relations if the Driver's Licenses has been revoked, suspended or expired.

3.9 Death

Upon the death of an employee, the County shall pay to the estate of the deceased employee all accumulated and unused MTO, compensatory pay and traditional sick leave for which the deceased employee may have otherwise been eligible to use at the time of his/her death. Eligible dependents of the deceased employee may be eligible to continue Health Insurance coverage.

3.10 Reduction in Workforce

The County may reduce the size of the workforce whenever it determines, in its sole discretion, that doing so is in the best interests of the County. The County will provide 30 calendar days' notice prior to a reduction in workforce that results in employee separation from employment. The County shall pay to the employee all accumulated and unused MTO. The employee is eligible for Health and Dental benefits under COBRA.

3.11 Personnel Files

Personnel files are established and maintained for each active Iowa County employee. Personnel files are located in the Employee Relations Department in the Courthouse.

Employees may inspect their files per Wisconsin Law and must follow all procedures provided by law.

3.12 References or Employment Verifications

Iowa County Employee Relations processes all references and employment verification requests. The County will verify information relating to dates of employment, and position title. Iowa County may release additional information only in the event that an employee, through their prospective employer fills out an Iowa county "hold harmless" form. By signing the "hold harmless" form, Iowa County is not liable for any information provided to a prospective employer.

3.13 Discipline

Counseling related to performance improvement will generally take place prior to any initial disciplinary action and is not considered discipline; however any counseling given shall be documented.

Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of Iowa County. An employee is expected to perform to the greatest extent of his/her ability.

Any list of rules of conduct is incomplete. However, the following non-exhaustive list is meant to provide examples of the types of conduct that may result in disciplinary action:

- Dishonesty
- Falsification of records
- Removal of County money, merchandise, or property, including being in property of the County without permission.
- Insubordination or refusal to comply with the directive of a supervisor
- Unauthorized use or abuse of County equipment, property or supplies
- Fraud in securing employment
- Destruction, negligent or unauthorized use or other misappropriation of County equipment or property
- Use of official position for personal gain
- Engaging in discriminatory or abusive conduct
- Failure to report or disregarding a violation of safety rules and regulations
- Violating safety rules and regulations.
- Divulging or misusing confidential information
- The use of profanity or abusive language
- Violation of applicable county policies, procedures and/or applicable ordinances
- Violation of State and/or Federal laws and regulations
- Knowingly making false or malicious statements with the intent to harm or destroy the reputation, authority or official standing of individuals or organizations
- Inconsiderate treatment of residents, visitors or co-workers
- Disruption of facility routine
- Failure to follow prescribed resident care plan
- Violation of safety rules
- Disloyal or unethical conduct
- Organizational activities for any group or groups on Bloomfield time and premises without permission of the Administrator
- Unsatisfactory work performance
- Failure to report an accident and/or injury before leaving premises
- Abusive treatment of others, physical and/or verbal abuse
- Destruction of resident and resident property
- Other circumstances may warrant disciplinary action

When a possible violation of County policy or work rules has occurred, Department Heads are expected to collaborate with the Employee Relations Department prior to determining whether to issue formal discipline or informal counseling. All informal counseling must be document in writing and shared with the Employee Relations Department to ensure that a complete employment history is maintained. All disciplinary action taken must be coordinated with the Employee Relations Department to ensure that all legal requirements and County procedures are followed. Documentation of all formal discipline must be provided to the Employee Relations Department.

Formal disciplinary action may range from a warning to immediate termination, depending upon the seriousness of the offense. The County reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances of the individual case.

3.14 Grievance Procedures

Definitions:

A grievance shall mean a dispute regarding the application of County policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:

- A. The name and position of the grievant;
 - B. A clear and concise statement of facts surrounding the grievance;
 - C. The issue involved;
 - D. The relief sought;
 - E. The date the incident or alleged violation took place;
 - F. Any specific section of this Handbook or workplace safety rule alleged to have been violated;
and
 - G. The signature of the grievant and the date.
1. The term day's means regular business day, Monday through Friday, excluding weekends and holidays regardless of whether the employee or his or her classification is scheduled to work. The time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.
 2. A "grievant" for the purpose of this Procedure is any regular, temporary or seasonal full or part time employees of Iowa County. This does not include elected officials or independent contractors. At the grievant's cost and request they may be represented by a person of their choice.
 3. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or County rule related to: safety of the physical work

environment, the safe operation of workplace equipment and tools, provisions of personal protective equipment, training and warning requirements, workplace violence and accident risk.

4. "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective action that does not include a reprimand.
5. "Termination" means discharge from employment. Layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

Procedures:

First Step

Within ten (10) days after the facts upon which the grievance is based or should have reasonably become known, the employee shall present the written grievance to his/her immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the County Administrator.

An employee who has been notified of termination may process the grievance commencing at Step 3.

Second Step

If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the County Administrator within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the County Administrator, he/she or the designated representative of the County Administrator will meet with the grievant within five (5) days in an effort to resolve the issues(s) raised by the grievance. Within ten (10) days after the meeting, the County Administrator shall respond to the grievance in writing. The County Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of the policy and otherwise properly processed as required by this policy. If the County Administrator is aware of other similar pending grievances, the County Administrator may consolidate those matters and process them as one grievance.

Third Step

Upon the written request of the grievant in response to an adverse decision, the decision at the second step may be appealed by a written statement forwarded to the County Administrator particularly describing the reason for appeal. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the grievant to properly follow the process, the matter shall be referred to the County Board who shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance, only the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the County Administrator. Any costs incurred by the IHO will be paid by the County. The IHO will convene a hearing in the manner he or she deems appropriate. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing.

The burden of proof shall be “a preponderance of the evidence”. In termination and discipline cases, the County shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision.

The IHO may only consider the matter presented in the initial grievance filed by the employees. The IHO shall have no power to add or subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.

Fourth Step

Either party may appeal on adverse determination at step three to the County Board, by filing written notice appealing the decision of the IHO in the County Administrator’s Office within ten (10) days of issuance of the IHO decision. The County Board shall schedule the review of the IHO’s decision within thirty (30) days after receipt of the appeal. The review will be conducted by the Board during a closed session meeting. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and/or testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be final and binding on all parties.

Timelines:

Failure to process a grievance by the grievant within the time limit, or agreed upon extension, shall constitute waiver for the grievance and will be considered resolved on the basis of the County’s last answer. Failure of the management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner the time limits set by the policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

Exclusive Remedy:

This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedures that are raised by employees shall be considered by Administration which has final authority, subject to any applicable Board policy or directive, to resolve the matter.

SECTION 4: EMPLOYMENT EXPECTATIONS

4.1 Safety and Personal Protective Equipment

It is the policy of Iowa County to promote a safe working environment for all its employees. OSHA standards have been adopted and enforced for Wisconsin’s safety and health rules governing public sector (state and local) workplaces.

Iowa County wants to ensure that employees wear safety equipment that will provide them the necessary support and protection required to the job they are assigned.

Departments shall periodically have a certified hazard assessment completed to determine the types of workplace exposures and identify the appropriate types of personal protective equipment if any.

Iowa County Departments will provide the following Personal Protective Equipment, if needed for the employee's position:

- Eye and Face Protection (safety glasses)
- Head Protection (hard hat)
- Hand and Arm Protection (gloves)
- Foot and Leg Protection
- Hearing Protection
- Body Protection

Iowa County positions that are required to wear safety Foot Protection (steel toe-shoes) receive an allowance. (Referenced in 4.2 Appearance and Demeanor and 4.2a Shoe Allowance)

Employees may provide their own personal protective equipment. Employees are required to notify their immediate supervisor when they are first providing their own personal protective equipment. Iowa County is responsible to assure its adequacy, including proper maintenance, and proper sanitation of such equipment. As a result, Iowa County retains the right to inspect and approve any and all protective equipment provided by employees. They may replace at their discretion and cost or utilize County provided equipment.

Employees will be responsible for following their department's safety plan(s).

4.2 Appearance and Demeanor

The County requires all employees to present a professional image to the public and clients. Accordingly, each employee is required to maintain appropriate standards of dress, grooming and hygiene while on duty or conducting County business.

Iowa County observes a casual dress environment. Clothing is to be neat, clean, in good repair and appropriate to the nature of the position.

Basic guidelines for appropriate workplace dress include:

- Blue Jeans that are not torn, frayed, worn, faded or patched
- Dress pants, Capri pants, dresses and skirts
- Trousers and slacks
- Colored denim and corduroy pants and skirts, blue jean skirts and jumpers
- Blouse, long and short sleeve dress shirts, ties, knit tops, knit shirts, polo/collared shirts
- Sweaters, vests, jackets or blazers, suits
- Dress shoes/boots, dress sandals, athletic shoes

Basic guidelines for appropriate workplace dress do not include:

- Soiled, torn or ripped clothing
- T-shirts, halter tops, thin strapped tops and other backless and/or low-cut apparel (unless a sweater or short sleeve shirt is worn over at all times)
- Sweatshirts, sweatpants or workout attire
- Shorts
- Dresses or skirts more than three (3) inches above the knee
- Sheer clothing or clothing that is otherwise revealing, distracting, or provocative
- Pants or skirts worn below the waistline
- Beach type sandals/shoes
- Clothing with language or pictures that are considered offensive or inappropriate (i.e. sexually suggestive, advertising alcohol or tobacco products, promoting advertising firms and/or contractors that do business with the County)

Individual departments may be subject to a different dress code defined by the department. However, employees are expected to follow the County's general guidelines regarding the condition of clothing and the content of apparel worn while performing duties for the County.

Bloomfield Healthcare: Please refer to the Iowa County Bloomfield Healthcare Addendum.

Highway Department: Shop and Labored Employees are able to purchase uniforms from contracted vendor. Employees who choose not to purchase from vendor are able to wear t-shirts, sweatshirts, jeans and other items as weather related. Employees are required to wear steel toe shoes. Weather can occasionally cause extreme temperatures. It is expected that employees dress accordingly. If necessary, plan for weather changes by dressing in layers, or having alternative clothing options available.

Environmental Services: Employees are allowed to wear t-shirts, sweatshirts and comfortable tennis shoes or work boots.

Employees who perform field inspection work (Land Conservation/Planning and Zoning) are required to wear steel toe shoes while performing field inspection duties.

There may be situations requiring more formal attire. If you are conducting or attending meetings, seminars, etc. where you come in contact with other business professionals, you are expected to represent the County in a professional manner and dress appropriately for conducting such business.

Hair, beards, and mustaches are to be clean, trimmed and well-groomed.

Colognes, after-shave lotions, perfumes, accessories and cosmetics should be worn with consideration for professional image and the comfort of co-workers. Strong scents should be avoided because coworkers or individual citizens might be offended or allergic to these scents.

Visible body jewelry and art, such as ear, nose, lip, eyebrow, cheek, and tongue piercings and tattoos are allowed if it does not pose a safety risk, is not considered offensive and is professional in nature.

Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. The same will apply to employees exhibiting unacceptable oral or physical hygiene.

Employees who violate dress code standards may be subject to disciplinary action.

Note: A professional business dress environment is preferred, but not required.

4.2a Shoe Allowance/Reimbursement

Iowa County will provide a 50% shoe reimbursement allowance to employee positions noted in 4.1 Appearance and Demeanor for steel toe shoes/work boots up to a maximum of \$60.00 once a year, which will be reimbursed to employees upon presentation of an approved paid receipt.

4.3 Tardiness

Arriving on the job at the time you are scheduled to work is both a courtesy and an obligation owed to the County, your co-workers and the public we service. The County recognizes that there may be times when employees are delayed in getting to work. However, two (2) or more unexcused tardiness incidents occurring within a single pay period will be considered excessive and may result in disciplinary action. Habitual, repetitious or patterns of tardiness will also be subject to disciplinary action.

In the event of weather related tardiness, employees will be considered excused.

Department Heads may grant an excused tardiness for unforeseen circumstances. Employees are expected to inform their immediate supervisor of their tardiness.

4.4 Attendance and Absences

Iowa County expects regular attendance from all employees. This is absolutely necessary to fulfill our obligation to the public, guarantee good customer services and maintain effective working relationships.

An absence shall constitute an occurrence under this policy if the employee gives his/her immediate supervisor less than 16 hours of notice prior to the start of their scheduled shift that they are unable to work their shift.

Occurrences will be tracked on a six month rolling calendar starting on an employee's hire date.

Step 1: Employees receiving six occurrences on a six month rolling calendar will be provided a written disciplinary action

Step 2: Employees receiving more than six occurrences on a six month rolling calendar will be subject to a one day unpaid suspension.

Step 3: Employees receiving ten occurrences on a six month rolling calendar will be subject to termination.

Employees whose employment history; beyond the six month rolling calendar period, shows a habitual, repetitious or pattern of absences or is consistently absent may trigger disciplinary action.

Management reserves the right to use its' discretion in applying this policy under special or unique circumstances in consultation with Employee Relations.

As noted in Section 2.4, employees who have three (3) consecutive unauthorized absences will be deemed to have abandoned their employment and voluntarily self-terminated.

Employees are to call their direct supervisor to report their absence immediately and no later than their scheduled time of work. Employees are to leave a message if their supervisor is not available.

Departments and Managers will call employees back if a message is left.

Employees who call in after the start of their scheduled shift may be subject to discipline regardless of the number of occurrences they have accumulated.

Absences due to illnesses or injury that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record.

Department Heads/Supervisor will consult with Employee Relations Department regarding any disciplinary action.

4.5 Other Employment

Employment with Iowa County is considered a primary responsibility. Any Iowa County employee may hold a job outside of County employment as long as they meet the performance standards of their job. If Iowa County determines that an employee's outside work interferes with their job performance or their ability to meet the requirement of Iowa County, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with the County.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals or organizations for materials produced or services rendered while performing their jobs with Iowa County.

4.6 Identification Badges

All employees, elected officials, and appointed officials are issued a photograph identification card through the Information Technology Systems Department. Bloomfield Healthcare will issue its own photograph identification cards. Identification cards will have the individual's first and last name on the front of the card. Department Heads may request that only the employee's first name is printed on the front of the card. Identification cards may also be issued to individuals providing volunteer or special services and for whom the respective Department Head has requested that they be issued a card.

All employees, elected officials, and appointed officials must wear the identification card so it is visible whenever performing the duties of their County employment or representation. The card must be worn on the front of the outermost garment, with the name and photograph visible. The exception to this is employees who routinely work outdoors, such as Highway Department employees, or at the discretion of County Administrator.

Employees losing their badge must report the loss immediately to their department.

Employees losing or damaging their identification card must have another card made at a charge to the employee of five dollars (\$5.00). If the replacement is necessary due to the ordinary wear and tear in the course of employment, name change, or change of department or employment status, the five dollar (\$5.00) fee will not be charged to the employee at the discretion of the IT Department.

In the event that an employee's identification card is stolen, and employee provides a police report to the County, the five dollar (\$5.00) fee will not be charged to the employee.

Photographs taken by Iowa County are considered Iowa County property and Iowa County may use them for business purposes.

4.7 Workplace Smoking

Smoking in County facilities is prohibited. All county employees are subject to County Ordinance 600.26 regarding smoking on County property. Ordinance 600.26 is maintained in the County Clerk's Office and on the Iowa County website.

4.8 Alcohol and Drug Abuse

Employees are forbidden to use, sell, possess, transfer or purchase alcohol, illegal drugs or controlled substances at any time during the work day or anywhere on Iowa County property or while performing Iowa County business. Employees violating this policy will be subject to immediate discipline.

Employees under the influence of alcohol or drugs on the job will be subject to discipline. Employees who appear to be in an impaired condition on the job may be asked by their supervisor to submit to a test to determine whether they are under the influence of alcohol or illegal drugs. Any refusal to submit to a test will be treated as insubordination and will be subject to discipline including up to termination.

Alcohol is defined as follows: (a) Beer as defined in 26 USC 5052 (a) of the Internal Revenue Code of 1954; (b) wine of not less than one half of one per centum of alcohol by volume; or (c) distilled spirits as defined in Section 5002 (a) (8) of such code. Alcohol includes but is not limited to the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

An alcohol concentration of 0.02 or greater, while on duty for Iowa County, as indicated by an alcohol breath test or blood test may result in disciplinary action up to and including termination.

Federal Department of Health and Human Services drug test levels will be used to determine presence of illegal drugs.

Employees who must use a prescription drug that causes adverse side effects that affect their ability to perform assigned work should inform their supervisor that they are taking such medication, what the side effects are and if requested produce a copy of the original prescription. If the side effect of the prescription drug interferes with the employee's ability to perform assigned work, the employee may be required to utilize MTO.

Pre-employment testing: As a condition of employment, applicants will be subject to a pre-employment drug screen.

Reasonable Suspicion testing: Employees may be tested for drugs and/or alcohol if he/she has been observed using, having possession or impairment, or if Iowa County management staff has other reasonable suspicion for testing him/her. Employee Relations must be consulted before sending an employee for reasonable suspicion testing. Refusal to submit to testing will result in disciplinary action up to and including termination.

Employees testing positive for illegal drugs and/or alcohol will be subject to disciplinary action up to and including termination. Employees testing positive may also be subject to unannounced follow-up testing anytime during the first six months after returning to work or anytime during the course of the substance abuse counseling program.

Iowa County reserves the right to inspect workspaces and/or vehicles owned by or leased to Iowa County at any time in an effort to enforce this policy.

Employees that are governed under DOT regulations, please refer the DOT Substance Abuse Policy located on the website.

4.9 Return of County Property

All employees who separate from their employment with Iowa County must return all County property in their possession and complete the appropriate form verifying that the property was returned.

If an employee does not return all County property, Iowa County may report the item as stolen and/or invoice the employee for the cost to replace the item(s).

The completed form will be signed by the employee and a copy will be given to the employee. The original copy will be sent to the Employee Relations Department to be placed in the employee's personnel file.

Building/Office Keys or Proximity Cards

Department Heads have the right to determine to whom keys, proximity cards and/or fobs may be issued for offices under his/her direction. The Department Head and/or the Employee Relations Director may require an employee or all employees to return keys, proximity cards and/or fobs at any time and for any reason. The County Administrator has the right to affirm or reverse the Department Head's or Employee Relations Director's decision.

Proximity cards and/or fobs need to be requested by the Department Head to the ITS Department with at least a one day notice if possible.

All Courthouse and Health and Human Service Building departments need to request a building or office key from the County Clerk.

Employees to whom keys, proximity cards and/or fobs are issued will acknowledge receipt by signing the appropriate form which will be maintained in their personnel file. They are expected to safeguard the

keys, proximity cards and/or fobs and to limit their usage of the keys, proximity cards and/or fobs to approved county business. A key, proximity card and/or fob are not to be loaned or given to anyone else at any time. Employees who willfully violate this section may be subject to discipline.

Lost keys, proximity cards and fobs must be reported immediately to the appropriate issuer. If a replacement key, proximity card or fob is desired, the Department Head must make a report to the issuer and a new request must be filled out. If an employee loses a key; employee will be charged the whole replacement cost. Employees losing or damaging a proximity card or fob must have another card made at a charge to the employee of ten dollars (\$10.00) for the first occurrence, fifteen dollars (\$15.00) for the second occurrence and increasing with subsequent occurrences to a maximum of fifty dollars (\$50.00) per incident. The Department Head may determine not to replace a lost key, proximity card or fob.

In the event that an employee's work keys, proximity card and/or fob is stolen, and employee provides a police report to the County, the fee will be waived.

Moneys received at the Department level for the above charges will be deposited with the County Treasurer. The original receipt will be sent to the Employee Relations Department to be placed in the employee's personnel file.

4.10 Electronic Communication – Acceptable Use Policy

It is the intent of this policy to establish guidelines for any person using Iowa County's computing facilities, including computer hardware, printers, fax machines, phones, voice-mail, software, e-mail, and Internet and intranet access, collectively called "Information Technology."

PURPOSE: All employees share Information Technology facilities at Iowa County and these resources are limited. These facilities are provided to employees for the purpose of conducting County Business. The County does permit a limited amount of personal use of these facilities, including computers, printers, e-mail and Internet access. However, these facilities must be used responsibly by everyone, since misuse by even a few individuals has the potential to negatively impact productivity, disrupt County business, and interfere with the work or rights of others. Therefore, all persons are expected to exercise responsible and ethical behavior when using the County's Information Technology facilities. Any action that may expose the County to risks of unauthorized access to data, disclosure of information, legal liability, or potential system failure is prohibited and may result in disciplinary action up to and including termination of employment and/or criminal prosecution.

POLICY: The use of the County's information technology facilities in connection with County business and limited personal use is a privilege, not a right, extended to various County employees. Users of Iowa County's computing facilities are required to comply with all policies referred to in this document.

Users also agree to comply with applicable country, federal, state, and local laws and to refrain from engaging in any activity that would subject the County to any liability. Iowa County reserves the right to amend these policies and practices at any time without prior notice and to take such further actions as may be necessary or appropriate to comply with applicable federal, state/province, and local laws.

To protect the integrity of Iowa County's Information Technology facilities and its users against unauthorized or improper use of County facilities, the County will monitor and investigate possible misuse. Iowa County reserves the right, without notice, to limit or restrict any individual's use of those facilities. The County may inspect, copy, remove, or otherwise alter any data, file, or system resource which is used in violation of County rules or policies. Iowa County does monitor and has implemented an Internet filter for blocking users from accessing certain websites, and may increase the websites blocked as necessary. Iowa County also reserves the right periodically to examine any system and other usage and history as necessary to protect its Information Technology facilities.

SCOPE: This policy applies to all Iowa County employees and users. It is the responsibility of all operating units to ensure that these policies are clearly communicated, understood and followed.

These policies also apply to State employees; limited term employees, software contractors, and vendors/suppliers providing services to Iowa County that bring them into contact with Iowa County's Information Technology infrastructure. An Iowa County employee who contracts for these particular services is responsible to provide the contractor/vendor/supplier with a copy of these policies before any access is given.

These policies cover the usage of all of the County's Information Technology and communication resources, including, but not limited to:

- All computer-related equipment, including desktop personal computers (PCs), portable PCs, terminals, workstations, PDAs, wireless computing devices, telecomm equipment, networks, databases, printers, servers and shared computers, and all networks and hardware to which this equipment is connected.
- All electronic communications equipment, including telephones, pagers, radio communicators, voice-mail, e-mail, fax machines, PDAs, wired or wireless communications devices and services, Internet and intranet and other on-line services.
- All software including purchased or licensed business software applications, County-written applications, employee or vendor/supplier-written applications, computer operating systems, firmware, and any other software residing on County-owned equipment.
- All intellectual property and other data stored on County equipment. All of the above are included whether they are owned or leased by the County or are in the County's possession, custody, or control.
- These policies also apply to all users, whether on County property, connected remotely via any networked connection, or using County equipment.

Detailed Electronic Communications Policy

1. The content of any and all electronic communications are the property of Iowa County and may be monitored to support operational, maintenance, auditing, security, and investigative activities. No employee should have any expectation of privacy as to his or her Internet usage or any other County provided electronic communications including, but not limited to, e-mail, telephones including voice mail, computers, and facsimiles.

2. Iowa County reserve the right to inspect any and all files stored in private areas of the network in order to assure compliance with policy.
3. All installation, removal or disabling of software or hardware must be performed or authorized by ITS. All other downloading is prohibited. By request, ITS will download additional applications into a safe environment and be evaluated for compatibility with the County network. Any software or files downloaded or installed into the County network become the property of the county. Any such files or software may be used only in ways that are consistent with their licenses or copyrights and the County policies.
4. User IDs and passwords help maintain individual accountability for Computer/Internet resource usage. Any employee who obtains a password or ID for a Computer/Internet resource must keep that password confidential. Sharing of user IDs or passwords obtained for access to Internet sites is prohibited. Management reserves the right to the passwords for all data stored on its Information Technology. There will be no file(s), programs or data that cannot be accessed by appropriate management personnel.
5. No employee may use County facilities to distribute pirated software or data.
6. Since a wide variety of materials may be deemed offensive by coworkers, colleagues, suppliers and the general Public, it is a violation of County policy to store, view, print or redistribute any document or graphic file that is not directly related to the user's job or the county's business activities.
7. The display of any kind of sexually explicit image or document on any County system is a violation of the County's policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using County network or computing resources.
8. Transmitting or causing to be transmitted, communications that may be construed as sexually suggestive, offensive, demeaning, insulting, harassing or disparaging of others is prohibited. Messages which may be considered offensive include messages which contain sexual implications, religious slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability.
9. Interfering with intended use of Information Technology resources, seeking to gain unauthorized access to information resources, or destroying, altering, dismantling or otherwise interfering with the integrity of computer base information and/or information resources is strictly prohibited.
10. No employee may use the County's Information Technology infrastructure to deliberately propagate any virus, worm, Trojan horse, or trap-door program code. Playing games on any Iowa County equipment is also prohibited.

INTERNET USE POLICY

1. No employee may use the county's Internet facilities to knowingly disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

2. Each employee using the Internet facilities of the County shall identify himself or herself honestly, accurately, and completely (e.g., including one's County affiliation, position/title and function where requested) when participating in chats or newsgroups, or when setting up accounts on outside computer systems.
3. Only those employees or officials who are duly authorized to speak to the media, to analysts or in public gatherings on behalf of the County may speak/write in the name of the County to any newsgroup or chat room. Other employees may participate in newsgroups or chats 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 the County, the employee must indicate that any political, union or religious advocacy, or endorsement or appearance of endorsement of any commercial product or service is done in their individual capacity.
4. Use of County Internet access facilities to commit infractions such as misuse of County assets or resources, harassment which includes sexual harassment, unauthorized public speaking and misappropriation or theft of intellectual property are also prohibited by general County policy, and will be sanctioned under the relevant provisions of the personnel policies that apply to their position.
5. If an employee is accidentally connected to a site that contains sexually explicit or offensive material, he/she must disconnect from that site immediately, and notify the ITS Department to identify and address any potentially damaging data to County computer systems.
6. The County's Internet facilities and computing resources must not be used to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way.
7. Use of any County resource for illegal activity is grounds for discipline up to and including immediate termination. The County will cooperate with any legitimate law enforcement process that results from this activity.
8. The County will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives and backups on individuals' Internet activities, which could include resurrecting "deleted" files and messages.
9. All employees with Internet access must take particular care to understand the copyright, trademark, libel, slander and public speech control laws to ensure their use of the Internet does not inadvertently violate any laws which might be enforceable against the County.
10. Video and audio streaming technologies represent significant data traffic which can cause local network congestion. Unless deployed for job related use, accessing these resources is prohibited. (e.g. Watching video clips, tv shows, sporting events, or listening to the radio, etc)
11. Downloading software from the Internet, unless it is an approved upgrade to an existing product via the vendor's web site, is prohibited unless approved for use by the ITS Department.

12. Downloading screen-savers, desktop themes, and/or games from the Internet is strictly prohibited. Playing games on the Internet is prohibited.
13. Using the Internet to access personal email accounts for non-work related activity must be in accordance with the County's Acceptable use guidelines for personal use.

