



Employee Handbook

2021



On behalf of Vilas County, we welcome you and wish you every success.

We believe that each employee contributes directly to Vilas County's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to employees. You should familiarize yourself with the contents of this handbook as it will answer many questions about your employment with Vilas County.

This handbook is applicable to all labor force of Vilas County unless specifically stated.

We hope that your experience here will be challenging, enjoyable, and rewarding.

Welcome!

Vilas County Mission Statement

Vilas County Government strives to provide high quality services promoting public safety, good health and year-round recreational opportunities for all residents and non-residents at affordable property tax rates.

Our Statement of Values

- We employ dedicated staff who manage and provide county services in an efficient and effective manner.
- As stewards of our environment, we endeavor to manage and conserve our many lakes, rivers, and forests, all of which are the backbone of our local economy.
- We collaborate with community members and local businesses, by working to enhance and develop the local economy to promote tourism, small business opportunities and the establishment of light industry.
- To continue to provide the public with necessary services at affordable property tax rates, we commit to strive for cost efficiencies in operations, to promote common sense government and eliminate wasteful spending.
- We are committed to public safety. Our Sheriff's Office and Highway Department provide a high level of dedicated services for residents, non-residents and the traveling public.
- Vilas County continues to be concerned with the health and welfare of residents and non-resident visitors. Services are provided in those areas by our Social Services and Public Health departments. Our Adult Disability Resource Center (ADRC) provides many great services to the elderly population.

Introduction

This handbook is designed to acquaint you with Vilas County and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Vilas County to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

This handbook cannot anticipate every circumstance or question about policies. Vilas County reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion.

None of the statements or policies outlined in this handbook are meant to create any contract of employment, nor do they imply that Vilas County is guaranteeing employment for any person or changing the at-will employment relationship in any manner. This handbook is not, nor is it intended to be construed as an employment contract or to guarantee any rights to employees. This handbook applies to all Vilas County Employees.

Your employment with Vilas County is a voluntary one and is subject to termination by you or Vilas County at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of Vilas County employees. This policy of employment-at-will may not be modified by any Department Head or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the Human Resources Committee and the County Board.

To the extent this handbook conflicts with specific language in any collective bargaining agreement covering certain personnel, the specific language of the collective bargaining agreement shall have control over the language of the handbook when required. Additionally, any wages, hours and working conditions referenced in the handbook are subject to the mandatory duty to bargain are not binding on those parties unless permitted by the collective bargaining agreement or upon fulfillment of the duty to bargain between the Union and Employer or upon waiver.

All policies referenced herein, are available in *all share: Human Resources / Policies* or by contacting Human Resources.

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INTRODUCTION

History of Vilas County

The history of Vilas County can be found at www.vilascountywi.gov We encourage you to take a moment and read the story.

Vilas County Government – Organizational Structure

Vilas County functions under the direction of a Board of Supervisors which is comprised of twenty-one supervisors representing each district. Voters residing in the district elect a supervisor for a two-year term.

County Board leadership consists of a County Chairperson, Vice-Chairperson and a 2nd Vice-Chairperson, all elected by the Board. Every county board supervisor will serve their term on various oversight committees. Committee assignments are determined by the County Board leadership. Committee Chairpersons are appointed by the County Board Leadership group.

The County Board governs and legislates by means of resolutions and ordinances. Resolutions are written documents describing the will (resolve) of the Board. Adopted resolutions remain in force until rescinded or superseded in whole or in part. Ordinances become an enforceable county code (law) upon adoption and publication. The Board may also take other actions as permitted by statute, standing rules and parliamentary procedure.

Ethical Conduct

The successful operation and reputation of Vilas County is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Our continued success is dependent upon our customers' trust. We are dedicated to preserving that trust. Employees owe a duty to Vilas County, our customers and residents to act in ways that will merit the continued trust and confidence of the public.

Vilas County will comply with all applicable laws and regulations and we expect our County Board Supervisors, Department Heads, Managers and all employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In general, you should find that using good judgment, based on high ethical principles will guide you to act appropriately.