EMAIL USE POLICY

1. An Iowa County Email Address is intended only for official County business and all mail becomes property of Iowa County. You are expected to keep personal correspondence to a minimum.
2. Using Iowa County Email for any personal economic gain is not permitted.
3. Users are not permitted to send chain letters, viruses, and obscene or otherwise offensive material through Iowa County Email.
4. Employees shall not use a code, access a file, or retrieve another employee's e-mail messages without that person's permission. However, this rule does not prohibit designated Information systems or supervisory personnel from reviewing or monitoring employee e-mail as appropriate.
5. Users should delete e-mail messages that they send, or that are sent to them, once the messages have served their original purpose. All non-County related email and email that is not considered open records should be deleted. Employees must not delete messages (or files) that do not belong to them.
6. Users should not forward e-mail intended to be (and appropriately qualified as) confidential and for their use only.
7. Users should exercise caution with jokes or comments which may be misunderstood or inconsistent with conducting the business of the County in a professional manner.

SOFTWARE USE POLICY

1. All purchases/downloads of new software must be approved by the ITS Department. Pursuant to Iowa County Resolution #1-0999, the ITS Department/Committee must review and authorize the purchase of any new software for any computer on the County network.
2. Duplication of County-owned software through any medium (e.g., DVD, CD-ROM writer, diskettes) for personal use or unauthorized distribution is prohibited.
3. All software must be used only in ways that are consistent with their licenses or copyrights and the County policies.
4. Installation and/or use of personal software from home on County owned a computer without permission is prohibited.
5. Employees shall respect and abide by the terms of software licenses, including, but not limited to a prohibition on reproduction of licensed software.
6. Any suspected misuse of software shall be reported to the appropriate supervisor.

HARDWARE USE POLICY

1. No new computer hardware can be installed without informing the ITS Department. Pursuant to County Resolution # 1-0999, the ITS Department/Committee must review and authorize the purchase of any new computer hardware.
2. Computer equipment is not to be relocated or reassigned without informing the ITS Department.
3. Swapping internal computer hardware equipment (such as network cards, video cards, hard disks, etc.) from one PC to another without authorization from a member of the ITS Department is strictly prohibited.
4. Computer equipment cannot be taken home without written authorization from the ITS Department (except laptops and notebooks). Employees taking *any* computer equipment home (including laptops or notebooks) must have permission from their Department Head.
5. The ITS Department must approve any lease or contract for professional services that relates to computer hardware. This includes design, support or maintenance of computer hardware, networking, Internet, and computer repair services.
6. Any non-County hardware, such as vendor or state laptops, must be approved by ITS prior to connecting to the County network for any resources, such as internet use.
7. Any County computers/laptops that are removed from the network in excess of a month must be reviewed by ITS prior to reconnecting to County resources to make sure it is not a security threat.

ACCEPTABLE USE POLICY

1. Personal use of County resources should be done in a manner which does not interfere with normal operations of the County. Excessive personal use or use that interferes with normal County business may result in the county restricting or prohibiting all personal use for an employee and/or department.
2. Wishing a "happy birthday" or advising of an agency sponsored social event over email is permitted.
3. Advising employees of recreational activities or opportunities, such as holiday parties, picnics, retirement parties, etc. is allowed.
4. Use of the internet to retrieve general information during non-working time (i.e.: reading the newspaper on-line, checking weather forecast) is acceptable.
5. Using an appropriate personal picture as your background on a computer is acceptable.
6. Personal use of County Information Technology must be done at no cost to the County and has to be limited to lunch time, break time, or 15 minutes before or after the employees normal work day.
7. Information Technology should not be used for any purpose that employees would not want coworkers or members of the general public to witness. All information stored on County

equipment is not considered private and may be disclosed under applicable Open Records laws or as required by litigation.

8. If an employee has a question about the proper use of the Internet, it shall be their responsibility to obtain guidance from their Department Head or Employee Relations Department prior to such use.

4.11 Mobile Device - Acceptable Use Policy

Iowa County grants its employees the privilege of purchasing and using smartphones and tablets of their choosing at work for their convenience. Iowa County reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below.

This policy is intended to protect the security and integrity of Iowa County's data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms.

Iowa County employees must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to the company network.

Acceptable Use

- The county defines acceptable business use as activities that directly or indirectly support the business of Iowa County.
- The county defines acceptable personal use on county time as reasonable and limited personal communication or recreation, such as reading.
- Employees are blocked from accessing certain websites during work hours/while connected to the County's network at the discretion of the County.
- Devices' camera and/or video capabilities are disabled while on-site.
- Devices may not be used at any time to:
 - Store or transmit illicit materials
 - Store or transmit proprietary information belonging to another company
 - Harass others
 - Engage in outside business activities
 - Etc.
- Employees may use their mobile device to access the following county-owned resources: email, calendars, contacts, etc.
- Iowa County has a zero-tolerance policy for texting or emailing while driving and devices must be set to a hands-free mode while driving.

Devices and Support

- Smartphones including iPhone, Android, and Windows phones are allowed
- Tablets including iPad and Android are allowed.
- Connectivity issues are supported by ITS; employees should contact the device manufacturer or their carrier for operating system or hardware-related issues.

- Devices must be presented to ITS for proper job provisioning and configuration of standard apps, such as browsers, office productivity software and security tools, before they can access the network.

Reimbursement

- The County will not reimburse the employee for a percentage of the cost of the device.
- The County will not reimburse the employee for the following charges: roaming, plan overages, etc.

Security

- In order to prevent unauthorized access, devices must be password protected using the features of the device and a strong password is required to access the County's network.
- The county's strong password policy requires that passwords be at least 8 characters and a combination of upper- and lower-case letters, numbers and symbols. Passwords will be rotated every 90 days and the new password can't be one of 15 previous passwords.
- The device must lock itself with a password or PIN if it's idle for five minutes.
- After five failed login attempts, the device will lock. Contact ITS to regain access.
- Rooted (Android) or jailbroken (iOS) devices are strictly prohibited from accessing the network.
- Employees are automatically prevented from downloading, installing and using any app that does not appear on the county's list of approved apps.
- Smartphones and tablets that are not on the county's list of supported devices are not allowed to connect to the County's network.
- Smartphones and tablets belonging to employees that are for personal use only are not allowed to connect to the County's network.
- Employees' access to County data is limited based on user profiles defined by ITS and automatically enforced.
- The employee's device may be remotely wiped if 1) the device is lost, 2) the employee terminates his or her employment, 3) ITS detects a data or policy breach, a virus or similar threat to the security of the County's data and technology infrastructure.

Risks/Liabilities/Disclaimers

- While ITS will take every precaution to prevent the employee's personal data from being lost in the event it must remotely wipe a device, it is the employee's responsibility to take additional precautions, such as backing up email, contacts, etc.
- The county reserves the right to disconnect devices or disable services without notification.
- Lost or stolen devices must be reported to the county within 24 hours. Employees are responsible for notifying their mobile carrier immediately upon loss of a device.
- The employee is expected to use his or her devices in an ethical manner at all times and adhere to the county's electronic use policy as outlined above.
- The employee is personally liable for all costs associated with his or her device.

Iowa County reserves the right to take appropriate disciplinary action up to and including termination for noncompliance with this policy.

4.12 Social Media – Acceptable Usage Policy

Iowa County has a policy on Social Media. The Policy is intended to provide a framework for use of social media when authorized by the County as part of an employee's job duties. This policy also provides general guidelines for the personal use of social media by all employees.

The forms of social media or technology referred to in this policy include, but are not limited to Facebook, LinkedIn, Twitter, or other similar forms of online journals, diaries or personal newsletters not affiliated with Iowa County.

County-owned technology resources are the property of Iowa County, as is all data created, entered, received, stored, or transmitted via County-owned equipment. All use of social media or similar technology is subject to all County policies, including but not limited to the Information Technology Use policy, as well as any existing internet, email, and harassment policies.

Employees may be subject to discipline, up to and including discharge for conduct that violates County policies or rules and regulations, whether such conduct occurs on duty or off-duty. Please refer to each of these policies for additional information.

Please reference the full Social Media – Acceptable Use Policy available on the Iowa County website.

Nothing in this handbook or in any of the policies is intended to or should be interpreted to restrain legitimate protected concerted activity.

SECTION 5: COMPENSATION

5.1 Wages

Iowa County administers a uniform employee Compensation structure. The salary provided by the County to its employees is for the purpose of obtaining and retaining employees to perform services which the County provides.

Iowa County intends to maintain its wage structure by providing the General Government Committee the Market Rate provided by a Third Party Consultant Firm and benchmark ten (10) positions each year as authorized by the General Government Committee.

The General Government Committee makes the sole determination on the information provided to them regarding the Market Rate and salary date for the benchmarked positions.

5.2 On-Call Pay

Social Workers in the Social Services Department assigned "on call" duty will receive a daily stipend of \$24 during the week (Monday through Friday) and a daily stipend of \$40 on weekends (Saturday and Sunday) and holidays. Employees who are called for worked outside of their normal work hours while on-call shall be compensated at one and a half (1 ½) times their hourly rate or compensatory time.

5.3 Emergency Disaster Call In-Pay

All Iowa County Employees are subject to “call in” for the purpose of a Large Emergency or Disaster. A “call in” could occur anytime of the day or night. In the event of a Large Emergency or Disaster, non-exempt employee’s hours that are worked between 10:00 p.m. and 6 a.m. will be paid at time and one-half and will also count towards total hours worked for that week. This excludes the Highway Laborer staff, as they are subject to differential pay as outlined in the Highway Addendum.

5.4 Performance Evaluation Reviews and Pay for Performance

Iowa County provides annual performance evaluations with all employees. Performance evaluations are designed to acknowledge employees achievements and assist employees in improving their job performance.

Managers and Department Heads are responsible for conducting annual performance evaluations with employees whom they supervise.

Employee performance is evaluated annually on employee’s date of hire. Management employees who were promoted into a management position prior to October 5, 2014 will use their status date instead of hire date. All employees are evaluated on the following core competencies:

- Attendance
- Job Knowledge
- Job Performance
- Communication and Customer Service
- Attitude, Professionalism and Teamwork
- Safety and Following Policies and Procedures
- Goal Setting

In addition to the above core competencies, management employees are evaluated on the following leadership core competencies:

- Coaching and Delegation
- Team Leadership and Facilitating Change
- Budget Management

Employee’s shall complete a self-evaluation and submit to their manager no more than a month prior, but at least two weeks before evaluation date. Failure to complete self-evaluation is reflected in performance review. Managers complete and review a separate performance evaluation with the employee. The manager submits the completed evaluation and status change form to Employee Relations before the end

of the payroll week in which the evaluation date occurred. Employee Relations provides the status change form to Finance/Payroll.

Status change forms are not processed until Employee Relations receives the completed performance evaluation review.

Performance Factor Rating

Step Process (Minimum- Step 1 up to Control Point-Step 6):

Non-Management Employees:

Employees within the step portion of the Iowa County Wage Structure receiving a rating of 30 points to 47 points get a "Meets Expectations" rating, which includes a pay increase to the next step. Employees receiving a rating of 29 points or below get a "Does not Meet Expectation" rating, which provides no step increase. Employees receiving a rating of 48 points or more get an "Exceeds Expectation" rating, which results in a pay increase of two steps.

Managers that do not have Budget responsibilities:

Employees within the step portion of the Iowa County Wage Structure receiving a rating of 37 points to 58 points get a "Meets Expectations" rating, which includes a pay increase to the next step. Employees receiving a rating of 36 points or below get a "Does not Meet Expectation" rating, which provides no step increase. Employees receiving a rating of 59 points or more get an "Exceeds Expectation" rating, which result in a pay increase of two steps.

Management Employees:

Employees within the step portion of the Iowa County Wage Structure receiving a rating of 38 points to 60 points get a "Meets Expectations" rating, which includes a pay increase to the next step. Employees receiving a rating of 37 points or below get a "Does not Meet Expectation" rating, which provides no step increase. Employees receiving a rating of 61 points or more get an "Exceeds Expectation" rating, which result in a pay increase of two steps.

All performance evaluations including management and non-management reviews that get an "Exceeds Expectations" rating need to be discussed and approved by the County Administrator.

Pay for Performance (Control Point – Step 6 to Maximum):

Employees who receive a rating of "Exceeds Expectations" are eligible for Pay for Performance. An "Exceeds Expectations" rating is 48 points or more for non-management employees, 59 for management employees with no budget responsibilities and 61 points or more for management employees.

Employees will receive a two (2%) performance bonus of current base rate, which will be divided within 26 pay periods plus a two (2%) base wage increase.

When an employee is on Step 5 and receives an “Exceeds Expectations”, employee will receive a one and a half (1.5%) performance bonus of current base rate, which will be divided within 26 pay periods plus a one (1%) base wage increase of Step 6.

The performance bonus pay will exhaust after the 26 pay periods unless employees receives an “Exceeds Expectations” rating at their next annual performance review.

All pay including base wage and bonus pay cannot exceed the maximum step unless approved by County Board. If an employee is near maximum, they will earn the base wage increase before the performance bonus pay.

All performance evaluations including management and non-management reviews that get an “Exceeds Expectations” rating needs to be discussed and approved by the County Administrator.

5.5 Timesheets/Reporting

Timesheets are a legal source document for all payroll transactions. Timesheets serve as the legal authority to pay an employee. Timesheets also serve as verification of time off, and provide the legal basis to grant an employee benefits, including worker’s compensation as appropriate. It also gives verification for the annual audit of worker’s compensation by the county’s insurance carrier.

All Iowa County employees, exempt and non-exempt, (exception elected officials) are required to record all working hours on County timesheets, which are official records of hours worked. The information on the time records must include:

- actual beginning and ending time of work day
- actual beginning and ending time of meal periods

Similarly, time off should be reported on the date or dates that such time was taken off from work. It is the responsibility of the employee to sign a timesheet with an original signature. In the event that the employee cannot sign the timesheet due to absence, illness or similar condition, the employee’s supervisor may sign for the employee but shall indicate on the timesheet that he/she signed for the employee.

Many Bloomfield Healthcare employees utilize a timeclock.

All employees’ timesheets shall be reviewed and initialed by their direct supervisor. Department heads shall sign each time sheet with an original signature. The Department Head may delegate such duties to another supervisor in his/her absence.

For each signed timesheet, the Department Head’s signature implies certification that the timesheet was reviewed, and to the best of his/her knowledge, represents the time sheet as a true and accurate record of time worked or time off.

Submission of Time Sheets: Department Heads are required to deliver the time sheets to the Finance Office by 10:00 a.m. on the Monday after the pay period ends, except Bloomfield Healthcare and Highway. Highway Department is required to have time sheets and payroll interfaced by 1:00 p.m. on the Monday following the end of the pay period and Bloomfield Healthcare is required to have time sheets

and payroll interface by 10:00 a.m. on the Tuesday following the end of the pay period. If a Department Head anticipates that time sheets will be late, they must call the Finance Office as soon as this is known. If an employee knows he/she will be absent on the Monday of the payroll week then he/she should submit the time sheet to his/her Department Head/Supervisor at the end of the week prior to the payroll week or prior to when his/her leave begins. Department Heads/Supervisor should also make arrangements for submitting timesheets if absent or unavailable on Monday of the payroll week.

Fraudulent Timesheets: Iowa County considers submission of fraudulent time sheets constitutes misuse of public funds. Falsifying a time sheet by failing to add time worked, adding time worked when such work was never performed, recording of time on another employee's time sheet or by failing to accurately report time off and/or use of accrued time (MTO, Medical Leave Bank, Traditional sick leave, and compensatory time) is a violation. An employee submitting fraudulent time sheets may be subject to disciplinary action, up to and including termination of employment and is further subject to criminal penalty. Iowa County reserves the right to monitor employees working hours for the purpose of verifying the accuracy of time reporting. Various methods of monitoring may include, but are not limited to visual observation, review of ID badge access activity, County computer records, County telephone logs and billing, and GPS tracking.

5.5a Flex Time: The periodic adjustment of the work schedule to accommodate the operations of Iowa County, or the occasional adjustment to allow employees to accommodate personal obligations is considered flex time. Allowing flex time is at the sole discretion of the Department Head and/or supervisor.

Exempt Employees: Flex time may be used in the pay period it is worked and cannot be carried to another pay period.

Non-Exempt Employees: *Employees scheduled 40-hours per week:* Flex time must be used in the payroll week it is worked and cannot be carried over the pay period or cannot be carried to another pay period. *Employees scheduled less than 40-hours per week:* Flex time may be used in the pay period it is worked (if it does not generate more than 40-hours per pay week) and cannot be carried to another pay period.

5.6 Overtime

Non-exempt employees may receive pay for overtime hours. This will be paid at time and one half the hourly rate of pay for any hours worked in excess of 40 productive (physical work) hours per workweek.

All non-productive hours such as holiday pay, managed time off, traditional sick leave and jury duty pay do not count towards the 40 hour work time.

Employees overtime hours must be pre-approved by the employee's supervisor or Department Head. Non-exempt employees cannot authorize any overtime hours of work for themselves or any other employee. Individual departments may establish overtime work conditions which may waive the pre-approval requirement.

Employees who do not comply with pre-approval of overtime hours may be subject to disciplinary action.

5.8 Compensatory Pay

Iowa County may provide compensatory time off to hourly employees in non-exempt positions in lieu of providing overtime pay. Compensatory time will be provided at the rate of one and one half (1 ½) hours of compensatory time off for each hour of overtime worked.

An employee may make a request to his/her supervisor to receive compensatory time off in lieu of receiving overtime pay that would otherwise be required under the County's Overtime Pay Policy. Such requests must be made before the overtime is worked, and must be approved in writing by the employee's supervisor.

In recognition of the operational differences among County departments and the need for managers to promote productivity within those departments, Department Heads have the discretion to establish standards in their respective departments for granting compensatory time off in lieu of providing overtime pay. Managers shall comply with the compensatory time standards established by their Department Heads.

Managers have flexibility in scheduling employee work hours to meet the operational needs of their respective departments. Managers are expected to attempt to utilize flexible scheduling during each work week in order to control overtime pay expenses and employees' reduced productivity due to overtime or compensatory time off.

An employee who requests to use accrued compensatory time off shall be permitted to use said time within a reasonable period after making the request if the use of that compensatory time does not unduly disrupt the operations of the department.

Upon termination of employment, an employee who has accrued compensatory time off will be paid for the unused compensatory time.

Employees will be permitted to carry a compensation time balance in excess of 40 hours until the end of the calendar quarter. Compensatory time that exceeds 40 hours at the end of the calendar quarter will be paid out on the following payroll. Quarterly will reflect March 31, June 30, September 30 and December 31. It is understood that the 40 hours bank is intended solely to reflect the maximum allowable carryover of compensatory hours, and shall not be interpreted as restricting the employee's right at any time to receive pay during a normal pay period for any or all banked hours upon request.

5.9 Expense Reimbursement

All Iowa County employees may request reimbursement for travel expenses and other expenses as authorized by their respective Department Heads and provided herein. Employees shall be required to complete an Expense Reimbursement form before reimbursement will be provided. Employees are to request reimbursement of expense on a monthly basis.

Automobile/Vehicle Travel: To be eligible, an employee shall hold a valid driver's license.

Reimbursement for automobile/vehicle travel will be at the current year's IRS mileage rate for travel directly related for actual necessary and reasonable itemized travel costs incurred while on official authorized County business. Commuting mileage between an employee's residence and his/her normal place of employment are not reimbursable.

Mileage reimbursement will only be made to those employees who hold a valid driver's license and have filed proof of insurance. The County will accept a certificate of insurance or a copy of the declaration page indicating the amount of coverage for liability and an expiration date as proof of insurance. The employee's proof of insurance must be filed with the County Clerk's Office for each vehicle used while on County business. Per Iowa County's Insurance Company, personal automobile insurance shall be in the amount of:

\$100,000 per person;

\$300,000 per accident bodily injury;

\$100,000 combined single limit.

In the event that more than one eligible person is traveling to the same destination, shall make every attempt to carpool to reduce travel expense. In such case, mileage shall be paid to the eligible person actually providing the automobile/vehicle transportation.

Public transportation: Employees who have prior authorization shall receive full reimbursement for authorized travel by plane, train or bus. An employee should make every effort to locate the lowest and most reasonably priced transportation before authorization. Prior to departure, a purchase order and/or sale tax exemption certification should be obtained from the Finance Director.

Meal: Actual and reasonable expense reimbursement will be allowed for meals outside Iowa County provided a detailed receipt is furnished. No reimbursement shall be made for the cost of alcohol beverages or for tips over fifteen percent (15%). Maximum amount allowed per meal, including tax and tip are:

Meal	Amount for In-State Travel	Amount for Out-of-State Travel
Breakfast	\$8.00	\$10.00
Lunch	\$12.00	\$15.00
Evening Meal	\$20.00	\$23.00

Lodging: Employees shall be reimbursed for the expense of a reasonably priced hotel or motel at the single room rate. If employees share a room with other Iowa County employees, a higher room rate would be allowed. An employee is required to find the most reasonable lodging in the area. In the event that a significant other of an Iowa County employee shares a room, reimbursement shall be made only at the single room rate. If the County is directly billed for the lodging expense, the above restrictions apply. Receipts shall be submitted for all lodging expense. Lodging expenses for an eligible person attending meetings or conferences within a 60 mile radius of the county seat shall not be reimbursed without prior approval of the County Administrator. Consideration will be given for the previous night lodging for conferences/seminars/meetings/trainings that start prior to 8:00 a.m. and are further than 80 miles from the County Courthouse. An eligible employee seeking reimbursement for lodging expenses within a 60-mile radius of the County Courthouse shall make a written request for County Administrator approval. The request shall include the reasons why reimbursement should be granted, which has been approved by

the Department Head. Request shall be attached with the employee's reimbursement expense and/or the voucher requesting payment for lodging expenses.

SECTION 6: TIME AT WORK/TIME AWAY

6.1 Hours of Work

The normal work week for most full-time employees will be forty (40) hours; however this should not be construed as a guarantee of work. The normal schedule for most employees will be 8:00 a.m. to 4:30 p.m. Monday through Friday with a half (1/2) hour lunch, unless changed by the Department Head. Staff in Land Conservation (Department Assistant), County Clerk, Register of Deeds, Treasurer, Child Support and District Attorney's normal work week will be (35) hours. The normal schedule will be 8:30 a.m. to 4:30 p.m. Monday through Friday with a one (1) hour lunch, unless changed by the Department Head.

Highway Department Employees:

Normal Winter hours are from 7:00 a.m. to 3:30 p.m. Monday through Friday starting the first full week in October through the last full week of April.

Normal Summer hours are from 6:00 a.m. to 4:00 p.m. Monday through Thursday effective the first full week of May through the last full week in September.

Bloomfield Healthcare Employees:

Business Office hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday.

The facility is staffed 24-hours per day and scheduled accordingly. A more detailed description of hours worked is outlined in Addendum A.

Sheriff's Office Administration Office:

Office employees normal work week will be 37.5 hours. Normal work schedule is from 8:00 a.m. to 4:00 p.m. Monday through Friday with a half (1/2) hour lunch.

All employees need pre-approval to work outside of their normal work hours from their supervisor or the Department Head. Employees who do not receive prior authorization to work outside of their normal work hours may receive disciplinary action.

6.2 Lunch Periods and Breaks

Lunch Periods: Employees working six or more consecutive hours are required to schedule a thirty (30) minute unpaid lunch which should be scheduled midway through employees shift. An employee who works less than six (6) consecutive hours is not required to take a lunch period. An employee schedule thirty five (35) hours per week is scheduled to take a one (1) hour lunch. Employees are encouraged to take lunch periods away from their workstations.

Department Head/supervisor approval is required if an employee is unable to meet the requirement.

Break Period: An employee may take a break period of no more than fifteen (15) minutes for every four (4) hours of consecutive work, except when the job requires that the employee remain on duty. Employees may leave their workstation for a break period. Employees who miss a break period may not use that time to take an extended lunch period, arrive at work later than normal starting time, or leave work before normal quitting time.

Lunch and break times are at the discretion of Department Head/Manager.

6.3 Managed Time Off

Plan Provisions

A. General Policy

It is the policy of Iowa County to provide employees with necessary paid time away from work. This Policy is implemented by means of a Managed Time Off (MTO) Plan, which covers paid leave previously available under the vacation, floating holiday, sick leave, bereavement leave, and other leave policies.

MTO may fall into two categories: Scheduled Time Off and Unscheduled Time Off. MTO is always subject to audit and monitoring, as well as absenteeism policies.

Department Heads shall determine what category they will follow for their department – Scheduled Time Off or Unscheduled Time Off.

1. Scheduled Time Off

- a. An employee may request to take scheduled time off using his/her accrued MTO. Such requests must be submitted to the employee's Department Head or designee as far in advance as possible, but no later than three (3) working days prior to the date for which the time off is requested. Requests to take scheduled time off using accrued MTO must be approved in advance by the employee's Department Head or designee.
- b. Except in emergencies, employees are required to request to use accrued MTO for scheduled dental and medical appointments in the same manner as referenced above. In addition, an employee must also notify his/her supervisor as far in advance as possible of a scheduled dental or medical appointment.

2. Unscheduled Time Off

- a. Unscheduled time off is defined as an absence that has not been approved in advance by the employee's Department Head or designee. An absence shall be considered unscheduled when an employee's request to use MTO is made less than three (3) working days prior to the date for which time off is requested or where no request for time off is made.

- b. When unscheduled time off is necessary, an employee shall notify his/her Department Head or designee prior to the beginning of his/her scheduled reporting time and within the notification time period designated by the Department Head. The employee shall also inform his/her Department Head or designee of his/her anticipated date of return to work.
- c. A Department Head or designee may grant approval of a request to use MTO made by an employee with less than three (3) days' notice if the employee's absence does not negatively affect departmental workload, project completion, and maintenance of sufficient departmental staffing levels, or if the absence is deemed to be covered by the state and/or federal Family and Medical Leave Act ("FMLA"). Notice of unplanned FMLA leave shall be given as required in the County FMLA policy.

B. Procedures

1. Accrual Policy

- a. MTO accrual commences on an employee's initial date of employment on a prorated basis. The maximum amount of annual MTO that an employee can accumulate is calculated from the employee's anniversary date of initial employment. The maximum annual MTO accrual is set forth in the Accrual Schedule below.
- b. MTO hours are earned based upon regular hours paid, while on an approved FMLA qualified absence and while receiving a disability income (not on overtime hours worked or compensatory time earned).
- c. On an employee's anniversary date, if the employee's accrued MTO hours exceed the maximum set forth in the Accrual Schedule below, the excess hours shall be transferred to the employee's Medical Leave Bank in the subsequent pay period. If the employee's Medical Leave Bank accrual balance is at the maximum level at the time the excess MTO hours are to be transferred, the excess MTO hours will be deemed forfeited. MTO hours transferred to an employee's Medical Leave Bank pursuant to this section shall not be returned to the employee's MTO account. The employee Medical Leave Bank has been established to provide additional medical leave to employees that have reached the maximum MTO accrual permitted instead of simply restricting MTO accrual, and is solely to be used during an employee's employment for the purposes specified. Therefore, at the time of an employee's termination or retirement, the employee shall not be entitled to remuneration for unused time from the Medical Leave Bank. See the section of this Policy regarding Medical Leave Bank for further information.

Accrual Schedule

Maximum Annual Accrual for Employees Working 40 Hours per Week	
Accrual Periods	
0-1.99 year	136 hours
2 - 5 years	176 hours
6 - 10 years	208 hours
11-15 years	248 hours
16-20 years	288 hours
21 or more years	312 hours

(MTO granted in a particular year may be used as MTO in that year, even if the aggregate amount of MTO exceeds the maximum accrual level)

2. Use of MTO

- a. MTO is accrued based upon hours worked and may be used subsequent to the pay period in which it is earned. Employees accrue MTO from the first day of employment and may use accrued MTO when it is available, with advance approval.
- b. Except in certain, limited circumstances where use of MTO is approved by the Employee Relations Director or a right of use is provided by law (e.g., FMLA), an employee request to take unpaid leave will not be granted if the employee has accrued MTO available.
- c. The County Administrator shall be notified when an employee's use of MTO exceeds two consecutive weeks.
- d. MTO may be used in increments of no less than one hour.
- e. Use of MTO in combination with hours worked shall not exceed the number of hours an employee is scheduled to work for that day.

3. End of Employment Options

Upon separation from employment with Iowa County, and consistent with the terms of the Iowa County Resignation Policy, the hours of accrued MTO in an employee's account will be paid out at the employee's current wage rate (subject to withholding).

Medical Leave Bank

The County will provide a Medical Leave Bank for each eligible employee as part of its MTO Plan. The purpose of this Bank is to provide paid time off for long term medical needs associated with an employee's personal illness, or the personal illness of an eligible employee's family member's that are covered by this policy.

A. Procedures

1. An employee is eligible to use hours in his/her Medical Leave Bank for the same events which would qualify him/her to use State or Federal Family and Medical Leave (described in the Iowa County FMLA Policy), e.g., for a qualified illness, injury, and/or medical emergency of the employee or his/her covered family member, or military exigencies of the employee or his/her covered family member, subject to approval by the Employee Relations Department.
2. The Medical Leave Bank account may be accessed for an employee's non-intermittent FMLA leave after the appropriate certifications have been received and approved by the Employee Relations Department.
3. An employee may use his/her Medical Leave Bank for intermittent leave if he/she is entitled to do so by law (e.g., FMLA) or in the discretion of the Employee Relations Director or designee under certain limited circumstances, such as prolonged therapies necessitating multiple appointments, travel due to medical treatment or symptomatic absences due to treatment.
4. Medical Leave Bank may be used for the three (3)-day waiting period to cover time lost due to a Worker's Compensation time loss event.
5. The County reserves the right to require satisfactory medical documentation, which may include a physician's statement or other evidence. Unauthorized use of time accrued in an employee's Medical Leave Bank may result in loss of pay for the duration of the employee's absence, and may also be grounds for disciplinary action or termination of employment.
6. The County may require the employee to provide a certificate of recovery from a State of Wisconsin licensed physician approved by the County.

B. Maximum Accumulation

An employee may accumulate a maximum 480 hours in his/her Medical Leave Bank. Once an employee's balance reaches 480 hours, no additional time will be credited to the employee's Bank until the balance falls below the 480-hour maximum.

C. Time Off Without Pay

1. If an employee's Medical Leave Bank is exhausted, s/he must use available MTO prior to requesting time off without pay. Time off without pay is not permitted, unless authorized by State or Federal FMLA, required by other laws (e.g., ADA), or when the employee has the prior written authorization of the Department Head and Employee Relations Director.
2. MTO does not accrue when an employee is absent from work without pay. MTO does accrue when using time in his/her Medical Leave Bank.

3. Except as provided by State and Federal FMLA, employees are obligated to pay all insurance premiums when on an approved unpaid leave.
4. Separation From Employment

The employee Medical Leave Bank has been established to provide additional medical leave to employees that have reached the maximum MTO accrual permitted instead of simply restricting MTO accrual, and is solely to be used during an employee's employment for the purposes specified. Therefore, at the time of an employee's termination or retirement, the employee shall not be entitled to remuneration for unused time from the Medical Leave Bank, and no residual or post-employment wage or benefit shall be paid to the employee for unused Medical Leave.

Administrative Guidelines

A. Participation

All regular, qualifying, current and newly-hired employees working an average of twenty (20) hours or more per week shall participate in the MTO Plan on a prorated basis, i.e. employees will be paid at their normal rate of pay for MTO leave taken, based on the number of hours normally worked in a workweek.

B. Vacation Balance Conversion

Vacation balances that exist at the time this Policy takes effect shall be converted to MTO hours in the following manner: Vacation balances shall be converted into MTO hours at 100% of their current hourly value. New MTO hours shall be added to the balance pursuant to the limits and rates established in this Policy based upon an employee's years of service.

C. Sick Leave Balances At Time of Adoption

1. At the time of the MTO Policy's adoption, an employee's existing sick leave shall be locked in a personal Sick Leave Bank, to be used for qualifying events due to illness and medical appointments or qualified State or Federal FMLA leave. This pre-existing Sick Leave Bank is not the same as the Medical Leave Bank. Pre-existing Sick Leave Bank refers to the sick leave benefit earned and accrued by qualified employees prior to, but not after, the implementation of the MTO Plan. Sick leave shall not be earned after the MTO Plan is implemented.
2. Employees who are eligible for retirement under Wisconsin Retirement System regulations and who elect to retire are authorized to receive a payout of their Sick Leave Bank at retirement, to the extent that and consistent with County contracts and/or policies in effect at the time Sick Leave was earned and banked. Said banked sick leave will be paid out at the employee's hourly wage at the time of retirement.

D. MTO Record-Keeping

Department management will be responsible for maintaining records that document the approvals and denials of employees' requests for MTO. A standard form, "Request for Time Off," shall be used to account for any scheduled or unscheduled time off.

E. Floating Holiday Balances At Time of Adoption

Any floating holiday balances remaining when this Policy is adopted shall not be converted to MTO.

F. Employee Responsibility

Employees have sole responsibility for verifying the accuracy of the accrual-balance reporting. Employees are encouraged to verify balances bi-weekly and immediately report any discrepancies in writing to the Payroll Department.

G. Implementation

The Medical Leave Bank will be implemented at the same time as the initial implementation of the Managed (Paid) Time Off Plan.

H. Interpretation

This policy does not create a contract. The County reserves the right to modify, interpret, and apply this policy, in its discretion and judgment.

6.4 Holidays

The County observes the following Holidays with paid time off:

New Year's Day	Thanksgiving Day
Good Friday	The Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	

If any County celebrated holiday falls on Sunday, the following Monday shall be deemed the holiday, and if the holiday falls on Saturday, the preceding Friday shall be declared the holiday. In the event the Christmas Eve holiday falls on a Sunday, the previous Friday shall be declared the holiday. In the event Christmas falls on a Saturday, the following Monday shall be declared the holiday.

Employees are expected to work the day before and after the holiday, unless they have scheduled time off or an approved absence from their Department Head. Employees who have an unexcused absence the day before and/or after the holiday may not receive holiday pay and may be subject to disciplinary action. If an employee is absent on a holiday they are scheduled to work, the employee will be required to provide a doctor's note for the absent holiday. The employee needs to provide the doctor's note to his/her

Department Head/Supervisor on his/her next scheduled shift. Failure to provide a doctor's note will result in loss of holiday pay. Employee will not allowed to use MTO or Traditional Sick Leave (for employees hired before January 1, 2013) when absent on a holiday.

Regular Part time employees are eligible to receive holiday pay on a pro-rated basis. The determination of holiday pay will be based upon the number of hours the part-time employee worked. For example, a part-time employee working 15 hours a week would be eligible to receive 3 hours of holiday pay.

In cases where an employee is required to work on a holiday due to unforeseeable circumstances, or required to work on a holiday as part of their normal work schedule, the employee shall receive holiday pay for the holiday plus time and one half the for the actual hours worked. Employees who work on the "Observed" holiday will only receive straight pay for actual hours worked.

6.5 Jury Duty

Employees who are called for jury duty on a regularly schedule working day(s), shall be paid by the County at their regular hourly wage. Employees will return any jury duty pay earned to the County Treasurer. Employees are required to supply copies of the jury duty summons, or the subpoena and a copy of the check submitted to the County Treasurer to their Department Head/Supervisor. The copies will be forward to the Employee Relations Office to be filed in the employee's personnel file. Employees who work a late afternoon or night shift may only have to pay Iowa County a portion of their jury duty pay depending on the length of time scheduled for jury duty.

Employees are to work any of their regularly scheduled hours that do not conflict with jury and will be paid for travel time that occurs within scheduled working hours.

6.6 Voting Leave

Any employee who is entitled to vote at an election is entitled to be absent from work while the polls are open for a period not to exceed three (3) consecutive hours to vote. The employee must notify his/her Department Head or supervisor before Election Day of the intended absence.

Any employee who wishes to serve as an election official under s. 7.30 of the Wisconsin State Statutes is entitled to be absent from work to attend to election duties.

Employees who absent themselves from work to vote or to serve as an election official will not be considered as hours worked for Iowa County pay purposes.

6.7 Volunteer Fire and EMS Leave

In compliance with Wisconsin Statutes, Iowa County provides for any employee who is a volunteer fire fighter, emergency medical technician, first responder or ambulance driver for a volunteer fire department of fire company, a public agency, or nonprofit corporation shall be allowed to be late for or absent from work if the lateness or absence is due to the employee responding to an emergency that begins before the employee is required to report to work and if the employee complies with all of the following requirements:

- By no later than 30 days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance services provider, the employee must submit to his/her Department Head a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance services provider notifying Iowa County that the employee is a volunteer fire fighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation. The written statement will be forwarded to the Employee Relations Department for inclusion in the employee's personnel file.
- When dispatched to an emergency, the employee must make every effort to notify his/her Department Head or supervisor that the employee may be late for or absent from work due to the employee responding to the emergency, or if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the employee to contact his/her Department Head, submits to the County a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance services provider explaining why prior notification could not be made.
- When late or absent from work due to responding to an emergency, the employee must provide, upon request, a written statement certifying that the employee was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

An employee shall seek approval from the Department Head/Supervisor when requesting to leave work to respond to an emergency.

When the employee's status as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the employee must notify his/her Department Head of that change in status. The Department Head is responsible for notifying the Employee Relations Department.

Hours missed from work due to an employee's status as a volunteer firefighter or emergency medical technician as described above will be considered as hours worked for Iowa County pay purposes.

6.8 Family and Medical Leave

Iowa County will grant family and medical leaves of absence in accordance with the Family and Medical Leave Act (FMLA) and Wisconsin Family Medical Leave Act (WFMLA).

Please refer to Family and Medical Leave Act policy located on the website for more details.

6.9 Military Leave

Iowa County complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) for any employee performing duty on a voluntary or involuntary basis in a uniformed service under competent authority, which includes active duty, activity duty for training, initial active duty for training, inactive duty training, and full-time National Guard duty. Employees called to military duty are

required to fill out a FMLA/NON FMLA Leave Request form and shall submit copies of their military orders to the Employee Relations Department.

Employees shall be granted military leave without pay for the period of military service outlined in the orders, in accordance with applicable laws. Eligibility for reinstatement after military duty is completed is also determined in accordance with applicable laws.

Continuation of Benefits: The County will continue to pay any portion of group health insurance and other Iowa County Insurance premiums for coverage that it was responsible for paying immediately prior to the leave. MTO and/or vacation and sick leave shall accrue during military leave up to twelve (12) weeks per year.

Iowa County will follow all USERRA guidelines and applicable laws with regard to Wisconsin State Retirement.

6.10 Wisconsin Bone Marrow and Organ Donation Leave Act

The Wisconsin Bone Marrow and Organ Donation Leave Act provides qualifying employees with up to six (6) weeks of job-protected leave in a twelve (12) month period for the purpose of undergoing a bone marrow or organ donation procedure and to recover from the procedure.

To qualify for leave an employee must have worked for the County for at least 52 consecutive weeks and have worked at least 1,000 hours during the 52 week period prior to the start of leave.

Employees intending to take leave for the purpose of serving as a bone marrow or organ donor must make a reasonable effort to schedule the donation procedure so that it does not unduly disrupt the County's operations, subject to the approval of the health care provider of the bone marrow or organ donee. Employees must submit a NON FMLA/FMLA Leave Request Form to their Department Head/Manager at least 30 days in advance of the leave when possible. In addition, the employee must submit a State Healthcare Provider Certification prior to the commencement of leave when possible.

Leave taken under the Wisconsin Bone Marrow and Organ Donation Leave will be unpaid, unless employee chooses to substitute sick, vacation, or other accrued time off. Employees enrolled in the County's group health and dental plans will maintain their coverage during the leave under the same terms as if the employee continued to work. The employee will be required to pay their regular portion of insurance premiums.

Employees returning from leave must provide a "Return to Work" form signed by their health care provider.

6.11 General/Personal Leave of Absence

In the event an employee has exhausted all applicable paid leave and state and federal FMLA, or who is not eligible for FMLA, and needs to take a leave; the employee's Department Head may grant a request for General/Personal leave not to exceed 90 days. Department Heads must consult with Employee Relations.

Employees requesting such leave are required to fill out a FMLA/NON-FMLA Leave Request Form. Employees need to indicate on the form the reason for the requested leave and the anticipated beginning date and duration of the leave. Forms must be submitted to the Employee Relations Office.

Iowa County has the right if applicable: to request supporting documentation from a physician. If an employee is granted leave due to his/her own physical condition, an employee will be required to provide Iowa County a return to work slip form, prior to returning to work.

Employees are required to use all paid time-off available before any unpaid time is granted. Employees on an unpaid leave are responsible for the entire cost of insurance premiums.

6.12 Suspension of Operations

It is the policy of Iowa County to keep all services, offices and departments open and available to public to the fullest extent possible.

Please reference the Suspension of Operations Policy and Procedure.

6.13 Employee Loss and Damage Policy

In the event that an Iowa County employee's personal property is damaged or exposed to unforeseeable health or hazardous material due to carrying out the essential functions of their job, the County Administrator may provide an allowance to reimburse the employees.

In the event that an Iowa County employee needs time for personal clean-up or "to refresh", Iowa County will allow employees to use the Iowa County facilities: Health and Human Services Building, Bloomfield Healthcare and/or Highway Department on paid time.

All other exceptions to this section need to be approved by the County Administrator.

SECTION 7: BENEFITS

7.1 Wisconsin Retirement

Iowa County participates in the Wisconsin Retirement System paying 50% of the total contribution, with the exception of non-represented employees who are classified as a Protective occupation employee.

To qualify for participation in the WRS, employees initially employed by a WRS employer prior to July 1, 2011 must work or be expected to work 600 hours within the first year of employment with the County and be employed for at least one year. If initially employed by a WRS employer on or after July 1, 2011, employee must work or be expected to work at least two-thirds of what is considered full-time employment defined as a minimum of 1,200 hours and be employed for a minimum of one year. Once considered eligible, coverage is mandatory.

Employer and Employee contribution rates are established annually by the Department of Employee Trust Funds.

7.2 Health Insurance

Iowa County provides health insurance through the State of Wisconsin Group Health Insurance Program. Iowa County participates in the Local Deductible Plan. Eligibility is based upon an employee qualifying for the Wisconsin Retirement System.

The availability of health insurance plans and the application of health insurance premiums cost sharing formulas are solely determined by the County Board and are subject to changes without notice.

The Health Insurance Contribution Level Chart indicates the average percentage of the four qualified plans (Unity Community, Dean Health Plan, Physicians Plus and Medical Associates) the County will pay based upon the number of hours an employee was hired to work.

Employee premium contribution percentages are subject to change every year.

Health Insurance Contribution Level		
Level	Hours Normally Worked in a Pay Period	Percentage of Premium Paid by the County based on the average premium cost of qualified plans
Level 1	64 or More Hours	85%
Level 2	At Least 60 Hours but Less Than 64 Hours	73%
Level 3	At Least 48 Hours but Less Than 60 Hours	63%
Level 4	At least 40 Hours but Less than 48 May or May not be eligible for Health Insurance, based on WRS eligibility	50%
Level 5	Less than 20 Hours May or May not be eligible for Health Insurance, based on WRS eligibility	County may pay as little as 25% of the lowest qualifying plan

Employees who are WRS Retirement eligible may continue their ETF health insurance at their own expense at the time of their retirement.

Qualified employee's coverage is effective the 1st of the month after 30 days of employment.

Employees may elect upon initial enrollment, during "It's Your Choice" Open Enrollment and/or within 30 days of a qualifying event.

7.3 Dental Insurance

Iowa County offers full-time and eligible part-time employees who work 20 hours or more per week the opportunity to enroll in Group dental coverage through Delta Dental. The County agrees to pay one hundred percent (100%) of the Low single coverage premium and eighty five percent (85%) of the Low family coverage premium for dental insurance. The County offers a High plan for both single and family coverage. Employees are responsible for the difference in premium cost between the High and Low Dental plans.

Qualified employees' coverage is effective the 1st of the month after 30 days of employment.

Employees may elect upon initial enrollment, open enrollment and at the time of a qualifying event.

Employee premium contribution percentages are subject to change every year. The employer's premium contribution for part-time employees is pro-rated.

Levels	Hours Normally Worked in a Pay Period	Percentage of Premiums Paid by the County for Low Dental Plan. County will pay the same premium cost towards the High Dental Plan
Level 1	64 or More Hours	Single: 100% Family: 85%
Level 2	At Least 60 Hours but Less Than 64 Hours	Single: 75% Family: 60%
Level 3	At Least 48 Hours but Less Than 60 Hours	Single: 60% Family: 45%
Level 4	At least 40 Hours but Less than 48	Single: 50% Family: 40%

7.4 Life Insurance

Iowa County participates under the Wisconsin Public Employers Group Life Insurance Program through The Department of Employee Trust Funds. Eligibility is based upon enrollment in the Wisconsin State Retirement System. Iowa County offers Basic Coverage which provides a beneficiary with a benefit equal to an employee's annual salary at the time of death. The County pays an additional twenty percent (20%) of the employee's Basic premium. Additional levels of coverage for employees and coverage for spouse and dependents is available.

Qualified employees' coverage is effective the 1st of the month following 30 days from the date of hire.

Employees wishing to enroll after the first thirty (30) days of employment will be required to complete an Evidence of Insurability Application to determine eligibility. Employees may enroll or increase employee's coverage within thirty (30) days of a qualifying event.

7.5 Vision Insurance

Iowa County offers a voluntary Vision insurance plan to employees who work 20 hours or more per week. Employees are responsible for paying the full premium.

Qualified employees' coverage is effective the 1st of the month following thirty (30) days of employment.

Employees may elect coverage upon initial enrollment, open enrollment and within thirty (30) days of a qualifying event.

7.6 Domestic Partnership

Health, Dental, Life and Vision Insurance allows for employees to enroll their Domestic Partner and his/her children in the covered plan. A Domestic Partnership needs to be established to enroll eligible Domestic Partner in coverage.

Information regarding Domestic Partnership can be obtained in the Employee Relations Office.

7.7 Disability Insurance

Iowa County offers employees who work 20 hours or more per week the opportunity to participate in a voluntary short term and long term disability insurance plan. Employees are responsible for paying the full premium.

Qualified employees' coverage is effective the 1st of the month following thirty (30) days of employment.

Employees wishing to enroll after the first thirty (30) days of employment will be required to complete and Evidence of Insurability form to determine eligibility.

7.8 Deferred Compensation

Employees may voluntarily participate in the Wisconsin Deferred Compensation Program, which provides an opportunity for employees to invest money for supplemental retirement income.

The amount deferred reduces income taxes in one of two ways: before-tax or after-tax (Roth). The before-tax Wisconsin Deferred Compensation option allows eligible employees to save and invest before-tax dollars, meaning you pay taxes later in life when you take a distribution. The after tax Wisconsin Deferred Compensation Roth option applies income taxes on contributions as they are invested in your account, but neither the contributions nor the interest earned are taxed later in life when the employee takes a distribution.

Participation in the Deferred Compensation Program is voluntary and at the employee's expense.

7.9 Long Term Care Insurance

State of Wisconsin Department of Employee Trust Fund has offered an optional long-term care benefit to State and University employees and annuitants. This voluntary benefit is now being made to Iowa County. Employees may voluntarily participate in Long Term Care Insurance for them self and their eligible family members.

7.10 Flexible Spending Account

Employees may voluntarily participate in a Flexible Spending Account for healthcare and/or dependent care in order to reduce taxable income. A designated amount (determined by the employee) is deducted from each paycheck, reducing their taxable income by that amount. New employees have 30 days to enroll in the Flexible Spending Account. All eligible employees shall be given notice of annual enrollment opportunities. Once the plan year begins, the employee's election is irrevocable and cannot be changed, unless there is a qualifying event.

Amount balances that remain in the account at the end of the plan year are forfeited, so employees should take care in planning their allocations to the accounts.

Qualified employees' coverage is effective the 1st of the month after 30 days of employment.

Healthcare Flexible Spending Account: Employees may allocate money pre-tax for reimbursement of out-of-pocket medical expenses incurred by the employee or the employee's family during the plan year.

Maximum Contribution level for Healthcare Flex Spending Account is up to \$2,550 for 2016 and is adjusted for inflation in subsequent years.

Dependent Care: The pre-tax contributions can be used to pay for work-related eligible child (under 13 years old) and dependent care expenses incurred by the employee during the plan year. An eligible dependent may also include your mentally or physically disabled spouse/child/dependent that is residing in the home, who is unable to care from themselves. It may also be used for adult day care for senior citizen dependents that reside in the home such as parents or grandparents.

Maximum Contribution level for Dependent Care if married and filing jointly or a single parent is up to \$5,000 per plan year. If married and filing separately the maximum contribution is up to \$2,500 per year.

7.11 Section 125 Premium

Employees may elect to pay their share of insurance premiums (health, dental, and vision) on a tax-free basis. Premiums will only be deducted on a pre-tax basis if the employee returns the Salary Redirection for Insurance Premium form.

7.12 Consolidated Omnibus Budget Reconciliation Act (COBRA)

COBRA coverage is provided to separating employees who qualify, based upon federal COBRA regulations.

Employees may be entitled to COBRA continuation rights which allow the employee to continue health and dental insurance at group rates at their own expense if specific events occur, such as termination, resignation, layoff, etc. In addition, former dependents of employees, including separated, divorced, Medicare-eligible spouses and children, or adult dependent children may continue health and/or dental insurance coverage at 102% of group rates but also at their own expense.

Employees enrolled in Flex Spending are also entitled to COBRA Continuation rights.

7.13 Benefit Payout

An employee who terminates their employment and provides timely notice per the Resignation Policy will receive pay for all accrued and unused MTO and compensatory time on the date of termination. Individuals who do not provide adequate notice will not receive an MTO payout. Employees who are involuntarily terminated for disciplinary reasons are not eligible to receive pay for accrued but unused MTO.

Employees who retire from Iowa County and are eligible to receive a Wisconsin Retirement Fund annuity will receive pay for accrued and unused MTO, Traditional Sick Time and compensatory time.

7.14 Employee Assistance Program

Iowa County offers an Employee Assistance Program for all full-time employees and those part-time employees who are regularly scheduled to work 20 or more hours per week. The program is offered to help employees when difficulties arise. The EAP service is free of charge and is 100% confidential.

7.15 Worker's Compensation

Employees who experience an injury or illness that is determined to be compensable under the State of Wisconsin Worker's Compensation benefit program will receive Worker's Compensation payments as required by Worker's Compensation statutes and regulations. Iowa County uses a Third Party Administrator to administer its Worker's Compensation benefit.

Employees are to adhere to the following procedures as it relates to a workplace injury or illness:

- Employees are required to notify their supervisor immediately of the injury;
- Employee, supervisor, and any witnesses are requested to fill out a First Report of Injury Claim
- Supervisor is required to notify and provide the First Report of Injury to the County Clerk and Employee Relations Office
- County Clerk or Employee Relations is required to submit the First Report of Injury to the County's Third Party Administrator for Worker's Compensation insurance.

Eligibility for benefits while receiving Worker's Compensation benefits will be based on the employee's leave status under Federal FMLA, Wisconsin FMLA, and/or County General Leave of Absence.

At year end, the Employee Relations Office submits a Summary of Work-Related Injuries and Illnesses to the State of Wisconsin.

SECTION 8: WORKPLACE POLICIES

8.1 Harassment, Discrimination and Retaliation

Iowa County is committed to provide a work environment that is free of discrimination, and unlawful harassment. Federal and State law prohibits employment discrimination on the basis of race, color, religion, creed, sex, age, disability, national origin, sexual orientation, or any other characteristic protected by Federal or State law. Among these prohibitions is the harassment of fellow employees.

Actions, words, jokes, or comments based on an individual's gender, race, ethnicity, age, religion, or any other legally protected characteristic enforced by the Federal and State equal rights laws will not be tolerated. Accordingly, Iowa County is committed to vigorously enforcing this harassment, discrimination, and retaliation policy at all levels within the County.

It is the policy of Iowa County that harassment, discrimination and retaliation in the workplace is unacceptable conduct and will not be tolerated or condoned. It is the affirmative duty of each employee to help maintain a workplace free from harassment, discrimination and retaliation which includes refraining from insulting, degrading, demeaning or exploitative behavior towards other employees, vendors, members of the public, etc. In addition to maintaining a workplace free from harassment, discrimination, and retaliation, it is the affirmative duty of an employee observing such conduct to report it to the appropriate personnel.

While all forms of harassment, discrimination, and retaliation are prohibited by the County, sexual harassment warrants special mention. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

*The following examples are illustrative and should not be construed as all-inclusive:

Verbal: sexual innuendo, suggestive comments, insults, threats, jokes or derogatory comments based on sex; sexual propositions or advances; and pressure for sexual favors.

Nonverbal: displaying of sexually suggestive or derogatory pictures, cartoons or drawings; making suggestive or insulting noises, leering, whistling, or making obscene gestures.

Physical: touching, pinching, squeezing, patting, brushing against the body; impeding or blocking normal work or movement; coercing sexual intercourse; or assault; or, any attempt to engage in the above conduct.

Violations of the policy in the area of sexual harassment occur when:

- (1) submission to such conduct is made a condition of employment; or
- (2) submission to or rejection of such conduct is used as the basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.; or
- (3) such conduct otherwise interferes with work performance by creating an intimidating, hostile, or offensive working environment.

Any employee who feels he/she has been subjected to sexual harassment should address the matter immediately with his/her Department Head or the Employee Relations Director.

It is the affirmative duty of each employee to cooperate with and not impede any investigation(s) of alleged sexual harassment. Furthermore, Iowa County prohibits any employee from retaliating or discriminating in any way against anyone who has articulated a concern about sexual harassment suffered by him/her or any other person.