Public / Customer Relations

Every employee represents Vilas County to residents and the general public. The way we do our job presents an image of Vilas County. Our customers judge all of us by how they are treated with each and every contact with us. Nothing is more important than being courteous, friendly, respectful, helpful, and prompt in the attention you give others. Positive customer relations enhance the public's perception or image of Vilas County.

The County recognizes many employees handle directives or requests from the general public on a daily basis as part of their positions. The County expects employees to use sound judgment and common sense to determine which directives or requests are inappropriate and should be reported to a manager. If you are unsure of whether a directive or request should be reported, you should discuss it with your manager.

If you receive inappropriate directives or requests for special treatment from an individual citizen, business representative or elected/appointed official, you must immediately report such directive or request to your manager or Human Resources. No specific directives or requests should be fulfilled unless permission to do so is given by your manager.

GENERAL POLICIES

Equal Employment Opportunity / Affirmative Action

It is the policy of Vilas County to be an equal opportunity / affirmative action employer. Employment decisions are based on merit and the County's needs. Vilas County will seek to and employ the best qualified personnel in all positions, to provide equal opportunity for advancement to all employees, including upgrading, promotion and training, and to administer these activities in a manner which will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, handicap, genetic information, ancestry, sexual orientation, marital status, arrest or conviction record, or any other basis protected by state or federal law.

Americans with Disabilities Act (ADA), ADA Amendments Act (ADAAA) and Reasonable Accommodation

It is the policy of Vilas County to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, we will not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Vilas County will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Vilas County. Contact the Human Resource Department with any questions or requests for accommodation.

Harassment, Discrimination, Intimidation and Offensive Behavior

It is the policy of Vilas County to prohibit form of physical, psychological or verbal harassment, discrimination, intimidation or offensive conduct in the work place, including that based on race, color, religion, sex, national origin or ancestry, marital status, age, sexual orientation or disability or any protected status under the law. Vilas County also prohibit any form of retaliation based upon employee's report of prohibited conduct under this policy.

This policy applies to all County employees, elected officials, vendors, and visitors.

Harassing Conduct - Harassment is unwelcomed conduct toward an individual. When the conduct creates an intimidating, hostile, or offensive work environment that causes work performance to suffer or negatively affects job opportunities it will be considered as harassment. Examples of harassment that may violate the law and will violate this policy include:

- Oral or written communications that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at an individual's gender, race, color, national origin, age, ancestry, disability, creed, sexual orientation or any other legally protected status.
- Nonverbal conduct, such as staring, leering, and giving inappropriate gifts.
- Physical conduct, such as assault or unwanted touching.

- Visual images, such as derogatory or offensive pictures, cartoons, drawings, or gestures. Such prohibited images include those in hard copy or electronic form.
- Bullying.

Sexual Harassment - "Sexual harassment" means unwelcomed sexual advances, unwelcomed requests for sexual favors, unwelcomed physical contact of a sexual nature, or unwelcomed verbal or physical conduct of a sexual nature. Sexual harassment includes conduct directed by a person at another person of the same or opposite gender. Unwelcomed verbal or physical conduct of a sexual nature includes, but is not limited to the deliberate, repeated making of unsolicited gestures or comments of a sexual nature; the deliberate, and repeated display of offensive and/or sexually graphic materials which is not necessary for business purposes; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee's work performance or to create an intimidating, hostile, or offensive work environment.

Harassment exists when submission to such conduct is implicitly or expressly made a term or condition of employment or when submission to or rejection of such conduct is used as a basis for any employment decisions or when such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Examples of conduct prohibited under this policy include, but are not limited to, the following:

- Unwelcomed sexual advances, requests for sexual favors, or physical conduct of a sexual nature;
- Unwelcomed verbal or physical conduct or displays of a sexual nature (e.g. posters, calendars, etc.);
- Making submission to or rejection of sexual harassment on the basis of any employment decision;
- Unprofessional comments in any work environment with respect to an individual's protected characteristics. (e.g. gender, race, etc.);
- Insults or name-calling based on an individual's protected characteristics (e.g. gender, race, etc.);
- "Jokes" or other remarks that are sexual in nature or demeaning to individual's protected characteristics (e.g. gender, race, etc.)
- Physical, verbal or psychological abuse based on an individual's protected characteristics, (e.g. gender, race, etc.)