All complaints of alleged sexual harassment will be promptly and thoroughly investigated, including anonymous complaints, and violations of the policy will be treated as serious disciplinary infractions. Departmental Heads will immediately bring forth any available evidence of sexual harassment to the Employee Relations Director. The Employee Relations Director and Departmental Head will work together to deal effectively with the harassment once such behavior has been brought to their attention. Any employee who violates the policy against sexual harassment, or encourages another to violate the policy will be subject to disciplinary action up to and including discharge. Iowa County recognizes that false accusations of sexual harassment can have grave repercussions on those accused and intentional false accusations will be considered a violation of County Policy.

Iowa County will provide periodic management education and employee awareness programs that emphasize the County's concern for the seriousness of this harassment issue.

8.2 Respectful Workplace

Iowa County strives to maintain a workplace that fosters mutual respect and promotes harmonious, productive working relationships. The County prohibits any behavior that is discourteous and demeaning to others. Disrespectful behavior may include, but is not limited to the following:

- Name calling or nicknames that may be offensive;
- Refusing to communicate or speak with another individual;
- Offensive verbal, visual, or physical conduct;
- Gossiping about another individual;
- Repeating negative comments about others;
- Jokes that are demeaning
- "Bullying" behavior; and
- "Cyber" bullying.

Iowa County expects that everyone will act responsibly to establish a pleasant and friendly work environment. If an employee feels that they have been subject to any form of disrespectful behavior or bullying, the employee should report that conduct to his/her immediate supervisor or Department Head, or Employee Relations Director.

All employees should notify their supervisor regarding any disrespectful behavior that they witness or are told another person received.

The County will investigate all concerns in a confidential manner. However, the County will not allow the goal of confidentiality to be a deterrent to an effective investigation. Appropriate corrective action, up to and including termination, may be taken against any employees engaging in disrespectful behavior. The corrective action issued will be based on the severity of the conduct.

8.3 Employee Possession of Weapon

Iowa County recognizes that employees have the right to obtain a license to possess and carry a concealed weapon. The County prohibits employees from possessing dangerous weapons (as that term is defined in Wisconsin Statutes § 939.22(10)) while they are working for the County or acting within the course and scope of employment, subject to the following provisions and exceptions:

An employee may carry or store a dangerous weapon in the employee's personal vehicle, regardless of whether the vehicle is used in the course of employment or whether the vehicle is driven or parked on property owned or utilized by the County.

- An employee may not possess a dangerous weapon in a County vehicle.
- The prohibition from possessing dangerous weapons during work time does not apply to any Iowa County Sheriff's Office – Law Enforcement Officers or other authorized individuals if required as a condition of employment with Iowa County.

A knife that is used in the normal course of County business, such as a butcher knife used for food preparation, a box cutter used to break down boxes, or a common pocket knife, is exempt from this policy.

8.4 Workplace Violence

Iowa County is committed to promoting a safe environment for its employees. The County will work with its employees to maintain a work environment free from violence, threats of violence, intimidation, and other disruptive behavior.

Violence, threats, intimidation, and other disruptive behavior in the workplace will not be tolerated. All reports of incidents will be taken seriously and will be dealt with appropriately. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. Any situation which gives the perception that a danger may exist should be reported. Such situations or behaviors may include but are not limited to the following:

- Oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.
- Possession of firearms or other dangerous weapons while at work, unless a requirement of your employment with Iowa County.
- Threatening or intimidating behavior or acts of violence against an employee, contractor, vendor, visitor or other individual present in a County facility or property.

Employees are responsible for reporting any incidents or situations, which cause them personal concern or concern for the safety and well-being of others, even in the absence of an expressed threat. Employees should immediately report any behavior they have witnessed or heard discussed by others that they regard as threatening or intimidating. All reports will be investigated and assessed for their level of severity.

Employees should report any threatening or intimidating behavior or cause for concern to their Supervisor, Department Head, Employee Relations Director or County Administrator immediately. Immediately is defined as soon as it was heard or expressed.

Violations will lead to disciplinary action up to and including termination, arrest, and prosecution.

Restraining Orders: Employees who are seeking or have obtained restraining orders or injunctions against abusive persons should notify their Department Head/Supervisor so that appropriate measures can be taken. When an injunction or restraining order lists place of employment or County facilities as being

protected areas, employees must provide their supervisor with a copy of any injunction or restraining order which is granted, and a copy of any injunction or restraining order which is made permanent.

Addendum Statement:

Addendums for the Iowa County Highway Department and Iowa County Bloomfield Healthcare and Rehabilitation Center has been prepared as a supplement to the Iowa County Employment Handbook Manual. In the case of a direct conflict between the Employment Handbook and this addendum, this addendum shall control. Unless expressly specified by this addendum, all policies of the Iowa County Employment Handbook Manual will be the policy of the Iowa County Highway Department and Iowa County Bloomfield Healthcare and Rehabilitation Center.

HIGHWAY DEPARTMENT ADDENDUM

Lunch/M Meal Period

During summer hours; the lunch break is adjusted to be 20 minutes in duration and is a paid break.

Early Snow Plow Break: Employees who get called in for snow plowing/removal and are expected to report to work prior to 5:00 a.m. will be allowed to take a 30 minute break. Employees are expected to complete one cycle through their sections prior to this meal break. Nonetheless, after one cycle through the section, the employee may take this meal break after calling the office over the radio, unless management reasonably objects.

This early snow plow break is in lieu of the fifteen (15) minute morning break. Highway Management may determine that an additional morning break of ten (10) minutes may be appropriate.

Normal Work Hours:

Iowa County Highway Department, normal work hours shall be established as 6:00 a.m. to 4:00 p.m. Monday through Friday. Employees shall receive their regular rate of pay for all hours worked within the Normal Work Hours established. The Department may fluctuate its' normal starting time within those timeframes without incurring shift differential pay. If the Department sets hours of work outside of these timeframes, employees shall receive a shift differential pay rate for all hours worked, pursuant to the Shift Differential policy.

Observed Holidays:

A non-exempt Highway Department employee, who is required to work on a day recognized as one of the nine (9) Observed Holidays on the annual County Observed Holiday calendar for management and non-represented employees; shall receive a shift differential pay for all hours worked, pursuant to the Shift Differential policy.

On Call/Call Back Pay:

A non-exempt Highway Department employee who is required to respond to a call for assistance during hours other than Normal Work Hours will receive a minimum of two (2) hours of pay regardless of the amount of time worked in responding to that request for assistance. Additional working hours accumulated will be paid at the employee's rate of pay; subject to the Shift Differential policy, until the requirement for overtime pay is met.

Shift Differential Pay:

A non-exempt Highway Department employee, who is required to work hours other than those within the Normal Work Hours, will receive a shift differential rate of pay. The shift differential rate of pay shall be established as 1 and ½ times the normal regular rate of pay for the position held. Highway Department office/administration staff is excluded from the shift differential policy.

Tardiness:

Arriving on the job at the time you are scheduled to work is both a courtesy and an obligation owed to the County, co-workers and the public we service. Iowa County Highway Department expects that all employees will arrive to work on time. All tardiness will be considered unexcused. Employees are expected to notify managers immediately of their tardiness.

Iowa County Highway Department employees who violate this policy may be subject to disciplinary action including up to termination.

In events that are unforeseen, Iowa County Highway Management may grant an excused tardiness.

Tool Requirement:

Shop Operations Lead and Mechanics are required to provide, maintain and be responsible for a set of personal tools and equipment for the performance of basic mechanical duties and repairs.

Please see Department for list of required tools.

Iowa County provides insurance on the tools for emergency disasters, such as a fire, that occur on Iowa County property.

Night Shift: Employees are not allowed to leave the premises during their working hours. Employees shall be provided with a working meal break.

BLOOMFIELD HEALTHCARE AND REHABILITATION CENTER ADDENDUM

Appearance and Demeanor

Employees will follow the Appearance and Demeanor policy listed in the Iowa County Employment Handbook unless listed differently below.

Nursing Department (Nurses, Nursing Assistants, Health Unit Coordinator)

Employees are required to wear scrub uniforms with low-heeled, closed toed and slip resistant shoes. Stockings, tights or socks are encouraged, however not mandatory. Employee may wear blue jeans on Fridays.

Food Service

Employees are required to wear low-heeled, closed toed and slip resistant shoes. Stockings, tights or socks are encouraged, however not mandatory. Food Service employees shall wear hair restraints such as hair coverings or nets, hats, beard restraints and clothing that cover body hair.

Laundry/Housekeeping

Employees are required to wear low-heeled, closed toes and slip resistant shoes. Stockings, tights or socks are encouraged, however not mandatory.

Environmental Services

Employee shall wear a blue uniform. Employees are able to wear t-shirts, sweatshirts and are required to wear tennis shoes or work boots.

Direct Contact Employees

Employees shall not wear dangling or loose jewelry/scarfs of any kind. Employees whose hair is shoulder length or longer must be secured back from the face and secured with a clip, in a braid, or ponytail. Fingernails are to be kept clean, smooth and no longer than ¼ inch long. Employees are discouraged from wearing artificial fingernails or extenders. Should artificial nails/extendors be worn, the employee must wear gloves with all resident contact.

Attendance and Absence

Bloomfield Healthcare employees will adhere to the Iowa County Employment handbook for this section. In addition to the Iowa County Employment handbook, Iowa County Bloomfield Healthcare employees scheduled to work either day of the weekend (Saturday/Sunday) and are absent will be required to work the following weekend.

Change in Status

Employees who request to change to a different full-time equivalent classification or shift are required to fill out a Voluntary Change in Status Form.

Employees who are looking to decrease full-time equivalent classification need to be in current position for at least six (6) months.

Communicable Diseases/Infection Control

A prerequisite of employment is a tuberculin skin test performed at Bloomfield Healthcare.

Please refer to the Iowa County Bloomfield Healthcare policies and procedures on Communicable Diseases and Infection Control.

Employee Classification

In addition to the Iowa County Employment Handbook, Bloomfield Healthcare has two different classifications of Casual Status employees:

Regular Casual Status: Employee must work a minimum of two shifts per month, with one being a

weekend shift. Employees are not eligible for any Iowa County benefits including, but not limited to, Wisconsin Retirement System, Health Insurance, Dental Insurance, Vision Insurance, Disability and Flex Spending. Employees are not eligible for any other compensated wages such as overtime, Holiday pay, shift differentials or MTO.

School Casual Status: Employees must work a minimum of eighty (80) hours annually on a calendar basis. To be eligible, employees must be attending an institution of post-secondary education and must provide proof, each semester, demonstrating enrollment in and attendance at an institution of post-secondary education located fifty (50) or more miles away from Bloomfield Healthcare (either commuting or residing on campus).

Employee Parking

Employees shall park in the required designated Employee Parking area.

Designated Parking areas: Employees shall park either on the South side of Bloomfield Healthcare across the fence and/or on the east side of Bloomfield Healthcare.

Employees working the Night shift may park in the visitor's parking lot.

Exchanging Days Off

Employees may exchange days/shifts with other employees if approved by an immediate supervisor. Employees are required to fill out a "Shift Change" form. If the exchange is approved, employees are responsible for working exchanged shifts. Failure to report to exchanged shift, may result in disciplinary action.

Hours of Work

Bloomfield Healthcare serves the community twenty-four hours a day, seven days a week, so it is expected that employees may have to work on Saturdays, Sundays, holidays and on different shifts and in different areas.

Night Shift: Employees are not allowed to leave the premises during their working hours. Employees shall be provided with a working meal break.

In-Service Training Programs and Meetings

All departments are encouraged to provide in-service trainings to give employees the opportunity to improve skills and knowledge. Some in-service trainings and meetings will be Mandatory. If Mandatory, all staff, full time, part-time and Casual Regular Status employees are required to attend the meeting/in-service. All meetings will be scheduled and posted at least seven (7) days in advance. Managers shall have the authority to excuse an employee from a mandatory staff meeting.

Casual School Status Employees: Bloomfield Healthcare Managers will provide via email a notice of the in-service or training. School Status employees shall attend as many of the mandatory trainings or meetings as possible. If unable to attend the mandatory training, Employees will be responsible to complete all in-services or trainings prior to working their next scheduled shift. The required training needed before the employees' scheduled shift is at the discretion of management. All ECS's should be read prior to working on the floor.

Learning Modules: All learning modules need to be completed prior to the target date. Employees are able to complete the learning modules at home with manager approval. If learning modules are completed at home, employees are responsible for filling out a timesheet exception form.

Failure to attend in-service trainings or mandatory meetings may result in disciplinary action.

Licensing and Certification Requirements

All employees who are required to be either licensed or certified for their position must keep such license and/or certification up to date, a copy shall be provided to the Employee Relations Department.

Lockers

Lockers are available to all employees. To request a locker, please see the Laundry/Housekeeping Supervisor. Iowa County will not be responsible for lost articles. Provided lockers remain the property of Iowa County and may be searched. Employees shall not have an expectation of privacy in County provided lockers.

complete the learning modules at home with manager approval. If learning modules are completed at home, employees are responsible for filling out a timesheet exception form.

Purchase of Meals/Buying Food

Employees may purchase meals from Bloomfield Healthcare for lunch and/or supper.

Employees need to purchase a ticket from the Business Office and must sign up with Dietary before 10:30 a.m. for lunch and 3:30 p.m. for supper.

Employees who are working a double shift will receive a complimentary meal.

It is strictly prohibited for any person including employees to remove food or food scraps from the facility, without the written approval of the Administrator. The purchasing of food from vendors, Bloomfield, or the borrowing of food from Bloomfield is prohibited.

It is strictly prohibited for employees to remove or take snacks, beverages or any other food item for their own personal use from residents.

Release of Information

All information concerning a resident's medical condition, medical treatment, financial and personal information is confidential and may not be released without the written consent of the resident/guardian. If information is requested, refer them to the Director of Nursing or Nurse Manager.

Timeclock

Employees of Iowa County Bloomfield Healthcare and Rehabilitation Center are responsible for accurately badging in and out for their scheduled shifts. Employees working outside of scheduled shift shall fill out a "Time Card Expectation Sheet" in addition to badging in and out, indicating the hours actually worked and the reason.



JOB DESCRIPTIONS

Date Originated: 11/10/16
Date of Modifications:
Policy Number: 402

1. PURPOSE:

To describe the policies and procedures needed to be followed for Job Descriptions.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County Employees and specifically Department Heads and Managers.

3. POLICY:

It is the policy of Iowa County that job descriptions are important tools for documenting the essential requirements of skills needed to successfully perform on the job. Accordingly, reasonable efforts shall be undertaken to develop and maintain job descriptions for all classifications.

4. REFERENCES:

5. PROCEDURES:

- A. The Employee Relations Office will maintain current position descriptions for all position within the County organization.
- B. Job descriptions shall be developed for new positions by respective Department Head and Employee Relations Director.
- C. Job descriptions shall be review and modified as necessary, on an annual basis. Employee Relations Office will provide each Department Head/Manager their respective job descriptions at the beginning of the year to be review and modified within the 1st quarter.
- D. Position Title Name: The department head in conjunction with the Employee Relations Director may change and/or modify a position title name.



Compensation System

Date Originated: 09/13/2014
Date of Modifications: 11/10/16
Policy Number: 403

1. PURPOSE:

The purpose of this policy is to administer a uniform employee Compensation System. The wages/salaries provided by the County to its employees are for the purpose of obtaining and retaining competent individuals to perform services which the County provides.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County employees.

3. POLICY:

It is the policy of Iowa County to maintain the Wage Structure that was adopted in September 2014. The County will provide wages/salaries on the basis of external competitiveness and internal equity.

A. DEFINITIONS

1. Compensation/Classification Study. Is when the County establishes a new wage structure to include market comparisons, type of structure and where they want to be within the market data.
2. Market Analysis. It is when the County updates/maintains current wage structure against internal and external comparable data.
3. Market Adjustment. Is when the County adjusts current wage structure based upon where the market is for the upcoming year.
4. Reclassifications. Is a movement of a position from one pay grid to another pay grid.

4. REFERENCES:

5. PROCEDURES:

- A. Compensation/Classification Study. When it is determined by the Iowa County Board of Supervisors that Iowa County needs to engage in a new wage structure, the Employee Relations Director and County Administrator will work with a Third Party Consulting Firm to establish a new Wage Structure for the County.
- B. Market Analysis. The County shall evaluate the entire Wage Structure at least once every three years against market conditions (internal and external comparable data) completed by a Third Party Consulting Firm.
- C. Market Adjustment. Every year, the County shall evaluate the Wage Structure to current Market Rate by engaging with a Third Party Consulting Firm to participate in a Wage Increase Survey and receive the results of what the Upper Midwest Market Rates are for the upcoming year.
- D. Reclassifications. When a Department Head request a Reclassification for any position in their department, a written notification should be requested to the Employee Relations Director and County Administrator indicating the job duties changing or other circumstances that have predicated the evaluation. The Employee Relations Director shall determine if there are sufficient changes in the position to warrant a Pay Grade Evaluation. The Employee Relations Director shall be responsible for the coordination of the Pay Grade Evaluation with a Third Party Consultant.
- E. Implementation/Administration:
 1. Compensation/Classification Study. Once study is completed, the Employee Relations Director and County Administrator will propose a recommendation of an effective date once adopted by the County Board of Supervisors. Employees will be placed on the Step that provides an employee a pay increase.

2. Market Analysis. Once study recommendations are provided to the Employee Relations Director/County Administrator, they will recommend a proposed effective date. Employees will remain on their current step of the wage structure, but transition to the new updated Wage Grid.
3. Market Adjustment. Once market adjustment rates are in for upcoming year, the implementation date of new market rate will be January 1, XXXX. Employees will remain on their current step of the wage structure, but transition to the new updated Wage Grid.
4. Reclassifications. Once adopted by the County Board, the employee will be placed on the step that is closest to current wage.



SAFETY INSPECTION

Date Originated: 11/10/2010
Date of Modifications: 04/27/17, 05/31/2017
Policy Number: 404

1. PURPOSE:

To ensure that Iowa County complies with health and safety requirements and to promote communication and develop procedures that improve workplace health and safety. Workplace inspections are used to check that hazard controls are adequate and working, identify possible solutions to problems, and to allow for follow up to ensure that problems have been corrected.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County employees and facilities.

3. POLICY:

It is the policy of Iowa County to maintain a program of safety inspection at all facilities. The objective of the inspection process is to ensure compliance with company rules, policies, procedures, and health and safety standards.

4. REFERENCES:

5. PROCEDURES:

A. Safety Manual

- 1) A staff Safety and Inspection Committee will create and maintain the Safety Manual, with the Environmental Services Director being the Chair of the committee.

B. General

- 1) All employees of Iowa County shall be vigilant and shall exercise appropriate diligence to minimize risks
- 2) All workplace hazards must be reported to the immediate managers for appropriate corrective action. The managers shall forward the information to the Environmental Services Director
- 3) Managers and employees shall work together to eliminate workplace hazards and to prioritize safety concerns.
- 4) Several other types of workplace inspections should be conducted. These include:
 - I. Daily workplace inspections
 - II. Spot inspection and job observations by Managers
 - III. Quarterly hazard assessments by Managers
- 5) All inspections are outlined in the Safety Manual.

C. Training

- 1) Managers shall be trained in workplace inspection and hazard identification prior to completing their first workplace inspection.
- 2) Iowa County Safety Committee shall hold an annual overview of the Safety Manual to all staff.

D. Inspection

- 1) The Environmental Services Director or Insurance Agent is responsible for completing all monthly, quarterly, semiannually and annual inspections as outlined in the Safety Manual.
- 2) Prior to the inspection, Environmental Services Director should:
 - I. Review the previous inspection reports for the area they are inspecting
 - II. Ensure they have the appropriate Inspection Checklist.
 - III. Plan and review the inspection route.
 - a) During the inspection the Environmental Services Director should:

- I. Record any hazardous conditions or acts observed
 - II. Gather information regarding hazardous conditions or actions
 - III. Examine areas where previous accidents or injuries have occurred
 - IV. Eliminate or remove the hazardous condition immediately, if safe to do so
 - V. Rate the hazards or potential hazard on a scale of minor, moderate or major
- b) After the inspection
- i. The Environmental Services Director will summarize all the potential hazards and provide a prioritized list to the County Administrator within fifteen days.
 - ii. The Environmental Services Director shall take immediate action to correct, mitigate or remove any situation where the health and safety of the workers is in immediate danger



SUBSTANCE ABUSE POLICY (CDL)

Date Originated: 12/4/2002
Date of Modifications: 2/28/2017
Policy Number: 405

1. PURPOSE:

Iowa County (the "County") recognizes that the use of drugs and alcohol in its workplace creates health, safety, security and production problems for its employees, customers, visitors, and business. In addition, because the County employs employees who are required, by state or federal law, to possess commercial driver's licenses as a result of their job duties, the County is subject to state and federal laws, including rules promulgated by the federal Department of Transportation ("DOT"), which, among other things, requires the County to:

- Maintain a written substance abuse policy for its employees who are required to possess a commercial driver's license,
- Perform drug and alcohol testing on its employees with commercial driver's licenses as required by the state and federal laws,
- Maintain safeguards to protect employees from, among other things, erroneous test results, and
- Impose mandatory corrective action against employees who violate the policy.

This Substance Abuse Policy (the "Policy") is designed to (a) provide a safe, healthy, productive, and drug-free workplace for all employees, (b) protect our County and its customers from losses arising out of or associated with alcohol and controlled substance, (c) provide an effective tool for deterrence of substance abuse, (d) provide an effective tool for detection of violators, (e) ensure efficient operations, (f) maintain a favorable County image, and (g) satisfy the state and federal (including the DOT) rules covering employees with commercial driver's licenses.

The Policy does not alter the at-will employment relationship between the County and its employees. It is not meant to create a contract or expectation of future employment between the County and its employees, and is merely one condition of continued employment. The terms of the Policy may change in the future at the County's discretion or to comply with changes in federal or state law. The County has discretion to impose corrective action against violators of this Policy in addition to that imposed by the DOT. Employees are advised to contact County representatives with any questions concerning the Policy.

Compliance with this Policy is not optional. The failure to comply with any of the provisions of the Policy may subject an employee to discipline up to and including termination. The Policy replaces and supersedes all prior alcohol or substance abuse policies.

This Policy summarizes applicable federal law. To the extent that anything in this Policy is inconsistent with federal law, federal law shall supersede and supplement this Policy. Employees are encouraged to review Title 49 of the Code of Federal Regulations, Parts 40, 482 and 391 for further detail on alcohol and drug testing procedures and requirements.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County Employees with Commercial Driver's License (CDL).

3. POLICY:

This Policy applies to employees as well as certain independent contractors (hereinafter referred to as the "drivers") who are required to possess a Commercial Driver's License. ("CDL"). CDLs are generally required for all drivers operating a "Commercial Motor Vehicle", which includes any vehicle, which:

- Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds;
- Has a gross vehicle weight rating of 26,001 or more pounds;
- Is designed to transport 16 or more passengers, including the driver; or
- Is any size transporting hazardous materials requiring placards.

4. REFERENCES:

(DOT-Required Policy)

5. PROCEDURES:

Several provisions of this Policy govern a driver's conduct in relation to their performance of "Safety Sensitive Functions." A "Safety Sensitive Function" is all time from the time a driver begins to work or is required to be in readiness to work until the time he or she is relieved from work and all responsibility for performing work, including:

- All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
- All time inspecting equipment or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- All time spent at the driving controls of a commercial motor vehicle in operation;
- All time, other than driving time, in or upon any commercial motor vehicle, except time spent resting in a sleeper berth;
- All time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a commercial motor vehicle being loaded or unloaded, remaining in readiness to operate the commercial motor vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled commercial motor vehicle.

General Prohibitions:

All drivers are subject to the following prohibitions:

A. Alcohol

Drivers are prohibited from the following actions relating to alcohol use:

- From using alcohol within four hours of performing a Safety Sensitive Function;
- From performing a Safety Sensitive Function while having an alcohol concentration of 0.02 or greater, or within 24 hours of being tested with an alcohol concentration of at least 0.02 but less than 0.04;
- From operating a commercial motor vehicle while in possession of alcohol (unless it is manifested cargo);
- From using alcohol during eight hours following an accident, unless the driver undergoes a post-accident test; and

B. Drugs/Controlled Substances

All drivers are prohibited from the unlawful manufacture, distribution, possession, or use of controlled substances during working hours, in any County-owned or leased vehicle, or in any County facility or workplace. For purposes of this Policy, the terms "drugs" or "controlled substances" includes any illegal or illicit drugs, including the following: marijuana, cocaine, opiates, phencyclidine, or amphetamines.

Drivers are also prohibited from any other drug use that could affect performance of a safety sensitive function. The only exception is by doctor's prescription, and then only if the doctor has advised the driver that the drug will not adversely affect the driver's ability to safely operate a commercial motor vehicle. In the event that a driver has been prescribed a drug which he or she has been advised will adversely affect his or her ability to safely operate a Commercial Motor Vehicle, he or she shall immediately report that to their employer, and they shall be reassigned to non-safety sensitive functions until the prescription has expired.

C. Compliance with Testing Requirements

All drivers are required to completely comply with all testing requirements, as described below. "Compliance" is not satisfied if the employee refuses, interferes with, or alters a test in any manner.

Testing Requirements

A. Pre-Employment Testing

All applicants for driver positions must submit to pre-employment testing for drugs, and the results must be obtained prior to the driver performing a safety sensitive function for the first time. Applicants must also sign a Consent and Release Agreement, allowing the County to obtain information from the applicant's prior employers.

1. **Positive Test Results at Previous Employers:** If the applicant has tested positive for alcohol or drugs at a prior employer, the applicant must be required to complete the DOT-required procedures before being assigned to a safety sensitive function (including, but not limited to, consultation with a Substance Abuse Professional, compliance with the recommendations of the Substance Abuse Professional, satisfactory completion of return-to-work tests, and satisfactory participation in follow-up testing). The County will verify the applicant's test results with prior employers as required by law.
2. **Positive Pre-Employment Test (or Refusal to Take Pre-Employment Test):** During the interview process, the applicant will also be asked if they have ever tested positive at a pre-employment test, or ever refused to take a pre-employment test for any employer which the applicant applied for, but did not receive employment, within the prior two years. The employee must answer the questions honestly. If there was a positive or refusal to test, the employee cannot be assigned to safety sensitive functions prior to completing the DOT-required procedures (described in subparagraph 1, above).

B. Reasonable Suspicion Testing

Drivers are also required to submit to a drug and/or alcohol test whenever the County has reasonable suspicion to believe that a driver is under the influence of or using alcohol (before, during, or just after performing a safety sensitive function), or controlled substances anytime while at work.

County managers have been trained to make observations concerning potential alcohol and/or drug use, including, but not limited to, factors such as the driver's appearance, behavior, speech, and body odors. The factors constituting reasonable suspicion will be documented by the supervisor at the time of the observation.

The employee under suspicion will be escorted by a County representative to the collection site for specimen collection. Upon completion of the collection process, arrangements will be made for a spouse, family member, or friend to escort the employee home. If none are available, the County will arrange for a taxi to transport the

employee to his home at the employee's expense, or make such other measures as deemed appropriate under the circumstances.

Alcohol and drug tests based on reasonable suspicion will be conducted as soon as possible following the observations. If the alcohol test is not administered within two hours, the County will be required to verify why the test was not administered. The alcohol test may not be taken after eight hours following the observed behavior, and the County will be required to verify its reasons for its failure to conduct the test within the eight hours.

No driver shall be allowed to perform safety-sensitive duties until after the alcohol or drug test results are received by the County.

C. Random Testing

All drivers will be subject to random testing for both drugs and alcohol. The number of random tests will be based on the total number of drivers. The percentage of drivers required to be tested is set by the federal government. Currently, at least 50% of the County's drivers (or the drivers of any consortium which the County is a member of) must be tested for drugs, and at least 10% of its drivers (or the drivers of any consortium which the County is a member of) must be tested for alcohol on an annual basis. (Because the County currently is part of a consortium the actual percentages of its drivers that are tested may vary.)

A driver selected for a random test must proceed to the collection site immediately.

The random tests will not be announced in advance, and will be conducted at randomly selected intervals throughout the calendar year. Every driver will have an equal chance of being selected for a test each time a selection is conducted.

D. Post-Accident Testing

Drivers must also submit to post-accident testing for drugs and alcohol in the following instances:

1. When the driver is involved in an accident involving the loss of a human life, regardless of who was at fault; or
2. When the driver is involved in an accident in which he or she is issued a citation for a moving traffic violation, and the accident involves an injury to any person, or involves disabling damage to any vehicle. If the driver is involved in an accident in which testing is required, the driver is prohibited from consuming any alcohol until he or she has been tested and must remain at the site and available to the County for testing (unless emergency medical treatment is required). All efforts will be made to test for alcohol within two hours after the accident. If that cannot be accomplished, the reasons for the failure must be documented, and further attempts must be made for the next six hours. If testing cannot be completed within eight hours, the reason for the failure must be documented. A drug test must be also conducted within 32 hours of the accident or the County will be required to document the reasons for the failure. However, drivers are instructed to proceed immediately to a collection site for both tests.

E. Return to Duty Testing

In the event that an employee who has refused a test or who has tested positive is not terminated and is allowed to complete the applicable treatment program described below, before he or she may return to work, he or she must be evaluated by a Substance Abuse Professional, participate in any required substance abuse assistance program, and be tested for drugs and/or alcohol. All results must be negative.

F. Follow-Up Testing

Any driver who is allowed to return to work following a positive test or a refusal, and has satisfactorily passed the return-to-duty testing and has completed the required substance abuse assistance programs, will be subject to additional follow up tests over and above the general random tests applied by the County. The employee will be subject to a minimum of six tests during the first 12 months following the return, and further testing for up to five years. The dates, times, and conditions of the testing will be established by the County, with input from the Substance Abuse Professional.

Testing Site:

The primary testing site is:

Upland Hills Health
800 Compassion Way
Dodgeville, WI 53533

Secondary testing site is:

Southwest Health
1400 East Side Road
Platteville, WI 53818

CONDUCT CONSTITUTING A "REFUSAL"

Any driver conduct which constitutes a "refusal" to participate in a required drug or alcohol test is considered a positive test result. The following summarizes some of the conduct which can constitute a "refusal":

A. General Refusals

The following are general examples of conduct that will be considered a "refusal":

- Failure to proceed immediately to the collection site and submit to testing for a required test
- Failure to remain at the test site until completion of the testing process
- Failure to provide a urine, saliva or breath specimen as required under this Policy
- Failure to permit a "monitored" or "observed" collection, when required under this Policy
- Failure to provide a sufficient urine or breath specimen without a valid medical reason
- Failure to submit to a medical examination to verify a valid medical reason for an inability to provide a sufficient specimen
- Failure to submit to a second test as directed by the County or a collector
- Failure to complete any required forms, including, but not limited to, certification forms, authorization and consent forms, or other forms
- Failure to otherwise cooperate with any part of the testing process

B. Invalid Urine Tests

Federal law requires procedures be followed (called "Validity Testing") to ensure that no urine sample is subject to "tampering" or other conduct which might lead to an inaccurate test result. The following situations could lead to urine test results being classified as a "refusal":

1. Diluted Specimens: A urine sample that exhibits unexpectedly low amounts of creatinine and specific gravity value for human urine will be considered to be a "diluted specimen". A diluted specimen that tests positive is treated as a positive test. If a diluted specimen tests negative, the employee must immediately submit to a second test. The failure to submit to a second test is considered a "refusal".
2. Substituted Specimen: A urine specimen that exhibits such low levels of creatinine and specific gravity value that are deemed to be inconsistent with human urine will be considered to be a "substituted specimen". A substituted specimen is treated as a "refusal".

3. **Adulterated Specimen:** A urine specimen that contains substances not expected in human urine, or a specimen containing expected substances, but in unexpectedly high concentrations will be considered to be an “adulterated specimen”. An adulterated specimen is treated as a “refusal”.
4. **Invalid Specimen:** A urine specimen where there is an unexplained interfering substance will be considered to be an invalid specimen. An employee must provide a legitimate medical explanation for the result. If none exists, and if the employee denies tampering, he or she must immediately submit to a second test under “direct observation” procedures. If the employee admits to having adulterated or substituted the specimen, it is treated as a “refusal”. If the invalid test results from circumstances unrelated to employee conduct (such as spilled specimens, damaged specimens, or specimens improperly collected), the test will be disregarded, but the employee must immediately submit a new specimen, but not under direct observation procedures.
5. **Insufficient Urine Specimen:** An employee who is unable to provide a sufficient urine specimen may be allowed to drink up to 40 ounces of fluid over a three hour period to aid in providing a sufficient urine sample. If no sufficient sample can be obtained within three hours of arriving at the test site, the County is notified, and the employee will be required to be examined by a licensed physician within five working days to determine whether there is a valid medical reason for the inability to provide a sufficient specimen. If no reason is verified, the test is treated as a “refusal”. (If there is a legitimate medical reason, the test is canceled.)

C. **Insufficient Alcohol Breathalyzer Test**

An employee who is unable to provide a sufficient breathalyzer specimen after three attempts will be required to be examined by a licensed physician within five working days to determine whether there is a valid medical explanation for the failure. If the failure is not based on any legitimate medical reason, the test is treated as a “refusal”. (If there is a legitimate medical reason, the test is canceled.)

Consequences of Violations of this Policy: Drivers who violate this Policy are subject to a number of overlapping adverse consequences, some imposed by federal law, and others imposed by the County. These include the following:

A. **Refusals or Interference with Testing**

A refusal or interference with testing constitutes both a violation of this Policy, and must be considered a positive test result under federal law. The consequences for positive test results are listed below.

B. **Positive Alcohol Tests**

Federal law imposes several consequences for a positive alcohol test.

1. **.02 to .039 Breath Alcohol Concentration:** Drivers who have a positive test result of .02 or greater but less than .04 alcohol concentration must be removed from all safety sensitive functions for a period of at least 24 hours.
2. **Alcohol Concentration of .04 or Greater:** Drivers with an alcohol concentration of .04 or greater must be removed from all safety sensitive functions immediately. Before being reassigned to any safety sensitive function for any employer, the employee must consult with a DOT qualified Substance Abuse Professional, complete any treatment assigned by that professional, and submit to return to work and follow up testing.

C. Positive Drug Test

Any employee who tests positive for controlled substances must be immediately removed from all safety sensitive functions. Before being reassigned to any safety sensitive function for any employer, the employee must meet with a DOT-qualified Substance Abuse Professional, complete any required treatment recommended by that professional, and submit to return to work and follow up testing.

D. Other Violations

Other violations of this Policy shall result in corrective action imposed by the County.

E. Other Corrective Action

The County reserves the right to impose other corrective action, in addition to the consequences imposed by federal law, for any violations of this Policy, up to and including discharge of the employee.

Identity of Persons Responsible for Administering this Policy: There are a number of individuals and professionals employed by or retained by the County to administer this Policy that will have contact with drivers regarding the above procedures.

A. County Representatives

The primary County representative (known as the "Designated Employer Representative") responsible for administering this Policy and answering questions concerning the Policy is:

Craig Hardy
Highway Commissioner
Office:(608) 935-3381
Cell: (608) 574-2935
Craig.hardy@iowacounty.org

Randy Sudmeier
Highway Operations Manager
Office:(608) 935-3381
Cell: (608) 574-2936
Randy.Sudmeier@iowacounty.org

Employee Relations Director
Office: (608) 935-0374
Allison.leitzinger@iowacounty.org

B. Medical Review Officers

The County has retained qualified, licensed physicians to serve as "Medical Review Officers" ("MRO") under this Policy, whose names, addresses and phone numbers are as follows:

Dr. Michael Ringwelski
Bellin Occupational Health
1630 Commanche Ave
Green Bay, Wisconsin 54313
(920) 430-4560

Dr. Michael Meyer
Bellin Occupational Health
1630 Commanche Ave
Green Bay, Wisconsin 54313
(920) 430-4560

The Medical Review Officers perform key responsibilities under this Policy, including the following:

- Medical Review Officers receive the test results from the laboratories that test the urine samples, and then review and interpret the test results.
- In the case of a positive test result, the Medical Review Officer attempts to personally contact the driver prior to the County being informed of the positive test result.
- If the Medical Review Officer is able to contact the driver, the positive test result will be discussed with the driver, and information may be shared and analyzed to provide possible explanations for the positive test result.
- The Medical Review Officers ultimately notify the County of any verified positive test results.

- The Medical Review Officers also provide general medical guidance to the County and, in some cases, to the drivers, with respect to administration of this Policy.

C. Substance Abuse Professionals

The County has a list of qualified Substance Abuse Professionals to assist employees with substance abuse.

Drivers who test positive (or are considered to have tested “positive” as a result of a “refusal”) may be referred to a Substance Abuse Professional who is properly qualified under DOT rules. Drivers will be required, before being reassigned to a safety sensitive function (for this or any other County/Company) to comply with all of the following procedures:

- Submit to an initial face-to-face assessment and evaluation by the Substance Abuse Professional.
- The Substance Abuse Professional will refer the driver to an appropriate education and/or treatment program based on the initial assessment and evaluation. (This could include, but is not limited to, educational programs such as self-help groups (for example Alcoholics Anonymous), community lectures, drug and alcohol educational courses, outpatient counseling programs, after care programs, partial inpatient treatment programs or inpatient hospitalization.)
- The driver must complete the education and/or treatment program assigned by the Substance Abuse Professional.
- The driver must submit to a follow-up face-to-face evaluation with the Substance Abuse Professional after completing the education or treatment program assigned to them.
- The driver must comply with follow-up drug and/or alcohol testing, as well as possible continuing education and/or treatment, as directed by the County (with input from the Substance Abuse Professional).

The County is not required to pay for any services provided by the Substance Abuse Professionals under this Policy. The cost may be required to be paid by the employee.

Procedures and Safeguards used in Conducting the Drug and Alcohol Testing: The County has adopted a multitude of procedures to safeguard the accuracy of testing procedures to protect employees from inaccurate results and inadvertent consequences. These safeguards include the County’s retention of qualified, trained personnel to conduct the drug and alcohol testing, retention of trained, qualified, and federally-certified laboratories to perform the analysis of urine samples, the retention of qualified and trained physicians to serve as Medical Review Officers, the internal training of the County’s supervisors and other personnel charged with administering this Policy, and other measures.

The County complies with the federally-regulated procedures for conducting the collection and testing of breath and urine samples under this Policy. Appendix “A” is a summary of those testing procedures and other safeguards.

One important feature of the safeguards is the employee’s right to test, at a second laboratory, at the employee’s cost, the split sample of the urine specimen.

Adverse medical Consequences of Drug and Alcohol Use: The federal government also requires the County to provide information to drivers about the adverse consequences of drug and alcohol use. Appendix “B” is a description of adverse consequences associated with drug and alcohol use. Further information may be obtained from the substance abuse professionals listed above.

Conclusion: The County anticipates that this Policy will serve to increase the productivity of its workforce, promote safety in the workplace and to our employees in the public, and advance the health and well-being of our employees. We ask each of you to commit yourselves to this policy and together we can make it work.

Violation of this Policy may have severe consequences to the employee and also to the employee’s family and dependents. Employees are urged to take this into consideration in their future actions.

Appendix A

Testing Procedures and Safeguards

The County complies with the drug and alcohol testing procedures prescribed by the federal DOT rules. The County has also established additional safeguards to facilitate the accuracy of test results and to provide assurances to its employees.

A. Qualifications

One of the principal safeguards for our employees are federal regulations requiring qualifications, training, and certification for “collectors” (both urine and breath-alcohol), laboratory, Medical Review Officers, and County supervisors/managers. Our County has retained collectors, laboratories, and Medical Review Officers that meet these requirements, and we have conducted necessary training of applicable management staff.

In addition, the law requires that collection “sites” meet very specific standards. Finally, documentation of the collection and testing process must be completed and preserved pursuant to federally-required forms and procedures.

B. Urine Collection Procedures for Drug Testing

The following is a summary of the urine drug screen collection and test process (note that these procedures are subject to change as may be required by federal law):

1. Employees are required to report immediately to the designated collection site for any required testing. The collector will notify the County of late arrivals.
2. In the event alcohol testing is also required, the alcohol testing must be done before the urine collection if practicable.
3. The employee must submit a picture ID to the collector or be identified by an employer representative. The employee may request the collector to present identification.
4. The collector will review the collection procedures with the employee and review the federally-required form which will be completed by both the employee and the collector. The form is entitled “Federal Drug Testing Custody and Control Form”.
5. The employee will then be required to remove outer clothing (such as overcoats, coveralls, suit coats, or hats), and will be required to store all personal belongings, such as briefcases, purses, and other items, in a mutually agreeable location.
6. The employee will then be required to empty their pockets to display the items to the collector. If the collector determines that nothing can be used to adulterate a urine specimen, the items will be allowed to be returned to the pockets. If the collector identifies items that could be used to tamper with a specimen, the collector will require that the employee submit to a “directly observed” collection (unless the collector determines that the materials were brought in inadvertently).
7. The employee will then be instructed to wash and dry their hands. The employee will not have access to water or other materials to be used to adulterate or dilute the urine specimen after this point in the procedure.
8. The collector or employee will then unwrap a sealed “collection container”. This is the only item that the employee is allowed to take into the room for urination.
9. The employee will be instructed to then enter the room used for urination, provide a specimen of at least 45 ml, not flush the toilet, and return the specimen as soon as the employee has completed the process. No one will be in the room with the employee except in the case of an “observed” or “monitored” collection.
10. The employee will then present the urine sample to the collector.
 - a. There must be at least 45 ml of urine. If there is not, the collector will proceed with “shy bladder” procedures.
 - b. The urine sample must be within the federally-acceptable temperature ranges. If it is not, a new collection will be immediately required using “direct observation” procedures.
 - c. The collector will observe the specimen for signs of tampering. If tampering is indicated, the employee will be required to provide a new collection using “direct observation” procedures.
11. In the event that the employee cannot provide a sufficient amount of urine, the employee will be allowed up to three hours to provide another specimen (the “shy bladder” procedures). During that time, the

employee will be allowed to drink up to 40 ounces of fluid. If the employee refuses to attempt to provide a second specimen, it will be designated a "refusal". If the employee is unable to provide a sufficient specimen within three hours, the County will be notified and the employee will be required to submit to an evaluation by a licensed physician to determine if there is a medical explanation.

12. In several situations (for example, urine sample not within federally-accepted temperature ranges, or evidence of tampering exists), the employee will be required to submit to "direct observation" collection procedures which include the following:
 - a. A person (known as the "observer") will be required to specifically observe the employee's urine go from the employee's body into the collection container.
 - b. The "observer" may be the collector, but is not required to be the collector.
 - c. The "observer" is required to be the same gender as the employee.
 - d. If the observer is not the collector, the observer cannot take the specimen directly from the employee, but must watch the container while the employee submits it to the collector.
13. After obtaining a proper urine sample, the collector will divide the urine sample into two specimen bottles, one used for the "primary" collection/testing, and the second used for "split-specimen" testing. A seal will be placed on the bottles, and the employee will be asked to initial the seals.
14. The employee and the collector will then complete the remainder of the Federal Drug Testing Custody and Control Form, and that form will be placed with the specimen bottles for delivery to the laboratory.
15. The laboratory will test for five drugs or classes of drugs:
 - a. Marijuana
 - b. Cocaine
 - c. Amphetamines
 - d. Opiates
 - e. Phencyclidine (PCP)
16. The laboratory will also conduct "validity testing" to determine whether the sample was adulterated, substituted, or diluted.
17. The laboratory will then issue one of the following findings regarding the urine sample:
 - a. The urine sample is negative
 - b. The sample was negative—diluted
 - c. The sample was rejected for testing (with an explanation)
 - d. The sample was positive (with the specific drugs noted)
 - e. The sample was positive (with the specific drugs noted and diluted)
 - f. The sample was adulterated (with an explanation)
 - g. The sample was substituted (with an explanation)
 - h. There was an invalid result (with an explanation)
18. The laboratory results are then conveyed to the Medical Review Officer (not to the County).
19. The Medical Review Officer will review the tests and determine whether there is a legitimate medical explanation for all confirmed positive, adulterated, substituted, or invalid test results. If there is a confirmed positive, adulterated, substituted, or invalid drug test, the Medical Review Officer will conduct a "verification interview" with the employee. During that interview, the employee may indicate any medications or other substances that the employee is using or medical conditions the employee reports having, that may have affected the test result. The Medical Review Officer may contact the employee's physician and take all necessary and reasonable steps to verify any medical information that the employee presents. The Medical Review Officer may direct the employee to undergo further medical evaluation by the Medical Review Officer or another physician.
20. The Medical Review Officer will also inform the employee of his or her right to have the "split specimen" tested by another laboratory (at the employee's cost).
21. The Medical Review Officer will attempt to reach the employee at least three times over a 24 hour period. If the Medical Review Officer is unable to reach the employee, the County will be notified and the County will attempt to contact the employee and inform the employee to contact the Medical Review Officer.

22. The Medical Review Officer will not verify a positive test result to the employer without communicating to the employee, unless the employee declines the opportunity to discuss the test result, more than 72 hours have passed since the County contacted the employee to advise him to contact the Medical Review Officer, or if neither the Medical Review Officer nor the County has been able to contact the employee within 10 days from the date that the Medical Review Officer received the confirmed test result.
23. If the employee elects to have the split specimen tested, he or she must notify the Medical Review Officer within 72 hours after being advised of their rights.
24. The Medical Review Officer will notify the County of the final test results, and the County will proceed as indicated in this policy.

C. Alcohol Testing Procedures

The following is a description of the procedures used to test for the employee's possible use of alcohol (note that these procedures are subject to change as may be required by federal law):

1. Like the drug testing procedures, the employee must report immediately to the collection site for any required testing.
2. The employee must provide a picture ID or be identified by an employer representative.
3. The technician and the employee will then review the federally-required form (the "Alcohol Testing Form"), which will be completed by both the technician and the employee.
4. The alcohol testing is then performed in two stages, an initial or "screening" test, and a final or "confirmation" test.
5. The screening test can be performed using either a breath test or a saliva test, but either type of test must be performed with a device that has been pre-approved by the federal government.
6. During this screening test, the technician will unwrap the mouthpiece (for a breathalyzer device) in front of the employee and ask the employee to blow into the mouthpiece for at least six seconds or until an adequate amount of breath has been obtained.
7. If a saliva test is used, the technician will open the package containing the device in front of the employee and will either allow the employee to insert the device into his mouth or will, with the employee's permission, insert the device into the employee's mouth (wearing approved gloves), and obtain the necessary amount of saliva on the test device.
8. If insufficient saliva is provided, the employee will be required to make another attempt. If the second attempt does not result in sufficient saliva, the County will be notified, and the employee will be required to submit to a breath testing device to perform the screening test.
9. If insufficient breath is provided, the employee will be instructed to make a second attempt. If there is insufficient breath after the second attempt, the collector may allow the employee to make a third attempt. If there is insufficient breath after three attempts, then, for initial screening, a saliva test may be used, but for the final testing, the employee will be directed to obtain, within five working days, an evaluation from a licensed physician to determine whether there is a medical explanation for the failure. If no medical explanation is provided, the test will be considered a "refusal".
10. The employee will then be informed of the results of the breath or saliva screening test.
11. If the screening test result is less than .02 alcohol concentration, the test will be considered a negative and the employee will be dismissed.
12. If the screening test result indicates an alcohol concentration of .02 or higher, a confirmation test must be given.
13. Before the confirmation test is given, a "waiting period" of at least 15 minutes, but not more than 30 minutes, must occur. During this period, the employee is not allowed to eat, drink or put anything (such as a cigarette or chewing gum) in their mouth, or belch. Note: Careful compliance with the waiting period is for the employee's benefit—the purpose is to prevent an accumulation of mouth alcohol leading to an artificially high reading. The confirmation test will be performed even if the employee has not complied with the waiting period instructions.
14. The confirmation test will be performed on a breathalyzer device.

15. The technician will conduct an air blank on the breathalyzer machine and show the reading to the employee. The reading should be 0.00. If it is not, a second test will be done. If that test does not reflect a 0.00 reading, the breathalyzer will be taken out of service and a different one used.
16. The technician will then open the mouthpiece and insert it into the device, and the employee will then be required to blow into the mouthpiece for a least six seconds or until an adequate amount of breath is obtained. (If insufficient breath is provided, the same steps as in the screening process will be followed.)
17. The technician will then complete the Alcohol Testing Form, indicating the results of the breathalyzer.
18. Results will be communicated to the County by the technician, and the County will proceed as indicated in this policy.

D. Record Maintenance

An additional safeguard is reflected in the procedures for safekeeping various records relating to the collection and testing process. The following is a description of the records that are maintained by the County, and the length of time for which the records are maintained:

<u>Retention Period</u>	<u>Document</u>
5 Years	Alcohol tests results indicating a breath alcohol concentration of 0.02 or greater Verified positive drug test results Refusals to submit to required alcohol or drug tests Required calibration of evidential breath testing devices (EBT's) Substance abuse professional's (SAP's) evaluations and referrals Annual calendar year summary All follow-up tests and schedules for follow-up tests
3 Years	Information obtained from previous employers concerning drug and alcohol test results of employees
2 Years	Records related to the collection process and training Records of the inspection, maintenance, and calibration of EBT's
1 Year	Negative and cancelled drug test results Alcohol test results indicating a breath alcohol concentration less than 0.02

All results are confidential, available only to the Medical Review Officer and authorized personnel at the County. Results may not be released to anyone else without the written permission of the employee, except:

1. Upon request by the DOT or a state agency as part of an accident or investigation.
2. Without names for statistical evaluations.
3. For training records.

Appendix B

Diverse Medical Effects of Alcohol and Drug use

Federal law mandates that all employees be provided with training material discussing the effects of alcohol and controlled substance use on an individual's health, work, and personal life. This material is intended to help individuals understand the personal consequences of substance abuse.

Alcohol

Although used routinely as a beverage for enjoyment, alcohol can also have negative physical and mood-altering effects when abused. These physical or mental alterations may have serious personal and public safety risks.

Health Effects

An average of three or more servings per day of beer (12 oz.), whiskey (1 oz.) or wine (6 oz.) over time may result in the following health hazards:

- Dependency.
- Fatal liver disease.
- Kidney disease.
- Pancreatitis.
- Ulcers.
- Decreased sexual functions.
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast and malignant melanoma.
- Spontaneous abortion and neonatal mortality.
- Birth defects.

Social Issues

- 2/3 of all homicides are committed by people who drink prior to the crime.
- 2-3% of the driving population is legally drunk at any one time. This rate doubles at night and on weekends.
- 2/3 of all Americans will be involved in an alcohol-related vehicle accident during their lifetime.
- The separation and divorce rate in families with alcohol dependency problems is seven times the average.
- 40% of family court cases are alcohol related.
- Alcoholics are 15 times more likely to commit suicide.
- More than 60% of burns, 40% of falls, 69% of boating accidents, and 76% of private aircraft accidents are alcohol related.
- Over 17,000 fatalities occurred in 1993 in highway accidents which were alcohol related. This was 43% of all highway fatalities.
- 30,000 people will die each year from alcohol-caused liver disease.
- 10,000 people will die each year due to alcohol-related brain disease or suicide.
- Up to 125,000 people die each year due to alcohol-related conditions or accidents.

Workplace Issues

- It takes one hour for the average person (150#) to process one serving of alcohol from the body.
- A person who is legally intoxicated is six times more likely to have an accident than a sober person.

Alcohol's Trip Through the Body

Mouth and Esophagus: Alcohol is an irritant to the delicate linings of the throat and food pipe. It burns as it goes down.

Stomach and Intestines: Alcohol has an irritating effect on the stomach's protective lining, resulting in gastric or duodenal ulcers. This condition, if it becomes acute, can cause peritonitis or perforation of the stomach wall. In the small intestine alcohol blocks absorption of such substances as thiamine, folic acid, fat, vitamin B1, vitamin B12, and amino acids.

Blood stream: 95% of the alcohol taken into the body is absorbed into the bloodstream through the lining of the stomach and duodenum. Once in the bloodstream, alcohol quickly goes to every cell and tissue in the body.

Alcohol causes red blood cells to clump together in sticky wads, slowing circulation and depriving tissues of oxygen. It also causes anemia by reduction of red blood cell production. Alcohol slows the ability of white cells to engulf and destroy bacteria and degenerates the clotting ability of blood platelets.

Pancreas: Alcohol irritates the cells of the pancreas, causing them to swell, thus blocking the flow of digestive enzymes. The chemicals, unable to enter the small intestine, begin to digest the pancreas, leading to acute hemorrhagic pancreatitis. One out of five patients who develop this disease dies during the first attack. Pancreatitis can destroy the pancreas and cause a lack of insulin, thus resulting in diabetes.

Liver: Alcohol inflames the cells of the liver, causing them to swell and block the tiny canal to the small intestines. This prevents bile from being filtered properly through the liver. Jaundice develops, turning the whites of the eyes and skin yellow. Each drink of alcohol increases the number of liver cells destroyed, eventually causing cirrhosis of the liver. This disease is eight times more frequent among alcoholics than among nonalcoholic.

Heart: Alcohol causes inflammation of the heart muscle. It has a toxic effect on the heart and causes increased amounts of fat to collect, thus disrupting its normal metabolism.

Urinary Bladder and Kidneys: Alcohol inflames the lining of the urinary bladder, making it unable to stretch properly. In the kidneys, alcohol causes increased loss of fluids through its irritating effect.

Sex Glands: Swelling of the prostate gland caused by alcohol interferes with the ability of the male to perform sexually. It also interferes with the ability to climax during intercourse.

Brain: The most dramatic and noticed effect of alcohol is on the brain. It depresses brain centers, producing progressive incoordination: confusion, disorientation, stupor, anesthesia, coma, death. Alcohol kills brain cells and brain damage is permanent. Drinking over a period of time causes loss of memory, judgment, and learning ability.