If you feel you or someone else has been subjected to any form of harassment, discrimination, intimidation or offensive behavior, you should report that conduct to your manager and the Human Resources.

Violence in the Workplace

It is the policy of Vilas County to prohibit any threats of violence, including, but not limited to: physical assault, aggressive behavior (either physical or verbal) directed at another individual, intentional destruction of company property, intimidation through verbalized or implied threats or destruction of another person's personal property. We expect each employee and member of management to take personal responsibility for maintaining a work environment free from such prohibited conduct. This policy applies to all County employees, elected officials, vendors, and visitors.

If you feel you or someone else has been subjected to any form of violence, you should report that conduct to your manager and the Human Resources Department.

Respectful Workplace

It is the policy of Vilas County to prohibit behavior that is discourteous or demeaning to others, no matter what position the employee holds. Vilas County strives to maintain a workplace which fosters mutual respect and promotes harmonious, productive working relationships. We expect employees to treat each other with dignity and respect in a manner they would like to be treated. Disrespectful behavior may include, but not limited to the following:

- Jokes demeaning another individual or a group of individuals
- Name calling or nicknames that may be offensive
- Taking credit for other individuals work or ideas
- Refusing to communicate or speak with another individual
- Offensive verbal, visual, or physical conduct
- Repeated negative comments to or about others, either verbally or in writing
- Threatening another individual
- Invading another's privacy, purposely invading another's personal space
- Knowingly blaming other individuals for a mistake they did not make
- Gossiping about another individual
- Any type of "bullying" behavior or any type of "cyber" bullying

If you feel you or someone else has been subjected to any form of disrespectful behavior or bullying, you should report that conduct to your manager and the Human Resources.

Drug / Alcohol Free Workplace

It is the policy of Vilas County to provide a safe and healthy work environment, free from any drug and/or alcohol use and abuse in the workplace. While on Vilas County premises and while conducting business-related activities off Vilas County premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair your ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

To help ensure a safe and healthy working environment, if an employee appears to be under the influence, the employee may be asked to provide body substance samples to determine the use of prescription and illicit drugs and alcohol. The type of testing will be at the County's discretion and expense. Refusal to submit to testing may result in disciplinary action, up to and including termination of employment.

For employees in positions that are a safety sensitive position, and/or require CDL, they will follow the mandated Federal Department of Transportation Drug and Alcohol Policy.

Due to the details and to ensure compliance with this policy, a copy of the entire Drug and Alcohol-Free Workplace Policy can be found at the back of the Employee Handbook.

Tobacco Free Workplace

It is the policy of Vilas County to prohibit the use of any tobacco product at any time in all County buildings, facilities, and county owned trucks, vehicles and equipment. This policy covers the smoking of any tobacco product, the use of oral tobacco products and e-cigarettes.

Authorized locations are designated and must be a reasonable distance from entrances to County buildings or facilities.

This policy applies to all County employees, elected officials, vendors, and visitors.

Political Activity

It is the policy of Vilas County to prohibit employees from taking part in any political campaigning in Vilas County as a County employee during working hours or on county premises.

However, you are not precluded from being an active citizen and engaging in the political process. When engaging in political activity or engaging in discussion of issues of public importance, you are expected to ensure that your actions and positions are not attributed to Vilas County. Further, County resources may not be used for promoting a particular candidate or a political party.

Conflict of Interest

It is the policy of Vilas County to prohibit employees or elected official engaging in a conflict of interest where an employee or elected official is in a position that could influence a decision that may result in a personal gain or gain for a relative as a result of business dealings with Vilas County.

Employees or elected officials that have any influence on transactions involving purchases, contracts, or leases, it is imperative to disclose this fact to the Human Resources Department as soon as possible. By alerting Human Resources to the existence of any actual or even a potential conflict of interest, we can establish safeguards to protect all parties.

Outside employment could constitute a conflict of interest, and is prohibited. Check with the Human Resource Department or your manager if you have outside employment that may be classified as a conflict of interest.

Use of County Supplies and Equipment

It is the policy of Vilas County for employees to exercise care, perform required maintenance and follow all operating instructions while using County equipment and property and use such property only for authorized purposes.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Pool Vehicle Use

It is the policy of Vilas County to provide a fleet pool of vehicles for employees to use for business travel.

Vilas County recognizes that County staff may need to travel while performing their respective duties. Vilas County will assist by providing a limited number of vehicles for employee business travel. Vilas County does not intend to provide vehicles for all employee business travel. Limited availability of county provided vehicles may require staff to utilize their personal vehicle for employee business travel.

1. Use of the Vilas County fleet vehicle is limited to:
 - Authorized County employees upon the pre-approval of the affected Department Head.
 - Registered Sanitarian contractors of the Vilas County Public Health Department performing tests and inspections upon the prior written approval of the Public Health Department Director.
 - All drivers must meet minimum standards and execute an approved Vilas County Fleet Pool Vehicle Use Agreement.
2. Minimum standards for driving a County vehicle are:
 - Must have a valid operator's license;
 - Must have a minimum of two (2) years licensed driving experience
 - Must be at least eighteen years of age.
3. Authorization to drive a County vehicle may be denied or revoked if the employee's driving record reflects certain violations, including but not limited to:
 - Three (3) or more moving violations and/or at fault accidents in the past two (2) years (violation occurs when the citation is issued, not when the final court decision is made);
 - An "Operating While Intoxicated" (OWI) / "Driving Under the Influence" (DUI) citation within twelve (12) months;
 - Suspension or revocation of driver's license.
4. Use of any County vehicle must be for official County business only. Incidental use associated with official business is strictly limited.
5. An employee must reimburse the County for personal miles traveled and adhere to all IRS reporting requirements.

6. Non-County employees may ride in a County vehicle only as authorized by the affected department head and only if necessary to conduct County business.
7. Drivers and passengers must comply with all Wisconsin laws, including the Wisconsin seat belt law. Drivers are personally responsible for the cost of all traffic citations, parking tickets and locksmith calls for retrieving keys.
8. Drivers are responsible for immediately reporting to the Administrative Coordinator all accidents or any damage to the County vehicle.
9. All DMV records of employees requesting the use of the County vehicle will be reviewed on an annual basis by the County Clerk's office.
10. The driver is responsible for keeping the interior of the vehicle clean after each use. This includes removing all personal items from the vehicle, any food, garbage or sundry items, and vacuuming the interior if necessary.
11. At the beginning of each use, the driver must perform an inspection of the exterior of the vehicle for noticeable damage, as well as the condition of the interior of the vehicle. Any damages shall be reported to the pool vehicle coordinator (currently County Clerk) immediately.
12. Driver may be personally responsible for any damages to the interior/exterior of the vehicle, as determined by the Public Property Committee.

Due to the details and to ensure compliance with this policy, a copy of the entire Pool Vehicle Use and Fleet Safety Policy can be found at the back of the Employee Handbook.

Solicitation

It is the policy of Vilas County to prohibit employees or non-employees to solicit or distribute literature in the workplace at any time for any purpose. Examples of impermissible forms of solicitation include:

- The collection of money, goods, or gifts for religious groups
- The collection of money, goods, or gifts for political groups
- The sale of goods, services, or subscriptions outside the scope of official organization business.

The County may authorize civic or charitable efforts coordinated by employees with prior approval of the Human Resources Department. Employee participation in such efforts is completely voluntary.