Marijuana

Health Effects

- Emphysema-like conditions.
- One joint of marijuana contains cancer-causing substances equal to 1/2 pack of cigarettes.
- One joint causes the heart to race and be overworked. People with heart conditions are at risk.
- Marijuana is commonly contaminated with the fungus *Aspergillus* which can cause serious respiratory tract and sinus infections.
- Marijuana lowers the body's immune system response, making users more susceptible to infection.
- Chronic smoking causes changes in brain cells and brain waves. The brain does not work as efficiently or effectively. Long-term brain damage may occur.
- Tetrahydrocannabinol (THC) and 60 other chemicals in marijuana concentrate in the ovaries and testes.
- Chronic smoking of marijuana in males causes a decrease in testosterone and an increase in estrogen, the female hormone. As a result, the sperm count is reduced, leading to temporary sterility.
- Chronic smoking of marijuana in females causes a decrease in fertility.
- A higher-than-normal incidence of stillborn births, early termination of pregnancy, and higher infant mortality rate during the first few days of life are common in pregnant marijuana smokers.
- THC causes birth defects including brain damage, spinal cord, forelimbs, liver, and water on the brain and spine in test animals.
- Prenatal exposure may cause underweight newborn babies.
- Fetal exposure may decrease visual functioning.
- User's mental function can display the following effects:
 - Delayed decision making.
 - Diminished concentration.
 - Impaired short-term memory.
 - Impaired signal detection.
 - Impaired tracking.
 - Erratic cognitive function.

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 - Delayed decision making.
 - Diminished concentration.
 - Impaired short-term memory.
 - Impaired signal detection.
 - Impaired tracking.
 - Erratic cognitive function.

- Distortion of time estimation.

Workplace Issues

- THC is stored in body fat and slowly released.
- Marijuana smoking has long-term effects on performance.
- Increased THC potency in modern marijuana dramatically compounds the side-effects.
- Combining alcohol or other depressant drugs with marijuana increases the impairing effects of both.

Cocaine

Used medically as a local anesthetic. When abused, it becomes a powerful physical and mental stimulant. The entire nervous system is energized. Muscles tense, the heart beats faster and stronger, and the body burns more energy. The brain experiences an exhilaration caused by a large release of neurohormones associated with mood elevation.

Health Effects

- Regular use may upset the chemical balance of the brain. As a result, it may speed up the aging process by causing damage to critical nerve cells. Parkinson's Disease could also occur.
- Cocaine causes the heart to beat faster, harder, and rapidly increase blood pressure. It also causes spasms of blood vessels in the brain and heart. Both lead to ruptured vessels, causing strokes and heart attacks.
- Strong dependency can occur with one "hit" of cocaine. Usually mental dependency occurs within days for "crack" or within several months for snorting coke. Cocaine causes the strongest mental dependency of all the drugs.
- Treatment success rates are lower than other chemical dependencies.
- Extremely dangerous when taking with other depressant drugs. Death due to overdose is rapid. Fatal effects are usually not reversible by medical intervention.

Workplace Issues

- Extreme mood and energy swings create instability. Sudden noise causes a violent reaction.
- Lapses in attention – ignoring warning signals, increases probability of accidents.
- High cost frequently leads to theft and/or dealing.
- Paranoia and withdrawal may create unpredictable or violent behavior.
- Performance is characterized by forgetfulness, absenteeism, tardiness, and missing assignments.

Opiates

Narcotic drugs which alleviate pain and depress body functions and reactions.

Health Effects

- IV needle users have a high risk of contracting hepatitis or AIDS when sharing needles.
- Increase pain tolerance. As a result, a person may more severely injure themselves and fail to seek medical attention as needed.
- Narcotic effects are multiplied when combined with other depressants, causing an increased risk for an overdose.
- Because of tolerance, there is an ever-increasing need for more.
- Strong mental and physical dependency occurs.
- With increased tolerance and dependency combined, there is a serious financial burden for the users.

Workplace Issues

- Side-effects such as nausea, vomiting, dizziness, mental clouding, and drowsiness place the user at high risk for an accident.
- Causes impairment of physical and mental functions.

Amphetamines

Central nervous system stimulant that speeds up the mind and body.

Health Effects

- Regular use causes strong psychological dependency and increased tolerance.
- High doses may cause toxic psychosis resembling schizophrenia.

- Intoxication may induce a heart attack or stroke due to increased blood pressure.
- Chronic use may cause heart or brain damage due to severe constriction of capillary blood vessels.
- Euphoric stimulation increases impulsive and risk-taking behavior, including bizarre and violent acts.
- Withdrawal may result in severe physical and mental depression.

Workplace Issues

- Since the drug alleviates the sensation of fatigue, it may be abused to increase alertness during periods of overtime or failure to get rest.
- With heavy use or increasing fatigue, the short-term mental or physical enhancement reverses and becomes an impairment.

Phencyclidine (PCP)

Often used as a large animal tranquilizer. Abused primarily for its mood-altering effects. Low doses produce sedation and euphoric mood changes. Mood can rapidly change from sedation to excitation and agitation. Larger doses may produce a coma-like condition with muscle rigidity and a blank stare. Sudden noises or physical shocks may cause a “freak out” in which the person has abnormal strength, violent behavior, and an inability to speak or comprehend.

Health Effects

- The potential for accidents and overdose emergencies is high due to the extreme mental effects combined with the anesthetic effect on the body.
- PCP, when combined with other depressants including alcohol, increases the possibility of an overdose.
- If misdiagnosed as LSD induced and treated with Thorazine, can be fatal.
- Irreversible memory loss, personality changes, and thought disorders may result.

Workplace Issues

- Not common in workplace primarily because of the severe disorientation that occurs.
- There are four phases of PCP abuse:
 - Acute toxicity causing combativeness, catatonia, convulsions, and coma.
 - Toxic psychosis with visual and auditory delusions, paranoia, and agitation.
 - Drug-induced schizophrenia.
 - Induced depression which may create suicidal tendencies and mental dysfunction.

ACKNOWLEDGEMENT OF RECEIPT OF SUBSTANCE ABUSE POLICY

I have received of the Iowa County Substance's Abuse Policy for employees with Commercial Driver's License. I understand that I should contact my manager or Employee Relations regarding any questions not answered in the policy or for clarification.

I understand that it is my responsibility to read and comply with this policy and any revisions made to it. I hereby acknowledge receipt of Iowa County's Substance Abuse Policy for employees with Commercial Driver's Licenses.

Employee's Signature

Employee's Name (Printed)

Date Signed

This acknowledgement must be returned to your Manager within seven (7) days of date issued with your signature and date. The original copy will be filed with the Employee Relations Department.



Code of Ethics

Date Originated: 2/23/2017

Date of Modifications:

Policy Number: 406

1. PURPOSE:

This policy establishes ethical guidelines, establishes a procedure for rendering confidential opinions regarding what conduct is appropriate under those guidelines, and establishes a process for redress of violations of the ethics policy.

2. ORGANIZATIONS AFFECTED:

This policy applies to all county officials, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions, department heads, and other county employees.

3. POLICY:

The County ethics policy is set forth in Iowa County Ordinance 701: Ethics Code.

4. REFERENCES:

Iowa County Ordinance 701 and the Wisconsin State Statutes referenced therein.

5. PROCEDURES:

Iowa County Ordinance 701 addresses the creation and composition of the Iowa County Ethics Board. The ordinance further establishes a procedure for submitting ethics complaints to the Ethics Board, for investigating and hearing those complaints, and for redressing any violations of the Ethics Code.



SUSPENSION OF GOVERNMENT OPERATIONS

Date Originated: 11/10/16
Date of Modifications:
Policy Number: 407

1. PURPOSE:
2. ORGANIZATIONS AFFECTED:
3. POLICY:
4. REFERENCES:
Please refer to Policy Number 1002 – Suspension of Government Operations
5. PROCEDURES:



POLITICAL ACTIVITY

Date Originated: 6/1/16
Date of Modifications: 2/23/2017
Policy Number: 408

1. PURPOSE:

This policy identifies limitations on political activities of employees while “on the job”.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County employees.

3. POLICY:

Employees are free to engage in political activity, solicitations, and sales outside of work hours and to the extent that it does not adversely affect the performance of job duties, working relationships, or County operations, subject to the following guidelines.

When engaging in political activity, solicitations, or sales, or engaging in discussion of issues of public importance, employees are expected to ensure that their actions and positions are not attributed to the Employer. Employer resources (office supplies, electronic equipment including email, facsimile and photocopying machines, bulletin boards and other public spaces) may not be used for promoting a particular candidate or political party or community organization or for advocating a particular position on an issue that has become identified as the viewpoint of a particular candidate or party.

4. REFERENCES:

Federal Hatch Political Activities Act, as amended, 5 U.S.C. §1501 to §1508.

5. PROCEDURES:

All employees, including elected officials, have the right to freely express their views as citizens and to cast their votes, subject to the following:

- A. Except as otherwise allowed by law, or as otherwise permitted by this policy, no employee or elected official shall engage in political activities during his/her hours of duty. This includes, but is not limited to, the following political activities:
- (1) Campaigning for any candidate or political party;
 - (2) Making campaign speeches, lobbying, or engaging in other activities to further the election of a candidate;
 - (3) Collecting contributions or selling tickets to political fund-raising functions;
 - (4) Distributing campaign material in any election;
 - (5) Organizing or managing political meetings;
 - (6) Circulating nominating petitions or soliciting contributions, signatures, or services from other employees who are on duty;
 - (7) Wearing clothing items or displaying armbands, buttons, or signs that cause a disruption in operations and/or violate the rights of others, including the right to be free from discrimination, harassment and intimidation in the workplace; and
 - (8) Providing employer mailing lists to any individual or organization for political solicitations if this information is not generally available to the public (Note: the use and distribution of employer mailing lists to outside parties always requires prior authorization, including an assessment of whether fees should be charged to cover production costs).

- B. Except as otherwise allowed by law, no employee or elected official shall at any time use any county-owned or county-leased equipment, property, or right-of-way for any political activity.
- C. The prohibitions of this policy do not apply to employee political activity engaged in on behalf of Iowa County or at the direction of the Iowa County Board.
- D. Although not expressly prohibited, while engaging in political activities not performed on behalf of Iowa County or at the direction of the Iowa County Board, employees are discouraged from wearing Iowa County apparel to avoid the appearance that Iowa County holds any particular position with regard to a political issue or candidate.
- E. Employees who are principally employed in an activity which is financed in whole or in part by federal loans or grants programs are subjected to prohibitions under the Federal Hatch Political Activities Act, as amended, 5 U.S.C. §1501 to 1508.



POSITION CONTROL

Date Originated: 11/10/16
Date of Modifications:
Policy Number: 409

1. PURPOSE:

To describe the policies and procedures established for newly created and existing positions.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County Employees, Boards, Commissions and the General Public.

3. POLICY:

This policy establishes a mechanism whereby Iowa County can adequately review, monitor, control and approve the positions needed to service the County efficiently.

4. REFERENCES:

5. PROCEDURES:

A. New position

1. Department Head will discuss the need for the new position with the County Administrator.
2. Department Head in conjunction with Employee Relations will draft a job description outlining the essential duties and requirements for the proposed position.
3. Employee Relations shall be responsible for establishing a Pay Grade Evaluation for the proposed position.
4. A formal request for the new position should be requested one of two ways:
 - A. Yearly budget process
 - B. Committee Structure
 - i. Departments standing committee
 - ii. General Government Committee
 - iii. Executive Committee
 - iv. County Board

5. County Board has ultimate approval of all new positions.

B. Refilling of an existing position

1. Department Head will request the position to be refilled from the County Administrator.
2. The County Administrator has the ultimate authority to approve or decline the request to refill.

C. Limited Term Employees

1. Department Heads may request the need for a Limited Term employee from the County Administrator. Departments that have budgeted for LTE's do not need to request a LTE from the County Administrator.
2. The County Administrators has the ultimate authority to approve or decline the request for an LTE if not designated in Department's budget.

D. Elected Offices

1. Elected Official Offices follow the procedures outlined above with regards to new positions and refilling of existing positions.
2. In the event that an Elected Official chooses not enforce policies and procedures for his/her designated office, the County Administrator may assume all supervisor responsibilities of those employees.



Health Information Privacy Protection (HIPPA)

Date Originated: 10/03/16
Date of Modifications: 09/25/2017
Policy Number: 410

4. PURPOSE:

The purpose of this policy is to outline and educate Iowa County employees about the policies and procedures needed to comply with the client privacy rights enacted under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

5. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County employees.

6. POLICY:

It is the policy of Iowa County to implement the following policies and procedures that will ensure client have rights under the Privacy Rule that are we are required to honor as a provider who is considered a covered entity under HIPAA.

- A. **Right to amend protected health information.** Clients has a right to amend any element of protected health information in the designated record set as long as it is maintained by the covered entity.
- B. **Right to access to protected health information.** A client has a right to access to inspect and obtain a copy of protected health information about the patient in a designated record set at your entity.
- C. **Right to request alternative confidential communications.** Clients can ask that we communicate with them in certain ways (e.g. call them on their cell phone as opposed to home). We must accommodate such request if the are reasonable.
- D. **Right to restricted protected health information.** Clients have the right to request restrictions on how information is used and disclosed. We are not required to agree to such request, except for restrictions to health plans, if the client has paid in full for the related treatment. Failure to observe an agreed-upon request will lead to a violation of HIPAA.
- E. **Right to receive an accounting of disclosures.** Clients have a right to receive a listing of all disclosures of the their personal information to third parties by a covered entity if the disclosures are not for treatment, payment, and/or health care operations and for certain disclosures to health oversight agencies or law enforcement activities, and that are not authorized by the client/employee.
- F. **Right to Notice of Privacy Practices.** The client has the right to receive our privacy notice in a timely manner. Upon request, the client/employee may at any time receive a paper copy of our privacy notice, even if he or she earlier agreed to receive the notice electronically.
- G. **Right to file a complaint.** Client have the right to file a complaint with us and with the federal Department of Health and Human Services if they believe their privacy rights have been violated. Iowa County will not retaliate against the client for filing such a complaint.

7. REFERENCES:

U.S. Department of Health and Human Services

8. PROCEDURES:

- A. All new staff of Iowa County shall receive a copy of this document at employee orientation and be directed at orientation as to how to access more detailed privacy policy and procedures documents.
- B. Iowa County may not intimidate, threaten, coerce, discriminate again, or take other retaliatory action against a client for the exercise by the client of any right established, or for participating in any process provided.



VOLUNTEER SERVICES

Date Originated: 11/10/2010
Date of Modifications: 10/19/17
Policy Number: 411

1. **PURPOSE:**

Iowa County recognizes that people in the community can make great contributions as volunteers. Iowa County also recognizes the potential liability exposure to the volunteer and to the county that is commensurate with engaging the services of volunteers.

2. **ORGANIZATIONS AFFECTED:**

All departments and volunteers serving Iowa County.

3. **POLICY:**

It is important that Iowa County employees and Elected Officials who are responsible for volunteers and/or choose to volunteer familiarize themselves with the concepts of liability, responsibility, and risk management as they apply to volunteers.

4. **REFERENCES:**

Department of Labor's Regulations 29 C.F.R. §553.103

5. **PROCEDURES:**

A. **DEFINITION**

A volunteer is a person recognized and authorized by Iowa County or one of its authorized officials, employees, or agents to perform services for Iowa County without receipt of compensation other than reimbursement for approved expenses. The County does not require employees to perform duties as volunteers, but employee may choose to volunteer under guidelines set out in Procedure K. [Persons serving on County Boards and Commissions are not covered by terms of this Policy. They are requested to complete an application specifically created for the Board/ Commission position.]

B. **GENERAL LIABILITY INSURANCE**

The County's general liability insurance policy provides that expressly authorized volunteers of the County are covered, subject to its terms, conditions, and exclusions provided that the volunteer is properly on record. If a volunteer's authorized actions cause physical injury or property damage to another and the injured party files a claim against or sues the volunteer, the County or its insurer will defend the volunteer and the County and be responsible for any financial judgment incurred up to the applicable limit of insurance, provided that the volunteer was acting within the scope of his or her responsibilities, gives notice of claim to the County, and cooperates in the defense or litigation. If the injured party sues a County employee, in addition to the volunteer, the County will defend its employee and be responsible for any financial judgment incurred. This coverage does not protect an individual from being sued as a result of intentional, malicious, or personal actions not authorized by the County.

C. **AUTOMOBILE LIABILITY INSURANCE**

The County's automobile liability insurance policy provides that anyone is an insured, subject to policy terms, conditions, and exclusions, while using a County-owned vehicle with the County's permission and operating within policies outlined by the County. For automobiles owned by a volunteer, the County's automobile liability policy provides that any volunteer expressly authorized by the County is an insured under the policy provisions with respect to the use of an automobile owned by a volunteer to conduct County business. However, such insurance protection is secondary, or excess, over any other insurance available to the volunteer and all policies of

the County must be observed, regardless of whether it is a personal vehicle or County owned. Volunteers are expected to carry state-mandated minimum levels of insurance coverage.

The County does not provide protection to volunteers for damage to their own automobile. The volunteer's personal automobile insurer should respond to such a loss to the vehicle or the vehicle's contents if the volunteer has purchased automobile physical damage insurance on their automobile.

D. MEDICAL EXPENSES INCURRED BY VOLUNTEERS

Volunteers are not covered by workers compensation. Similarly, the County does not provide any coverage for medical expenses incurred as a result of an injury sustained by a volunteer.

E. RISK MANAGEMENT PROCEDURES

The main principles of risk management for volunteer programs are volunteer selection, volunteer instruction, performance monitoring, and recognition of volunteer service. The Selection and Volunteer Instructions sections below are not applicable to those volunteers described in each of the following set of circumstances: 1) volunteers working under the direct supervision of a County employee for a once-a-year event of limited duration, and 2) volunteers who were not actively recruited by County officials that provide support to projects initiated by state, federal, or other outside agencies. Employee Relations Department must be aware of volunteers selected to work on County property prior to offer of the volunteer service is made.

F. SELECTION

The proper selection of volunteers serves a dual purpose. It ensures that the volunteer has the necessary skills to carry out the responsibilities of the position and that the responsibilities are a good fit with the interests of the volunteer. Proper selection decreases the possibility of injury to the volunteer, decreases potential claims against the volunteer due to negligent performance and reduces claims against the County by others served by the volunteer. Selection must include but may not be limited to:

Completion of Volunteer Application. Volunteer application forms can be obtained from the Employee Relations Department or County web site under the Employee Resources section and should be completed prior to beginning performance of volunteer duties. Volunteers who use an automobile to perform volunteer duties must supply a copy of their driver's license and a copy of certificate of insurance or insurance identification card. The application and supporting information must be retained by the Employee Relations Department.

1. Interviews and Orientation.

The interview provides the County an opportunity to clarify information provided on the volunteer application. The interview allows the volunteer an opportunity to offer additional information about their interests and skills that may be difficult to reduce to writing. The interview also gives an opportunity to evaluate the appropriateness of the fit of the position to the applicant.

Reference and Criminal Background Checks. Reference and criminal background checks are required for all volunteers. A more comprehensive process may be obtained for volunteers who:

- Work with children
- Work independently with adults with vulnerable conditions
- Provide independent services to elderly in their homes
- Transport others as part of their volunteer responsibilities
- Other cases deemed necessary by department served by volunteer

Employee Relations will be responsible for conducting background check checks for volunteers. Background check resources may include IBIS, National Sex Offender Registry, EWISACWIS, Department of Justice, and local law enforcement resources. Findings in reference checks are subject to data practices regulations.

- A criminal background check is part of a selection process, not selection criteria.
- Selection criteria must be based upon outstanding convictions, not arrest information; however, departments may consider arrests for which *the final disposition is pending* in its decision process.
- Convictions/pending arrests should not be used to automatically bar persons from becoming volunteers but should be considered with respect to time, circumstance, seriousness and relationship to volunteer responsibilities. However, the utilization of volunteers in some areas may be regulated, and legal criteria may bar persons with specific criminal convictions from volunteering in those areas.
- Departments with questions regarding the identification or relevancy of offenses discovered as part of the criminal background check should contact the Employee Relations Department for assistance.
- Volunteers are required to report any criminal convictions to the County.

Motor Vehicle Driving Record Check. Volunteers who will be transporting other persons as part of their volunteer responsibilities must have a valid driver's license and must have an acceptable driving record, based upon a motor vehicle driving record check completed by the department in which they work.

Authorization Letter. Issuing an authorization letter welcomes the volunteer into your program area and provides a written record of the individual as a person authorized to provide services on behalf of the County. The department authorizing the volunteer service is responsible for providing the welcome letter. A notice should also be sent and kept in the Employee Relations Office.

G. VOLUNTEER INSTRUCTION

Instruction of volunteers ensure that they have the necessary skills and confidence to carry out their responsibilities, will help minimize problems involving the volunteer or persons served by the volunteer, and will deter claims against the volunteer and the County. Written documentation of all instructions given should be kept on file.

Volunteer Responsibilities Description. Because the County will only assume liability for volunteers acting within the scope of their responsibilities, it is very important to identify, in writing, what the volunteer's responsibilities actually are.

Volunteer Instruction. Volunteers should receive instruction on how to carry out their responsibilities, which will vary depending on the nature and complexity of the volunteer's responsibilities. Instruction methods may include informal orientation, hands-on instruction, job site performance coaching and skills training, or a formalized training program.

Safety Policies and Procedures. Volunteers should be instructed in pertinent safety policies and procedures including emergency evacuation, safety rules, and proper use of equipment.

Incident/Accident Reporting. Volunteer should be instructed to report to their supervisor as soon as possible all incidents or accidents they are involved with during the course of their volunteer responsibilities. Prompt accident investigation is critical to determine possible causal factors and corrective actions to prevent such accidents from occurring in the future.

Confidentiality Statement

If volunteers handle or are exposed to confidential data they must sign a confidentiality statement. Each department is responsible for providing volunteers this statement and providing the original signed copy to Employee Relations.

H. VOLUNTEER IDENTIFICATION

Department heads determine whether volunteers under their direction will be required to wear an official County picture identification during hours in which they are performing volunteer services. Factors to be considered in making that determination include but are not limited to: the safety and security of other volunteers, County employees and members of the public; the security of the site at which the volunteer service is being provided; and general practicality. The Information Technology Department is responsible for the production of the picture ID's, and expense is born by the Department.

All ID's of volunteers are to be returned to the IT Department once their volunteer assignment has ended.

I. PERFORMANCE

Throughout the volunteer's service to the County, managers need to evaluate the performance of the volunteer. If performance does not match expectations, if appropriate, managers should try to assist the volunteer to improve performance in order to better carry out their responsibilities. Likewise, recognition for a great contribution is always appropriate. If performance does not improve, the volunteer should be notified in writing that they are no longer authorized to perform services on behalf of the County.

J. RECOGNITION OF VOLUNTEER SERVICE

A brief thank you letter is recommended, where appropriate, upon completion of the volunteer's service to the County. It provides a written document confirming that the volunteer's services on behalf of the County has ended and the individual is no longer authorized to act on behalf of the County. For the volunteer's benefit, this letter may serve as a reference for other opportunities.

K. IOWA COUNTY EMPLOYEES

Iowa County employees may volunteer to do different kinds of work in the County, however cannot volunteer to do same type of services or closely related duties in which they are employed and compensated to do. The Department of Labor's Regulations 29 C.F.R. §553.103, defines "same type of services" to mean similar of identical services.

L. COMMUNITY SERVICE

Iowa County will not offer or engage in any ordered Community Service requests.



Tobacco and Smoking Use

Date Originated: 05/19/15
Date of Modifications: 11/10/16
Policy Number: 412

1. PURPOSE:

To describe the policy and procedures to be followed by all staff for the use of tobacco products.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County Employees.

3. POLICY:

This is the policy of Iowa county to declare the entire workplace a non-smoking facility

4. REFERENCES:

Wisconsin Statute §101.123
Iowa County Ordinance 600.26

5. PROCEDURES:

- a) Iowa County has declared the entire workplace a non-smoking facility. No person shall smoke or carry a lighted cigarette, cigar, pipe, or any other lighted smoking equipment in any vehicles or buildings.
- b) Smoking shall be prohibited within 25 feet of any entrance to any building owned or leased by Iowa County which provides public access to any government services provided by Iowa County.
- c) The County shall post, in a conspicuous place at every Iowa County outside building entrance a "no smoking" sign or international "no smoking" symbol consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a bar across it. It shall be unlawful for any person to remove, deface, or destroy any sign or sticker required by this section or to smoke in any place where any such sign or sticker is posted.
- d) Iowa County hereby also prohibits vapor cigarettes in any County Building or Vehicle or on any County place of employment. Sections 5(b) and (c) shall also apply to vapor cigarettes.
- e) County employees shall not use smokeless tobacco in County facilities, while driving County vehicles.
- f) The County will assist with anyone who wishes to quit smoking. The Iowa County Health Department will provide smoking cessation education to County employees on their off time.
- g) Employees found violating this policy will be subject to disciplinary actions. Citizens found smoking within the confines of any County building shall be required to leave the building immediately or they will be referred to the Sheriff's Department for further action.



New Employee Orientation

Date Originated: 6/1/16
Date of Modifications: 04/28/17, 09/08/17
Policy Number: 413

1. PURPOSE:

To provide new employees an introduction to Iowa County. Employee orientation outlines expectations relating to business conduct and policy, introduces the benefits offered and identifies resources available to assist new employees in their onboarding process.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County Employees.

3. POLICY:

It is the policy of Iowa County that all employees get a thorough New Employee Orientation. Direct managers are responsible for making certain that new employees receive a complete orientation.

4. REFERENCES: Iowa County Handbook – Policy 401

5. PROCEDURES:

- A. Managers will fill out an IT “New Employee Form” one (1) week prior to new employee starting. This form will provide IT with all the necessary information to get an employee set up with an email, username/password, etc.
- B. All new employees will meet with the Employee Relations Department on their first day of employment to obtain and complete necessary information paperwork and benefits. Employees will be made aware of relevant employment policies.
- C. All new employees will meet with their direct manager who will advise him/her of all general conditions of employment such as County rules, hours of work and the responsibilities/expectations. New employees will be provided with the mission and values of the county along with the specific department’s mission and values.
- D. Managers will orient new employees to the conditions related to his/her job and worksite. This will include introductions to fellow workers, tour of facility, work standards, workplace safety including Hazard Communication, supplies and other pertained information.
- E. Managers will orient the employee to the job and provide ongoing training as deemed necessary for the position.
- F. The Employee Relations Department will perform a thirty (30 days) follow up interview with all new employees.
- G. When employees submit their resignation notice to Iowa County, the employee’s direct manager should notify IT of the employee’s last day on or before last day worked.