Information Technology – Computer Usage

It is the policy of Vilas County that all information technology (IT) resources including servers, storage devices, PCs, laptops, cell phones, smart phones, PDAs, networking equipment, networking circuits and capacity, telephone systems, e-mail, messaging systems, video systems and Internet access owned, rented or leased by Vilas County are business tools to be used in accordance with the County's mission of public service. Except as prohibited by this or another more restrictive county department policy and with proper approval, limited and reasonable use of these tools for occasional employee personal purposes is permitted as long as it does not result in any additional cost or interfere with work productivity and follows all guidelines in this policy. Personal use must be done during the employee's unpaid time off.

Due to the details and to ensure compliance with this policy, a copy of the entire Information Technology Policy can be found at the back of the Employee Handbook.

Social Media

It is the policy of Vilas County to prohibit County employees from posting confidential or sensitive information about the County, employees, residents, or applicants on personal social media outlets. Additionally, employees may not post obscenities, slurs or personal attacks damaging the reputation of Vilas County, residents, employees or applicants on personal social media outlets. Information posted on a Vilas County sponsored social media outlet is required to be professional in nature and always be conducted in accordance with the organization's communication policies, practices, and expectations. Employees are not to use County social networking sites for political purposes, to conduct private commercial transactions, or to engage in private business activities.

Employee Relations Policies and Guidelines

Employee Conduct and Work Rules

It is the policy of Vilas county to identify and establish standards of conduct and work rules as a term and condition of employment.

The following identifies conduct that could lead to disciplinary action, up to and including termination.

1. Conduct that does not support Vilas County's Mission Statement or Statement of Values.
2. Violation of any policy stated in this Handbook.
3. Dishonesty and misrepresentation of facts.
4. Stealing of money, company property or property of others.
5. Falsification of time records.
6. Insubordination or refusal to follow orders or accept work assignments.
7. Failure to comply with job requirements and responsibilities.
8. Failure to report a work-related injury / accident.
9. Falsification of experience and qualifications.
10. Conduct detrimental to the welfare of Vilas county, employees, public / customers and vendor relationships.

Discipline

In general, Vilas County supports the use of progressive disciplinary action to address unacceptable employee conduct/performance. Progressive disciplinary includes actions up to and including termination. Vilas County may use progressive discipline at its discretion.

The County's disciplinary procedures incorporate a series of progressively severe penalties for repeated violations, misconduct, or for a series of unrelated problems involving job performance or behavior. However, the progression or level of discipline may vary depending on the nature and severity of the behavior or misconduct.

1st Level: This type of notice typically involves an informal private meeting between an employee and management, (or employee and the Committee of Jurisdiction Chair, management and/or Human Resources) where the employee is made aware of their unsatisfactory performance/conduct in the work place and guidance is provided as to how the employee can improve. Resulting actions to be taken should be designed to resolve the problem early and avoid the need to take further progressive disciplinary action.

2nd Level: This type of notice occurs when management addresses a recurring unsatisfactory performance/conduct issue with an employee and/or when the severity of a singular unsatisfactory performance/conduct issue warrants this level of progressive discipline. Department Head and/or management, as well as the Committee of Jurisdiction Chair and/or Human Resources Manager will meet with the employee in private to discuss their unsatisfactory performance/behavior and will detail future expectations. In addition, a clear explanation of the consequences of the failure to correct the problem will be provided.

3rd Level: This type of notice is given when earlier levels have failed to produce desired results and conduct has not changed and/or when the severity of a singular unsatisfactory performance/conduct issue warrants this level of progressive discipline. Department Head and/or management, as well as the Committee of Jurisdiction Chair and/or Human Resources Manager will meet with the employee in private to discuss their unsatisfactory performance/behavior. The employee will be specifically informed that continued non-compliance will result in further

disciplinary action, up to and including termination of employment.