FAMILY MEDICAL LEAVE ACT (FMLA)

Date Originated: 6/1/16
Date of Modifications: 02/23/2017

Policy Number: 414

1. PURPOSE:

Iowa County's Family and Medical Leave Act Policy is intended to conform to, and not exceed the requirements of the federal Family and Medical Leave Act of 1993 ("FMLA") including the January 2009 revised Department of Labor regulations, as well as Military Family Leave amendments to the FMLA, and the Wisconsin Family Leave Act ("WFMLA"). This Policy is intended to comply with applicable laws, but does not necessarily incorporate all provisions of such laws directly into the County's personnel policies. This Policy does not repeat every provision of the FMLA's or the WFMLA's statutory or regulatory requirements. Posters summarizing the benefits required to be provided under federal and state law may be found with other employment-related postings. In addition, employees may contact the Iowa County Employee Relations Office with specific questions.

Federal law, state law, or both may cover family, medical, and military family leave taken under this Policy. When leave taken by employees under this Policy is governed by both federal and state law, the more generous provision will control in the event of a conflict. However, when leaves are governed by state or federal law, but not both, the applicable law will control under this Policy. In this regard, employees should note that certain leaves may be covered by both state and federal law for only a portion of the leave.

Employees may be required to provide advance notice and certain information as set forth below in order to be eligible for family, medical, or military family leave under this Policy. An employee may also be required to submit leave requests in writing when circumstances and applicable law permit. Use of other leaves provided by the County will be treated as use of family and/or medical leave, and/or military family leave whenever applicable law allows.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County Employees.

3. POLICY:

4. REFERENCES: Wisconsin Family and Medical Leave Act (Wis. Stat. § 103.10) and Federal Family and Medical Leave Act

5. PROCEDURES:

A. ELIGIBILITY REQUIREMENTS

To be eligible for leave under **federal** law, an employee must have been employed by Iowa County for at least twelve months and must have worked a minimum of 1,250 hours during the twelve-month period immediately preceding the commencement of the requested leave. To be eligible for leave under **state** law, an employee must have been employed for more than 52 consecutive weeks and have been paid for at least 1,000 hours. The kind and amount of leave available under this Policy, as well as the employee's rights during leave depend on whether the above requirements are met.

B. TYPES OF LEAVE AVAILABLE

Iowa County provides family and medical leave for eligible employees under the following circumstances:

- 1) For the birth of the eligible employee's child and to care for a newborn child;

- 2) For placement with the eligible employee of a child for adoption or foster care;
- 3) To care for an eligible employee's spouse, child or parent with a serious health condition; or
- 4) Because of a serious health condition that makes the eligible employee unable to perform any of the essential functions of the employee's job, or
- 5) Because an eligible employee whose spouse, parent, son, daughter or next of kin is injured or recovering from an injury while on active duty, or
- 6) To allow an eligible employee who has a spouse, son, daughter or parent in the National Guard or Reserves to take FMLA leave due to a qualifying *exigency* resulting from the covered family member's active military duty (or
- 7) call to active duty status) in support of a contingency operation.
- 8) Under WFMLA only, the definition of "family member" means a spouse or domestic partner, as defined by State Law; a parent, child sibling, including foster sibling, brother-in-law, sister-in-law, grandparent, step grandparent, or grandchild of an employee or of an employee's spouse or domestic partner; or any other person who is related by blood, marriage, or adoption to an employee or to an employee's spouse or domestic partner and whose close association with the employees, spouse, domestic partner makes the person the equivalent of a family member of the employee, spouse, or domestic partner

"Child" under this paragraph includes a biological, adopted or foster child, a stepchild, legal ward, or a child for whom the employee has assumed the obligations of a parent and who is either under 18 years of age or unable to care for him or herself due to a physical or mental disability.

"Parent" under this paragraph includes parents' in-law only if the employee is requesting leave **under the WFMLA**.

Please call the Iowa County Employee Relations Office to determine whether a request for leave qualifies under one of the categories listed above.

C. CERTIFICATION BY HEALTH CARE PROVIDER

If leave is requested due to a serious health condition of an employee or the serious health condition of an employee's spouse, child, or parent, Iowa County requires that the leave request be supported by certification issued by the employee's health care provider or the health care provider of the spouse, child or parent. Iowa County reserves the right to certify all information permitted by law. Copies of Medical Certification forms are available from the Iowa County Employee Relations Office as well as available in the Employee Resources section of the Iowa County website.

Failure to provide the County with timely and responsive certification from a health care provider within fifteen (15) days of the County's request for certification may result in denial of the leave.

Employees returning from medical leave may be required to submit a health care provider's verification of their fitness to return to work.

D. **DEFINITION OF SERIOUS HEALTH CONDITION**

In conjunction with the certification provided by a health care provider, Iowa County reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling you to family or medical leave under state or federal law.

In general, a “serious health condition” under this Policy means an illness, injury, impairment, or physical or mental condition that involves one of the following:

- 1) **Hospital Care** Inpatient care (i.e., an overnight stay in a hospital, hospice or residential medical care facility) including any period of incapacity or any subsequent treatment in connection with inpatient care.

- 2) **Absence Plus Treatment**

A period of incapacity of more than three full consecutive calendar days* (including any subsequent treatment or period of incapacity relating to the same condition, that also involves:

- A. Treatment two or more times by a health care provider (including Physician's Assistant), by a nurse, or by a provider of health care services (e.g., physical therapist) under order of, or on referral by, a health care provider. Those two visits must be within 30 days of each other. The 30-day rule begins with the first day of incapacity, not the first office visit or,
- B. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider. That visit must occur within 7 days of the first day of incapacity.

For chronic conditions, the individual must receive medical treatment
At least two visits to the health care provider every year.

Note, treatment requires an in-person visit with the health care provider for examination, evaluation or specific treatment; a phone call, letter, fax, e-mail or text message is not sufficient.

*Under the WFMLA, leave may also be available for a serious health condition of less than three (3) consecutive days in duration.

- 3) **Pregnancy** Any period of incapacity due to pregnancy or for prenatal care.

- 4) **Chronic Conditions Requiring Treatment**

A chronic condition which:

- a) Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider,
- b) Continues over an extended period of time (including recurring episodes of a single underlying condition), and
- c) May cause episodic rather than a continuing period of incapacity (e.g. asthma, diabetes, epilepsy, etc.

- 5) **Permanent/Long-Term Conditions Requiring Supervision**

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimers disease, a severe stroke, or the terminal stages of a disease.

6) **Multiple Treatments (Non-Chronic Conditions)**

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) full consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.) severe arthritis (physical therapy) and kidney disease (dialysis).

E. **AMOUNT OF LEAVE AVAILABLE**

Under **federal** law, if the eligibility requirements spelled out in Section II have been met, an employee is entitled to a total of twelve (12) work weeks of leave during a twelve month period for any of the reasons stated above in Section III.

Also under **federal** law, under the **2008 Defense Authorization Act (Military Leave)** a qualified employee is eligible for 12 weeks of leave to deal with any "qualifying exigency", and 26 weeks of leave in a 12 month period to care for an injured service member.

The twelve month period utilized by Iowa County in applying the Policy is defined as the calendar year.

Under **state** law, an employee who meets the eligibility requirements spelled out in Section II is entitled to:

- 1) A total of six weeks of leave for the birth of their natural child and/or the placement of a child with them for, or as a precondition to, adoption;
- 2) a total of two weeks of leave to care for a covered family member with a serious health condition; and
- 3) a total of two weeks of leave if they cannot perform their employment duties due to a serious health condition, as described above in Section III.

Iowa County will treat use of family leave under this Policy as simultaneous use of state and federal leave entitlements whenever permitted by law.

F. **MANNER IN WHICH LEAVE CAN BE TAKEN**

Leave available under this Policy may be taken in full, and under certain circumstances may also be taken intermittently (e.g., one week at a time) or on a reduced leave schedule (e.g., consecutive hours at a time). Please contact the Iowa County Employee Relations Office for details.

G. **COMPENSATION DURING LEAVE**

Generally, leave taken under this Policy is unpaid. However, for leaves governed exclusively by **federal** law, an employee must use the following leaves provided by Iowa County if eligible:

- (1) MTO, accrued paid sick leave, vacation or personal leave for any family or medical leave to include employee's own serious health condition.

For leaves governed exclusively by **federal** law, Iowa County reserves the right to require an employee to use accrued paid leave for leave that would otherwise be unpaid FMLA leave taken under this Policy. However, paid sick leave may not be substituted for leave taken under this Policy in any situation where the County would not normally provide such paid leave.

For leaves governed by **state** law, an employee may substitute accrued paid or unpaid leave for leave taken under this Policy, if eligible. Iowa County reserves the right to deny substitutions as permitted by law.

I. CONTINUATION OF BENEFITS

Employees will remain eligible for group health insurance benefits under Iowa County's group health plan during leave taken under this Policy under the same conditions as coverage would have been provided if the employee had been actively employed during the entire leave. However, employees have the option of choosing not to retain such coverage during family or medical leave.

During leave taken under this Policy, the County will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. The employee is responsible for paying their portion of health insurance premiums regardless of whether the family and medical leave is paid or unpaid. It is the employee's responsibility to make arrangements with the Employee Relations Office for making premium payments for group health insurance during leaves.

To the extent permitted by law, the County reserves the right to require an employee to place up to eight weeks' health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty days late. If an employee does not return to work following family or medical leave, the employee may be required to reimburse the County for its share of health insurance premiums paid on the employee's behalf during that leave.

Entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the County's policy regarding provision of such benefits when an employee is on other forms of leave.

I. ACCRUAL OF BENEFITS

The employee will continue to accrue seniority or any other employment benefit during leave taken under this Policy.

J. EMPLOYMENT RESTORATION

To the extent required by law, when an employee returns from family or medical leave, they will be returned to the same position held when the leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. This Policy does not entitle the employee to any right, benefit, or position of employment other than those to which they would have been entitled had the leave not been taken. Iowa County reserves all rights concerning restoration of employment or denial of same under state or federal law.

If an employee fails to report to work promptly at the end of the approved leave period and does not contact the County about the need for additional leave, the County will treat such failure to return as the employee's voluntary resignation from employment with Iowa County.

K. REQUIRED ADVANCE NOTICE

When an employee plans to take leave under this Policy, the employee must give the County 30 days' notice. If it is not possible to give 30 days' notice the employee must give as much notice as is practicable. An employee who is to undergo planned medical treatment is required to make a reasonable effort to schedule the treatment in order to minimize disruptions to the County's operations. If an employee fails to provide 30 days' notice for foreseeable leave e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for a serious health condition of the employee or that of a family member with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date the employer receives notice. While on leave, employees When requesting partial or intermittent leave in connection with child birth or adoption, employees must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as a definite schedule for the leave. Where advance notice is not practicable due to uncertainty as to when leave will be required to begin, a change in circumstances, or medical emergency, notice must be given as soon as practicable.

Employees must provide a written request for leave, the reasons for the requested leave, and the anticipated beginning date and duration of the leave by submitting a completed Iowa County Leave Request Form.

L. OTHER EMPLOYMENT

Iowa County prohibits employees from engaging and/or performing in work outside of Iowa County while on an approved FMLA unless approved by Employee Relations prior to the FMLA leave period.



Bloodborne Pathogens

Date Originated: 09/12/17
Date of Modifications: 12/07/17
Policy Number: 415

1. PURPOSE:

Iowa County is committed to providing a safe and healthful work environment for our employees. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens." Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

2. ORGANIZATIONS AFFECTED:

3. POLICY:

Each Department of Iowa County is responsible for determining which job classifications have occupational risk for bloodborne pathogens and shall file a list of those classifications with the Employee Relations Director.

Each department in conjunction with the Employee Relations Office is responsible for the following:

- Implement this ECP;
- Maintain, review, and update this ECP at least annually, and whenever necessary to include new or modified tasks and procedures. (See section L);
- Maintain and provide all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the Standard;
- Ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes;
- Ensure that all medical actions required are performed and that appropriate employee health and OSHA records are maintained;
- Ensure that training and documentation of training are completed as required by the Standard; and
- Makes this written ECP available to employees, and Wisconsin Department of Safety and Professional Services (DSPS) personnel.

4. REFERENCES:

5. PROCEDURES:

A. METHODS OF IMPLEMENTATION AND CONTROL

It is the intent of this policy to reduce the likelihood of exposure through the alteration of the manner in which tasks are performed. Employees are encouraged to bandage or administer their own first aid whenever possible. In addition, Iowa County will utilize the following work practice controls:

i) Universal Precautions

All employees utilize universal precautions to prevent contact with bloodborne pathogens and other potentially infectious materials (OPIM). Under circumstances in which the differentiation between body fluid types is difficult or impossible, all body fluids are considered potentially infectious materials.

ii) Exposure Control Plan

Employees covered by the Bloodborne Pathogens Standard receive an explanation of this ECP during their initial training session. It is also reviewed annually.

B. Engineering Controls and Work Practices

Engineering and work-practice controls are designed to eliminate or minimize employee exposure. Engineering controls are examined and maintained, or replaced, when an exposure incident occurs and at least annually. The annual review must include, and take into account new innovations, in technology, particularly devices that reduce needle-sticks.

i) Hand Washing

Employees are provided with hand-washing facilities in the event that they incur exposure to blood or other potentially infectious materials. (When hand-washing facilities are not available, waterless antiseptic hand cleaner is available.) See Attachment A

Employee shall wash hands or any other skin with soap and water or flush mucous membranes with water immediately or as soon as feasible, following contact of such body areas with blood or other potentially infectious materials.

Employees shall wash their hands immediately, or as soon as feasible, after removal of gloves or other personal protective equipment. When antiseptic hand cleaners or towelettes are used, hands shall be washed with soap and running water as soon as feasible. Do not reuse disposable gloves.

ii) Modification of Engineering and Work Practice Controls

Iowa County identifies the need for changes in engineering control and work practices through continuing education, employee recommendations, employee suggestions, and annual audits of the Exposure Control Plan.

New products are evaluated by reviewing data, conferring with medical authorities, accessing outside vendors, and trial evaluations. After any exposure incident employees will meet to discuss any additional items that may be needed to provide protection, and any necessary changes in procedures.

C. Personal Protective Equipment (PPE)

PPE is provided to our employees at no cost to them. Training is provided in the use of the appropriate PPE for the tasks or procedures employees perform. A list of available PPE and where these items can be obtained is provided in Attachment B.

All employees using PPE must observe the following precautions:

- i. Wash hands immediately or as soon as feasible after removal of gloves or other PPE.
- ii. Remove PPE after it becomes contaminated, and before leaving the work area.
- iii. Used PPE may be disposed of through Dodgeville Emergency Medical Services (EMS), in properly labeled containers.
- iv. Wear appropriate gloves, latex and hypoallergenic are provided, when it can be reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
- v. Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- vi. Never wash or decontaminate disposable gloves for reuse.
- vii. Wear appropriate face and eye protection when splashes, sprays, splatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- viii. Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

All PPE used by Iowa County employees and is one use/disposable in nature and is disposed of as described at item iii. above.

D. Regulated Waste

Regulated waste is placed in containers that are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling.

The procedure for handling regulated waste is to place it in a proper container and dispose of it through the Dodgeville EMS, the local hospital, or by contacting Stericycle: 800-367-9475.

E. Broken Glassware

Broken glassware that may be contaminated is picked up using mechanical means, such as a brush and dustpan or shovel.

F. Laundry

All contaminated laundry is cleaned, laundered, and disposed of by the employer at no cost to the employee. Iowa County facilities without a laundry service shall use a local Laundry Mat. The employer makes all repairs and replacements, with no cost to the employee.

All garments that are penetrated by blood are removed immediately or as soon as feasible. All PPE and contaminated clothing is removed prior to leaving the work area. When PPE and contaminated clothing is removed, it is placed in an appropriately designated area or container for disposal.

Disposable "Tyvek" suits are available in each department that may be exposed to blood or other potentially infectious materials as temporary, substitute clothing.

G. COMMUNICATION ABOUT HAZARDS TO EMPLOYEES

1) Warning Labels

- a) Warning labels shall be affixed to containers of regulated waste; refrigerators and freezers containing blood or other potentially infectious materials; and other containers used to store, transport, or ship blood or other potentially infectious materials.

Exception: red bags or red containers may be substituted for labels.

- b) All biohazard containers for contaminated PPE, clothing, or regulated waste are recognizable by the color red, and labeled with the universal biohazard symbol and the word "Biohazard".



Employees are to notify their Department Manager if they discover regulated waste containers, contaminated equipment, etc. without proper labels.

H. HEPATITIS B VACCINATION

The Employee Relations Director shall ensure that the Hepatitis B Vaccination is made available to all employees who may be occupationally exposed to bloodborne pathogens.

The hepatitis B vaccination series is available at no cost after training and within 10 days of initial assignment to employees identified in the Exposure Determination section of this Plan. Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series, 2) antibody testing reveals that the employee is immune, or 3) medical evaluation shows that vaccination is contraindicated. However, if an

employee chooses to decline vaccination, the employee must sign a declination form (see Attachment C). Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept in the Employee Relations Office.

Employees who have ongoing contact with blood and are at ongoing risk for injuries with sharp instruments or needlesticks will be tested for antibody to hepatitis B surface antigen, one to two months after the completion of the three-dose vaccination series. Employees who do not respond to the primary vaccination series must be revaccinated with a second three-dose vaccine series and retested. Non-responders must be medically evaluated.

Vaccination is provided by the organization listed in Attachment D.

I. POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, employees should report incident to their manager by the end of the workday on which the incident occurred.

Within 24 hours following an exposure, the County shall make immediately available to the exposed employee a confidential medical examination from a health-care provider.

Following the initial first aid (clean the wound, flush eyes or other mucous membrane, etc) the following activities are performed:

- 1) Document the routes of exposure and how the exposure occurred.
- 2) Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
 - a) The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HIV, HBV, and HCV infectivity. If consent is not obtained, the County shall establish that legally required consent cannot be obtained. If the source individual is already known to be HIV, HBC, and/or HCV positive, new testing need not be performed.
 - b) Results of the source individual's testing shall be made available to the exposed employee only after consent is obtained, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
 - c) An employee of Iowa County, while performing employment duties involving an individual, experiences a significant exposure to the individual may subject the source individual's blood to a test or series of tests for the presence of human immunodeficiency virus (HIV), antigen or non-antigenic products of HIV and may receive disclosure of the results [s. 252.15 (2) (7), Stats.].
- 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 consent at the time for HIV, HBV, and HCV serological 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 feasible.
- 4) Counseling shall be made available by Iowa County at no cost to employees and their families on the implications of testing and post-exposure prophylaxis.
- 5) There shall be an evaluation of reported illnesses.

J. ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

The Employee Relations Director ensures that:

- 1) The health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of the Public Employee Safety and Health statute § 101.055, Stats.

The health care professional evaluating an employee after an exposure incident receives the following:

- A description of the employee's job duties relevant to the exposure incident;

employee chooses to decline vaccination, the employee must sign a declination form (see Attachment C). Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept in the Employee Relations Office.

Employees who have ongoing contact with blood and are at ongoing risk for injuries with sharp instruments or needlesticks will be tested for antibody to hepatitis B surface antigen, one to two months after the completion of the three-dose vaccination series. Employees who do not respond to the primary vaccination series must be revaccinated with a second three-dose vaccine series and retested. Non-responders must be medically evaluated.

Vaccination is provided by the organization listed in Attachment D.

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 - a) The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HIV, HBV, and HCV infectivity. If consent is not obtained, the County shall establish that legally required consent cannot be obtained. If the source individual is already known to be HIV, HBC, and/or HCV positive, new testing need not be performed.
 - b) Results of the source individual's testing shall be made available to the exposed employee only after consent is obtained, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
 - c) An employee of Iowa County, while performing employment duties involving an individual, experiences a significant exposure to the individual may subject the source individual's blood to a test or series of tests for the presence of human immunodeficiency virus (HIV), antigen or non-antigenic products of HIV and may receive disclosure of the results [s. 252.15 (2) (7), Stats.].
- 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 consent at the time for HIV, HBV, and HCV serological 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 feasible.
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- 1) The health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of the Public Employee Safety and Health statute § 101.055, Stats.

The health care professional evaluating an employee after an exposure incident receives the following:

- A description of the employee's job duties relevant to the exposure incident;

- route(s) of exposure;
- circumstances of exposure;
- if possible, results of the source individual's blood test; and
- relevant employee medical records, including vaccination status.
- The employee is provided with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.
- The health-care professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:
 - The affected employee has been informed of the results of the evaluation
 - The affected employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials that require further evaluation and/or testing
 - All other findings or diagnoses shall remain confidential and shall not be included in the written report.

K. PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

The Employee Relations Director and Department Manager reviews the circumstances of all exposure incidents to determine:

- 1) engineering controls in use at the time;
- 2) work practices followed;
- 3) a description of the device being used;
- 4) protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.);
- 5) location of the incident;
- 6) procedure being performed when the incident occurred
- 7) employee's training.

If it is determined that revisions need to be made, ECP will be updated (Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)

L. EMPLOYEE TRAINING

Iowa County has instituted a training program and ensures employee participation in the program. Training is provided to each employee with occupational exposure in accordance with the requirements of this plan. Training will be by an individual who has been designated by the Employee Relations Office. Such training is provided at no cost to the employee and during working hours.

- 1) Training Frequency

Training is provided at the time of initial assignment to tasks where occupational exposure may take place and at least annually thereafter.
- 2) Training Content

Employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

 - a) a copy and explanation of the standard;
 - b) an explanation of our ECP and how to obtain a copy;
 - c) an explanation of methods to recognize tasks and other activities that may involve; exposure to blood and OPIM, including what constitutes an exposure incident;
 - d) an explanation of the use and limitations of engineering controls, work practices, and PPE;
 - e) an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE;
 - f) an explanation of the basis for PPE selection;
 - g) information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine is offered free of charge;
 - h) information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM;

- i) an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that is available;
 - j) information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;
 - k) an explanation of the signs and labels and/or color coding required by the standard and used at this facility;
 - l) an opportunity for interactive questions and answers with the person conducting the training session.
- Attachment G contains information on training documentation.

M. RECORDKEEPING

1) Training Records

Training records are completed for each employee upon completion of training. The documents will be kept in the Employee Relations Office, for at least three years.

The training records include:

- a) the dates of the training sessions;
- b) the contents or a summary of the training sessions;
- c) the names and qualifications of persons conducting the training;
- d) the names and job titles of all persons attending the training sessions.

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the Program Coordinator.

2) Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with existing state, federal and local statutes, rules, policies and ordinances.

These confidential records are kept at the Iowa County Employee Relations Office for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to the Employee Relations Office.

3) OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904).

N. PROGRAM AUDIT

All personnel audit compliance with this program on an ongoing basis and any deficiencies should be reported. Annually, the Program Coordinator or his/her designee conducts a formal audit. This audit includes a review and update of all elements described in this ECP.

Attachment A**LOCATION OF HANDWASHING/CLEANING LOCATIONS OR MATERIALS**

TYPE	LOCATION
Men's Rest Room sink	Highway Office Area
Women's Rest Room sink	Highway Office Area
Rest Room sink	Highway Hollandale Garage
Rest Room sink	Highway Highland Garage
Rest Room sink	Highway Mifflin
Rest Room sink	Highway Shop
Rest Room sink	Highway Truck Garage
Sink and Soap	Highway Hot Mix Plant
Waterless antibiotic hand cleaner	Highway Vehicles
Sink	Highway Janitor's room
Cleaning Supplies (see attached list of supplies)	Highway Janitor's room
Men's Rest Room sink	Courthouse 1 st /2 nd Floor and Basement
Women's Rest Room sink	Courthouse 1 st /2 nd Floor and Basement
Sink	Courthouse Jury Room
Rest Room sink	Courthouse Jury Room
Men's Rest Room sink	Health and Human Services 1 st and 2 nd Floor
Women's Rest Room sink	Health and Human Services 1 st and 2 nd Floor
Sink	Health Department
Rest Room sink	Bloomfield Office Area
Men's Rest Room sink	Bloomfield Basement
Women's Rest Room sink	Bloomfield Basement
Rest Room sink	Bloomfield 1 st Floor Nurses Station
Rest Room sink	Bloomfield 2 nd Floor Nurses Station
Shower Room	Bloomfield East Unit – 1 st Floor
Men's Rest Room sink	Land Conservation/USDA Building
Women's Rest Room sink	Land Conservation/USDA Building



Vehicle Use Policy

Date Originated: 12/7/17
Date of Modifications:
Policy Number: 416

1. PURPOSE:

The purpose is to establish guidelines for the use of County owned and non-County owned vehicles on County business.

2. ORGANIZATIONS AFFECTED:

This policy applies to all non-represented Iowa County Employees and Elected Officials.

3. POLICY:

The vehicle use policy shall be directed as stated herein by various employees of the County. The general intent of this policy is to establish guidelines for employees, who are using county owned vehicles, personally assigned a county owned vehicles and use personal vehicles while on official county business.

- All Iowa County owned vehicles shall be equipped with an Emergency Response/Safety Kit. Department Heads shall be responsible for making sure the vehicle is equipped with an Emergency Response/Safety Kit and that it is inspected annually.
- All Iowa County owned vehicles shall have an Iowa County logo on the side of the driver's side door.
- Smoking is prohibited in all county vehicles and all operators and passengers are prohibited from smoking in county vehicles.
- The following Management level positions have personally assigned vehicles:
 - Emergency Management Director
 - Highway Commissioner
 - Highway Operation Manager
 - Sheriff
 - Chief Deputy
- All personally, assigned vehicles shall be used for official county business only, with the exception of de minimis personal use. De Minimis personal use is minimal personal use, such as a stop at a convenience store on the way to or from county business.

4. REFERENCES:

Policy 401, Section 5.10 Expense Reimbursement
Internal Revenue Service

5. PROCEDURES:

A. Who May Drive a County Vehicle

Only county employees who sign a Vehicle Use Agreement (VUA) may drive a county vehicle for official business. They may only use a county vehicle if they are on official business, meet minimum driving standards and are authorized by the department head. VUA's will be documented and kept on file in the County's Employee Relations Office.

County employees may be allowed to drive a county vehicle if the following minimum standards are met:

- Must have a valid operator's license,
- Must have a minimum of two years licensed driving experience, and
- Must be eighteen (18) years of age

Drivers denied the use of a county vehicle based on an unsatisfactory driving record may appeal to the county's Employee Relations Director.

B. Use of a Personal Vehicle for County Business

This section applies to all employees who drive their personal vehicle for official county business.

- If employee's department has fleet available, they are required to use county owned vehicles, before use personal vehicle.
- Employees authorized to use their personal vehicle for official county business must follow policy 401, Section 5.10 Expense Reimbursement of the Iowa County Employment Handbook.
- In addition, a Vehicle Use Agreement (VUA) must be received in order for Iowa County to reimburse mileage.

C. Vehicle Use Agreement

All drivers must sign a Vehicle Use Agreement (VUA) and submit the completed VUA to their supervisor for approval prior to operating a county vehicle. The VUA shall be reviewed and forwarded to the county Employee Relations Office. If an employee refuses to sign their VUA, they will not be allowed to drive a county vehicle or receive reimbursement for mileage for use of their personal vehicle for official business. All drivers who use county vehicles are subject to annual review of their driving records. Frequent drivers will have their driver's licenses ran through the Department of Motor Vehicle Public Abstract Request System annually to verify they meet the County's driving requirements. It is the driver's responsibility to immediately notify their supervisor and the County's Employee Relations Director of any changes or updates in their driving record.

Commercial Drivers Licenses (CDL) employees will have their driver's licenses ran through the Department of Motor Vehicle Public Abstract Request system continuously.

Any failure to comply with the Vehicle Use Policy will be reviewed by the employee's Department Head and may be considered a violation of work rules resulting in a loss of county vehicle privileges and possible discipline, up to and including discharge or dismissal.

D. Drivers Disqualification

County employees may not drive a county vehicle or drive a private vehicle on official business to transport clients if their driving record reflects any of the following conditions:

- Three or more moving violations and/or at-fault accidents in the past two years.
- An Operating While Intoxicated (OWI)/Driving under the Influence (DUI) citation within 12 months.
- Suspension or revocation of driver's license.

The violation occurs when the citation is issued, not when the final court decision is made. Exceptions to this policy are subject to a review. Drivers denied the use of a county vehicle based on an unsatisfactory driving record may appeal to the County Employee Relations Director.

Drivers must inform their supervisors and the County Employee Relations Director in writing whenever they become disqualified under these policies. Changes include, but are not limited to, OWI/DUI citation, license revocation, restriction or suspension. Any change in the status of a driver's record resulting in disqualification or the failure to report such changes may result in revocation of the privilege of driving a county vehicle and/or discipline up to and including discharge or dismissal.

E. Riding in a County Vehicle

Non-county employees may ride in a county vehicle if on official business. Drivers are responsible to ensure that the clients they are transporting adhere to the rules in this policy.

F. Personally Assigned Vehicles

All employees who are assigned a personal vehicle shall provide the Finance Department a monthly log to include daily usage and mileage. The monthly log needs to be submitted within one week of the end of the previous month.

The Highway Commissioner and Highway Operations Manager and any other non-emergency personnel shall be charged a minimum standard daily fee for each day of usage in accordance with the Internal Revenue Service standards. The amount shall be recorded as a quarterly imputed income amount and itemized on the employee payroll statements.

G. Accidents and Liability

Employees are responsible for immediately reporting all accidents or any damage to their Department Head for county owned vehicles.

Damages to the employee's personal vehicles or damage to another vehicle is covered by the employees' own auto insurance and the employee is responsible for the insurance deductible. Under no circumstances, will the county's property program pay for the employee's vehicle repairs.

Vehicle Use Agreement (VUA)

All employee who are required to use the County vehicles to conduct business on behalf of Iowa County will be required to sign this agreement and abide by policy 416 of the Iowa County Policy Handbook.

In addition, employees who use their personal vehicle for Iowa County business will need to sign this agreement to receive mileage reimbursement.

Employee refusing to sign this agreement will not be allowed to drive County vehicles and/or receive mileage reimbursement.

Date: _____ Employee _____

Position: _____

Driver's License Number: _____ Expiration Date: _____

Employees who are using a personal vehicle need to make sure compliance with Policy 401, Section 5.10 Expense Reimbursement is met.

I have read, understand and agree to comply with Policy 416 Vehicle Use Policy and Policy 401 – Section 5.10.

Employee Signature

Date

Manager Signature

Date

Furthermore, I understand and agree to having my Driver's License ran through the Department of Motor Vehicle Public Abstract Request System.

Employee Signature

Date

Manager Signature

Date



Employee Confidentiality

Date Originated: 12/1/2017
Date of Modifications:
Policy Number: 418

1. PURPOSE:

The purpose of this policy is to provide Iowa County employees with a basic understanding of their responsibilities to protect and safeguard confidential information to which they have access to as a result of their employment.

2. ORGANIZATIONS AFFECTED:

This policy applies to all employees, including board members, volunteers and elected officials who may have access to confidential information.

3. POLICY:

Confidentiality of confidential information is important at Iowa County. It is the responsibility of every employee to respect and maintain the confidentiality of confidential information.

Confidential Government Information – is defined, as classified information is material that a government body claim is sensitive information that requires protection of confidentiality, integrity, or availability. Access is restricted by law or regulation to particular groups of people.

Employees who may have access to confidential information are not allowed to share, maliciously tamper with, alter, destroy or remove confidential information.

4. REFERENCES:

HIPAA - Health Insurance Portability and Accountability Act of 1996
Wisconsin Statute 51.30
Wisconsin Administrative Code DHS 92 – Confidentiality of Treatment Records

5. PROCEDURES:

All employees who have access to confidential information shall sign a confidentiality notice.

Employees shall not seek to obtain any confidential information involving any matter which does not involve or relate to the employee's job duties.

The following are exceptions of when information may be shared:

- A. Need to Know Standard - Sharing confidential information between staff members shall be limited to the extent of the "need to know" standard. Meaning that staff members may share only the information needed in order to perform their duties in relation to the individual. The only exceptions are where the statute specifies the information someone is entitled to or when the individual consents.
- B. Written consent – Informed consent must be in writing and must be voluntarily given by an individual who is substantially able to understand all information.

Employees must promptly report any known violations of this policy, privacy policies, or federal/state confidentiality laws directly to employees Department Head.

Employees who violate this policy may be subject to corrective action up to and including termination.



Temporary Wage Adjustment

Date Originated: 03/19/13
Date of Modifications: 04/19/16, 11/29/17
Policy Number: 419

1. PURPOSE:

To provide a wage adjustment to staff assume greater functions and duties on a temporary basis.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County Employees.

3. POLICY:

An employee may be called upon from time to time to make decisions or to take action that may be outside their normally assigned duties and functions which do not qualify for exception pay. Some vacancies at Iowa County require staff to assume greater functions and duties on a temporary basis.

The County Administration upon recommendation from the office of Employee Relations is authorized to temporarily adjust wages for any non-represented employee who is assigned greater essential duties for an absent or vacant position (greater than two weeks) with a short-term base wage adjustment within a range of 90% to 110% of the entry point of the wage grid for the vacant position.

Under certain circumstances upon recommendation of the office of Employee Relations, the County Administrator may authorize more than one individual to receive a temporary wage adjustment.

The temporary wage adjustment shall be funded from the existing Department's budget and may not exceed a six month time period unless approved by the General Government Committee.

Employees who receive a temporary wage adjustment for a vacancy greater than two weeks shall have their wage retro-active to the first day of taking the additional responsibilities.

4. REFERENCES:

5. PROCEDURES:



New Hire Compensation Package

Date Originated: 10/21/14
Date of Modifications: 11/28/17
Policy Number: 420

1. PURPOSE:

Iowa County provides a compensation package to new hires based upon existing County employee compensation and benefit policies. The County retains the discretion to adjust new hire compensation to unique market conditions as set forth in this policy.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County Employees.

3. POLICY:

Wage and Salary Administration - The County's customary new hire wage or salary offer will place the new hire at the minimum or starting step of the pay grade established for their position, as provided in the Iowa County Combination Pay Structure approved plan.

Managed Time Off Benefit Administration - The County's normal new hire MTO benefit will place a new hire on the first tier of the MTO accrual schedule, at the 0-1.99 year's level, which is 136 hours of MTO accrued per year.

Compensation Package Administration Discretion - If because of remarkably higher levels of education, experience, or difficult market conditions (as may be evidenced by difficulty in recruiting) the County has discretion in offering compensation packages to new hires.

The County Administrator is authorized to offer market exception pay or benefits to positions that are clearly difficult to fill based upon market conditions.

Any exception granted to standard hiring practice must be documented in consultation with Employee Relations.

4. REFERENCES:

5. PROCEDURES:

A. Wage and Salary Administration

- i. Hiring managers have authority, without further consultation, to offer a provisional wage up to step three on the respective wage schedule for that position, providing that there is more than one step on that scale, based upon applicant qualifications.
- ii. Provisional job offers greater than step three on a wage or salary scale requires authorization of the County Administrator.
- iii. Provisional job offers greater than the mid-point on a wage or salary scale requires General Government Committee authorization.

B. Managed Time Off Benefit Administration:

- i. Hiring managers will have the authority to offer provisional job offers of MTO accruals up to the 2-5 years accrual tier.
- ii. Provisional job offers that include MTO accruals greater than tier two (2-5 years) of the MTO Policy requires authorization of the County Administrator.
- iii. Provisional job offers that include MTO accruals greater than tier three (6-10 years) of the MTO Policy requires General Government Committee authorization.

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Health Insurance for Employee's Survivors of Workplace Death

Date Originated: 12/1/2017
Date of Modifications:
Policy Number: 421

1. PURPOSE:

The purpose of this policy is to provide Health Insurance to survivor(s) of an Iowa County employee who pass away as a result of their employment.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County employees.

3. POLICY:

Spouse and Dependent(s) that are Survivor(s) of an active employee or retiree who passes away are able to continue coverage through the Employee Trust Funds as Continuant(s).

If an employee dies in the line of duty, Iowa County will continue to contribute the Employer Share of the Health Insurance premiums for the first six (6) months for the survivor and/or dependent(s) of the employee.

Health Insurance plan and network remain the same and follow all guidelines set out by Employee Trust Funds.

4. REFERENCES:

Employee Trust Funds Health Insurance

5. PROCEDURES:

- A. Iowa County Employee Relations Director and County Administrator will determine what is considered a line of duty death on a case by case basis.
- B. Iowa County Employee Relations Director will be in contact with the surviving spouse, dependent(s) and/or legal guardian of dependent(s) within one (1) week of employee's death.
- C. Iowa County will continue to pay the Employer Share of Health Insurance coverage for the surviving spouse and dependent(s) of employees who die in the line of duty for the first six (6) months. After the six (6) months, survivor(s) of the employee will need to pay the entire cost of the Health Insurance premium.
- D. During the first six (6) months, surviving spouse, dependent(s) and or/legal guardian will need to pay the Employee Share.

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Vacation/Sick/Personal Days/Bereavement Leave comparison to 13 Counties.

Paid time (Vacation, Sick and Personal days) combined into one lump sum for comparison. The number of paid Holidays and Bereavement leave is noted under each County. Comparison for a FT, 40 hour work week.

Iowa:

Accrual Periods	Maximum Annual Accrual for Employees Working 40 Hours per Week
0-1.99 year	136 hours
2 – 5 years	176 hours
6 – 10 years	208 hours
11-15 years	248 hours
16-20 years	288 hours
21 or more years	312 hours

Paid Holidays: 9

Columbia:

6 months	104 hours
1 year	additional 104 hours
2 -4 years	192 hours
5-11 years	232 hours
12-17 years	272 hours
20 years	288 hours
25 years	328 hours

Also has Bereavement Leave that is not included in above hours.

Paid Holidays: 9

Crawford:

0 to 1 year:	192 hours
1 year to 4 years:	192 hours
4 years to 9 years:	232 hours
9 years and over:	272 hours
23 Years:	296 hours
25 Years:	312 hours

Highway:

After 1 year of service –	152 hours
After 2 years of service –	192 hours
After 6 years of service –	232 hours
After 12 years of service –	272 hours
23 Years:	296 hours
25 Years:	312 hours

Also has Bereavement Leave that is not included in above hours.

Paid Holidays: 10

Dane:

Professional Employees: 1st through 5th year – 216 hours
6th through 10 year – 256 hours
11th through 14th year – 272 hours
15th through 20th year – 320 hours
21st and after – 336 hours

Also has Bereavement Leave that is not included in above hours.

Paid Holidays: 10

Dodge:

6 months – 128 hours
After 1 year – 176 hours
After 7 years – 216 hours
After 14 years – 224 hours
After 15 years – 232 hours
After 16 years – 240 hours
After 17 years – 248 hours
After 18 years – 256 hours
After 19 years – 264 hours
After 20 years – 272 hours
After 21 years – 280 hours
After 22 years – 288 hours
After 23 years – 296 hours

Also has Bereavement Leave that is not included in above hours.

Paid Holidays: 10

Grant:

Standard Schedule	
After the completion of each anniversary year:	Employee may use (Vacation, Sick, Discretionary Days)
1 thru 4	200 hours
5 thru 6	220 hours
7 thru 9	240 hours
10 thru 14	260 hours
15 thru 19	280 hours
20 thru 24	304 hours
25 and thereafter	320 hours

Also has Bereavement Leave that is not included in above hours.

Paid Holidays: 9

Green:

6 months = 112 hours

7 years = 200 hours

5 years = 224 hours

10 years = 264 hours

17 years = 320 hours

Also has Bereavement Leave that is not included in above hours.

Paid Holidays: 9

Jefferson:

After 1 year – 184 hours

After 6 years – 224 hours

After 13 years – 264 hours

After 19 years – 304 hours

Also has Bereavement Leave that is not included in above hours.

Paid Holidays: 9

Juneau:

Completion of 6 months = 104 hours

Completion of 1 year = 104 hours

Completion of 7 years = 224 hours

Completion of 15 years = 264 hours

Completion of 20 years = 288 hours

Also has Bereavement Leave that is not included in above hours.

Paid Holiday - 10

Lafayette:

Hire thru 4 years = 200 hours

5 thru 6 years = 220 hours

7 thru 9 years = 240 hours

10 thru 14 years = 260 hours

15 thru 19 years = 280 hours

20 thru 24 years = 304 hours

25 and thereafter = 320 hours

Also has Bereavement Leave that is not included in above hours.

Paid Holidays: 10

Monroe:

After 1 year = 188 hours
After 6 years = 228 hours
After 14 years = 268 hours
More than 22 years = 292 hours

Also has Bereavement Leave that is not included in above hours.
Paid Holidays: 9

Richland:

After 1 year = 144 hours
After 2 years = 184
After 6 years = 224
After 12 years = 264
After 23 years = 304

Also has Bereavement Leave that is not included in above hours.
Paid Holidays: 9

Sauk:

Non-exempt employees:
6 months = 88 hours
1 year = 88 hours
2-6 years = 176 hours
7 years = 216 hours
12 years = 256 hours

Exempt employees:
Date of Hire – 5 years = 132 hours
6-12 years = 264 hours
13 years = 312 hours

Also has Bereavement Leave that is not included in above hours.
Paid Holidays: 9

Vernon:

1 Year = 136 hours
2 Years = 200
3 Years = 208
4 Years = 224
5/6 Years = 240
6 Years = 240
7/8 Years = 248
9/10 Years = 256
11/12 Years = 264
13/14 Years = 272
15 Years = 280

Also has Bereavement Leave that is not included in above hours.
Paid Holidays: 10

Vacation/Sick/Personal Days/Bereavement Leave comparison to 13 Counties.

Paid time separated out per each County's Policy (Vacation, Sick, Personal Days, and Bereavement)

Iowa:

Accrual Periods	Maximum Annual Accrual for Employees Working 40 Hours per Week
0-1.99 year	136 hours
2 – 5 years	176 hours
6 – 10 years	208 hours
11-15 years	248 hours
16-20 years	288 hours
21 or more years	312 hours

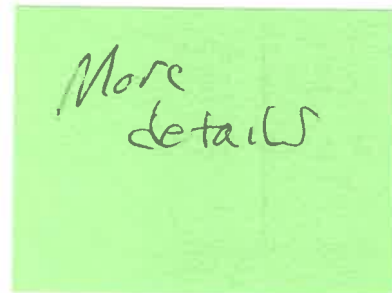
Paid Holidays: 9

Columbia:

Sick Leave: Accrue one (1) day per month

Vacation: 6 months 5 days
 1 year 5 days
 2 -4 years 10 days
 5-11 years 15 days
 12-17 years 20 days

After 18 years of employment – 1 additional day per year to a max of 30 days annually.



Personal Holiday: 2 days

Paid Holidays: 9

Bereavement Leave:

- Five (5) days for death of spouse, children, parent, son-in-law, daughter-in-law, spouse's parent or child.
- Three (3) days for death of brother, brother-in-law, sister, sister-in-law, grandchildren, grandparent, spouse's son-in-law, daughter-in-law or grandchildren.
- One (1) day for death of nephew, niece, uncle, aunt, step relatives, great grandparents, spouse's grandparents, step relatives and great grandparents.

Crawford:

Sick Leave: Accrue one (1) day per month

Vacation: 0 to one (1) year: 6.25 hrs. /mo. for 37.5 hrs. /wk. and 6.67 hrs./mo. for 40 hrs./wk.
 One (1) year to four (4) years: 75 hrs. /yr. for 37.5 hrs. /wk. and 80 hrs. /yr. for 40 hrs./wk.
 Four (4) years to nine (9) years: 113 hrs. /yr. for 37.5 hrs. /wk. and 120 hrs. /yr. for 40 hrs./wk.
 Nine (9) years and over: 151 hrs./yr. for 37.5 hrs. /wk. and 160 hrs. /yr. for 40 hrs./wk.
 After 20 years of services, employees shall be entitled to one additional day of vacation for
 each year above 20 years with the number of years capped at 25.

Highway:

After 1 year of service – one week of vacation (5 days)

After 2 years of service – two work weeks of vacation (10 days)

After 6 years of service – three work weeks of vacation (15 days)
After 12 years of service – four work weeks of vacation (16 days)
After 20 years of service – one additional day per year to a max of 5 workweeks of vacation (25 Maximum days)

Floating Holidays: 2 days per year

Paid Holidays: 10

Funeral Leave:

- Up to three (3) days for death of employee's parent (including step-parent), spouse, domestic partner, child (including step child), grandchild (including step grandchild), grandparent (including step-grandparent), father-in-law or mother-in-law, brother or sister (including step-brother or step-sister), brother-in-law or sister-in-law, or son-in-law or daughter-in-law.
- One (1) day for death of employee's foster-parent or foster-child, uncle or aunt (including the spouse of an uncle or aunt), the uncle or aunt of a spouse (including spouse of the spouses uncle or aunt), niece or nephew (or spouse of niece or nephew), or first cousin (or spouse of a first cousin).
- Except where staffing shortages would compromise safety or the efficient operation of County Services, all employees shall be granted up to four(4) hours of leave to attend the funeral or memorial service of a fellow worker within the employee's Department. IT may be exceeded to one (1) day if the funeral or memorial services is held outside of reasonable traveling distance.
- Any non-temporary, full-time employees shall be granted up to one-half (1/2) day of paid leave for Pallbearer or to participate in a military funeral.

Dane:

Sick Leave: Accrue four (4) hours per bi-weekly pay period.

Vacation: 1st through 5th year – 120 hours each year (Professional Employees)
6th through 10 year – 160 hours each year
11th through 14th year – 176 hours each year
15th through 20th year – 224 hours each year
21st and after – 240 hours each year

Personal Holidays: 32 hours per year

Paid Holidays: 10

Bereavement Leave:

- Three (3) days for death of spouse, children, step-children, foster children, sponsored adult, siblings, step siblings, parents, step parents, foster parents, grandchildren, step-grandchildren, grandparents, step-grandparents, brother-in-law, sister-in-law, son-in-law and daughter-in-law.
- One (1) day for death of other family members other than those set forth above.

Dodge:

Sick Leave: Accrue one (1) day per month

Vacation:

6 months – Ten (10) vacation days
After 1 year - Ten (10) vacation days
After 7 years - Fifteen (15) vacation days
After 14 years - Sixteen (16) vacation days

After 15 years - Seventeen (17) vacation days
 After 16 years - Eighteen (18) vacation days
 After 17 years - Nineteen (19) vacation days
 After 18 years - Twenty (20) vacation days
 After 19 years - Twenty-one (21) vacation days
 After 20 years - Twenty-two (22) vacation days
 After 21 years - Twenty-three (23) vacation days
 After 22 years - Twenty-four (24) vacation days
 After 23 years - Twenty-five (25) vacation days

Paid Holidays: 10

Bereavement Leave:

- Three (3) days for death of spouse, child, parent, brother or sister.
- Two (2) days for death of stepparent or stepchild.
- One (1) day for death of mother-in-law, father-in-law, brother-in-law, sister-in-law, grandchild or grandparent of employees or spouse.

Grant:

Sick Leave: Accrue one (1) day per month

Vacation:

Standard Schedule	
After the completion of each anniversary year:	Employee may use:
1 thru 4	80 hours vacation
5 thru 6	100 hours vacation
7 thru 9	120 hours vacation
10 thru 14	140 hours vacation
15 thru 19	160 hours vacation
20 thru 24	184 hours vacation
25 and thereafter	200 hours vacation

Discretionary Days: 3 days per year

Paid Holidays: 9

Bereavement Leave:

- Three (3) days for death of spouse, child, parent, brother, sister, grandparent or grandchild. This includes step-siblings, step-parents and step-children.
- One (1) day for death of employee's in-law (mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent-in-law, daughter-in-law, son-in-law, nieces and nephews, uncles and aunts.
- Each full-time employee shall be entitled to 8 hours of leave for Pallbearer duty. Four (4) hours of funeral leave is granted for military guard.

Green:

Sick Leave: Accrue one (1) day per month (accrues .04625 per hour)

Vacation:

6 months = 5 days

2 years = 10 days

3 years = 1 additional day of vacation is earned each year up to a cap of 25 years.

Personal Days: 3 days per year

Paid Holidays: 9

Bereavement Leave:

- Three (3) days for death of spouse, child, parent, brother, sister, grandparent or grandchild, including in-laws and step-family members.

Jefferson:

Sick Leave: Accrue one (1) day per month

Vacation: After 1 year – 10 days

After 6 years – 15 days

After 13 years – 20 days

After 19 years – 25 days

Floating Holiday: 1 day

Paid Holidays: 9

Bereavement Leave:

- Five (5) days for death of spouse, child, current step children.
- Three (3) days for death of brother, sister, mother, father, mother-in-law, father-in-law, son-in-law, daughter-in-law, stepsiblings, or stepparents.
- One (1) day for death of grandparents, grandchildren, brother-in-law, sister-in-law of the employee or spouse.

Juneau:

Sick Leave: Accrue one (1) day per month

Vacation:

Completion of 6 months = 6 days

Completion of 1 year = 6 days

Completion of 7 years = 15 days

Completion of 15 years = 20 days

Completion of 20 years = 23 days

Floating Holiday – 1 day

Paid Holiday - 10

Bereavement Leave:

- Three (3) days for death of spouse/domestic partner, child, father, mother, sister, brother, mother-in-law, father-in-law, stepsibling, sister-in-law, son-in-law, daughter-in-law, brother-in-law, step-parent, grandparent, grandchild step-grandchild, step-grandparent or other relative who is a member of the employee's household.
- One (1) day for death of aunt, uncle, niece, nephew, great grandparent, great aunt, or great uncle.
- ½ day leave for the funeral of fellow employee.
- ½ day leave for attending funeral as a pallbearer and also ½ when attending military funeral as a participant.

Lafayette:

Sick Leave: Accrue one (1) day per month

Vacation:

Hire thru 4 years = 80 hours
5 thru 6 years = 100 hours
7 thru 9 years = 120 hours
10 thru 14 years = 140 hours
15 thru 19 years = 160 hours
20 thru 24 years = 184 hours
25 and thereafter = 200 hours

Personal Days: 3 per year

Paid Holidays: 10

Bereavement Leave:

- 24 hours for death of spouse, domestic partner, child, child-in-law, stepchild, parent, parent in law, or most recent step parent.
- 16 hours for death of brother, brother-in-law, sister, sister-in-law, grandchild, step-grandchild, grandparent or grandparent in law.
- Each full-time employee shall be entitled to 8 hours of leave for Pallbearer duty. Four (4) hours of funeral leave is granted for military guard.

Monroe:

Sick Leave: Accrue one (1) day per month

Vacation: 10 days after 1 year

15 days after 6 years

20 days after 14 years

23 days after 22 years.

Floating Holidays: 1.5 days per year

Paid Holidays: 9

Bereavement Leave:

- Three (3) days for death of spouse, child, father, mother, sister, brother, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, stepparent or stepchild.
- One (1) day for death of grandparent, grandchild, brother-in-law, sister-in-law, grandparent-in-law, aunt, uncle, niece or nephew.
- ½ day leave to attend funeral as a pallbearer and ½ leave to attend a military funeral as a participant.

Richland:

Sick Leave: Accrue one (1) day per month

Vacation: 1 week after 1 year

2 weeks at the end of 2 years

3 weeks at the end of 6 years

4 weeks at the end of 12 years

5 weeks at the end of 23 years

Floating Holidays: 1 day per year, Nursing Home = 2 days.

Paid Holidays: 9

Bereavement Leave:

- Three (3) days for death of spouse, parent, child, step child, sibling, mother/father in-law, brother/sister in-law, son/daughter in-law, grandparent of employee or spouse, grandchild of employee or spouse, step parent, registered domestic partner.
- One (1) day for death of employee's or spouse's aunt, uncle, niece and nephew, grandparents, grandchildren, brother-in-law, sister-in-law of the employee or spouse.

Sauk:

Sick Leave: Accrue one (1) day per month

Vacation:

Non-exempt employees:

6 months = 1 week

1 year = 1 week (additional)

2-6 years = 2 weeks

7 years = 3 weeks

8-12 years = 1 additional day of vacation per year, max 20 days per year.

Exempt employees:

Date of Hire – 5 years = 1 day per month

6-12 years = 1.5 days per month

13 years = 2 days per month, max accrual of 24 days per year.

Executive Leave: Exempt employees = 3 days

Paid Holidays: 9

Bereavement Leave:

- Three (3) days for death of spouse, child, parent, brother, sister, stepparent or stepchild.
- Two (2) days for death of mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandparent of spouse or grandchild

Vernon:

1 Year = 136 hours

2 Years = 200

3 Years = 208

4 Years = 224

5/6 Years = 240

6 Years = 240

7/8 Years = 248

9/10 Years = 256

11/12 Years = 264

13/14 Years = 272

15 Years = 280

Paid Holidays: 10

Bereavement Leave:

- Three (3) days for death of spouse, child, brother, sister, parent, grandparent, grandchild, step-parent/sibling/child, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, any person living in the same household who is considered a dependent or can show proof of residency.
- One (1) day for death of aunt, uncle, niece, nephew, first cousin.

EMPLOYEE RELATIONS

The Courthouse
222 North Iowa Street
Dodgeville, WI 53533-1564

Phone: (608) 935-0374
Fax: (608) 935-0325
allison.leitzinger@iowacounty.gov



TO: General Government Committee
FROM: Allison Leitzinger, Employee Relations Director
DATE: March 1, 2018
RE: Employment Activity Report

Outlined below is the employment activity for March 2018:

- Highway Section Maintenance Patrol – New hire started February 19.
- Highway Auxiliary Maintenance Patrol – References being checked.
- Highway LTEs – Recruitment started.
- 4H Internship – ongoing recruitment
- Sheriff's Office Patrol Deputy – Background is process.
- Deputy Register of Deeds – New hire started February 26.
- Conservation Specialist – New hire starts March 5.
- Dispatcher/Correctional Officer (2 vacancies) – Interviews scheduled for March 7.
- Bloomfield Healthcare Cook/Dietary Aide – New hire starts March 5.
- Bloomfield Healthcare Certified Nursing Assistants — 4 New hires started in February, 1 starting in March.
- Bloomfield Healthcare Registered Nurse/LPN –ongoing recruitment