Suspension: Suspension may occur at the County's discretion. A suspension may be imposed with or without pay, and maybe implemented to allow a thorough investigation of a matter and/or as appropriate to address a severe level of progressive disciplinary action. Although advance communication of a suspension may not be possible, the Department Head and/or management will inform the Committee of Jurisdiction's Chair as soon as practical. In the event the Human Resources Manager is available for consult, the Human Resources Manager will be present when the suspension action is communicated in private to the employee.

Termination: Termination of employment occurs in situations where previous attempts to correct an employee's unsatisfactory performance/conduct have failed or the severity of issue justifies the termination. Minimum required advance notice and approval of the termination include: Department Head/management, Human Resources Manager and Corporation Counsel. As circumstances may warrant, approval of Committee of Jurisdiction Chair and Board Chair may also be required. Department Head, management and Human Resources Manager will meet with the employee in private to inform them of the decision to terminate employment.

Grievance Procedure

It is the policy of Vilas County to establish a *Grievance Policy* pursuant to Wis. Stat. § 66.0509(1m) to address employee terminations, employee discipline and workplace safety as required by law.

Due to the details with this policy, a copy of the entire Grievance Policy can be found at the back of the Employee Handbook.

Performance Management

It is the policy of Vilas County to formally evaluate staff and Department Heads at least once a year.

The purpose of the performance evaluation is to manage and improve the performance. Evaluating past performance over a specified time period gives evaluators a basis for rating performance based on areas of accomplishment and areas for growth. The evaluation communicates expectations of satisfactory performance.

Separation of Employment

Resignation

A resignation is a voluntary act initiated by the employee to terminate employment with Vilas County. Although advance notice is not required, Vilas County requests at least two (2) weeks written notice of resignation from non-exempt employees and four (4) weeks' notice from exempt employees. If notice is not provided, employees are considered ineligible for rehire.

Use of PTO during the notification period is not permitted.

Prior to your departure, an exit interview will be scheduled to discuss the reasons for resignation and the impact to your benefits.

Termination

Termination is defined as an involuntary separation from employment as a result of action taken by Vilas County to terminate or discharge an employee from employment for policy or work rule violation.

Job Abandonment

Employees who fail to report to work or contact their manager for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps.

Reduction in Workforce

Reductions in the workforce may occur through layoffs or furloughs, in addition to attrition or position elimination or modification.

In the event of a reduction in workforce through layoff or furlough, affected employees will be laid off or furloughed based on impact on County operations, experience in a particular position, skills, abilities, qualifications, length of service and the interests and needs of the employer. Length of service shall not be the deciding factor in any decision regarding who will be laid off but may be considered.

Personnel Files

Vilas County maintains a personnel file for every employee. The personnel file includes such information as your job application, resume, records of training, documentation of performance appraisals, salary increases and other employment records. Personnel files are considered confidential. Employees are able to review their own file by contacting the Human Resources Department.

Conflict Resolution

Vilas County recognizes that misunderstanding may arise while at work. Vilas County has developed a progressive conflict resolution process to handle the situation. When misunderstandings arise, employees should handle the situation professionally, respectfully and promptly with the individual or contact their manager.

While most situations can be satisfactory resolved by the manager, there may be cases where further assistance is necessary. The purpose of the conflict resolution is to bring complaints and problems into the open and get them resolved. Note: Depending on the issue and the severity, employees can go directly to the Human Resource Director.

First Level:	Employee should bring up the issue directly with the other employee involved.
Second Level:	Issues should be raised verbally by the employee to the employee's immediate manager. The manager will attempt to resolve the issue at this level. Managers can involve Human Resources, if necessary and as needed.
Third Level:	If the manager cannot resolve the issue to the employee's satisfaction, the Manager should have the employee document their complaint in writing, including a proposed resolution, and submit the complaint to the Human Resources Department for review and response.

Attendance and Punctuality

To maintain a safe and productive work environment, we expect employees be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Vilas County. In instances when it cannot avoid being late to work or are unable to work as scheduled, notify your manager as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Patterns of absenteeism or tardiness may result in discipline even if you have not exhausted available paid time off. Either may lead to disciplinary action.

Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

Personal Appearance and Dress Guidelines

Employees contribute to the culture and reputation of Vilas County in the way they present themselves. A professional appearance is essential to a favorable impression with residents, customers, and elected officials.

The clothing worn on the job must be appropriate to the nature of the work performed. Protective clothing or uniforms may be required for some employees. Other employees, frequently those who normally work in an office setting, wear appropriate business casual clothing to work.

Managers may exercise discretion to determine appropriateness in appearance. Employees who do not meet the standard may be sent home to change. All clothing must be clean, in good repair, not faded, frayed or torn and should fit properly (not overly tight or baggy).

The County recognizes two types of acceptable dress in the workplace: Professional and Business Casual.

Professional

Standard requirement when representing the County at Court, County Board, formal presentations to the public and other agencies, or special events. Professional attire includes business type clothing such as:

- Business Suits
- Dress jackets, pants, shirt and ties
- Business dresses, suits, skirts or dress trousers
- Dress shoes

Business Casual

Standard of dress for all employees during normal work hours. This category includes professional attire in addition to more casual clothing such as:

- Dresses, skirts
- Dress pants or trousers, or Capri pants
- Leggings when worn with a tunic top which extends beyond the hips
- Collared or banded polo or knit shirts
- Casual dress shoes

The following **are not** appropriate for business casual:

- Blue Denim jeans
- Shorts
- Athletic pants
- Hats
- "Hoodies" - sweat shirts
- Tight fitting, sheer or revealing clothing
- Tank/halter/spaghetti strap tops
- Flip Flop footwear – rubber beach attire

If you are in doubt or question a particular item of apparel, please consult with your manager or contact the Human Resources Department for guidance.

Tattoos and Piercings

Vilas County reserves the right to ask employees to cover a tattoo that is deemed to be inappropriate for viewing by the public / customers and other staff. Management will be the sole judge of what constitutes inappropriate.

Body piercings are discouraged in the workplace. However, if an employee has piercings, they should not

pose any safety threats. Employees may be asked to remove body piercing(s) during work hours if it does not reflect a professional image.

Employee Identification Badges

Upon hire, employees, elected officials, state employees and county board supervisors are provided a pictured identification badge. Badges do not have to be worn while working in the courthouse. However, if you will be working out of the office, in the public, you will be required to provide identification that you are indeed an employee of Vilas County.

If your badge is damaged or lost, please contact the Human Resources Department.

Career Opportunities

Job Postings

Vilas County provides employees an opportunity to indicate their interest in open positions and advance according to their skills and experience. In general, notices of all regular, full- and part-time job openings are posted, although Vilas County reserves its discretionary right to not post a particular opening.

Job posting is a way to inform you of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the Vilas County.

Job openings will be posted on the Vilas County's Intranet and via the email system, and will normally remain open for seven (7) consecutive days. Each job posting notice will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have six (6) months of service and performed competently in their current position. If employees are currently on an active written warning, or are on a Corrective Action, or suspension, employees are not eligible to apply.

To apply for an open position, you should submit a job posting application and a current resume to the Human Resources Department listing job-related skills and accomplishments. It should also describe how your current experience with Vilas County and prior work experience and/or education qualifies you for the position. This form is available on the *Allshare: Human Resources / Forms / Internal Transfer Form*.

An applicant's manager may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances which might affect a prospective transfer may also be discussed.

Vilas County also reserves the right to conduct background checks for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

Nepotism – Employment of Relatives and Personal Relationships

It is the policy of Vilas County to not allow relatives or individuals involved in a dating relationship working in the same area of the county. Employee may not occupy a position that works directly for or supervises a relative or an individual who they are involved in a dating relationship. Vilas County also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority which might affect the review of employment decisions.

If two people who are in a reporting situation described above subsequently develop a relative relationship

or dating relationship, the person in the relationship who is the manager is responsible and obligated to disclose the existence of the relationship to the Human Resource Department. If a transfer is not possible, termination of one of the employees may occur.

For purposes of this policy, a relative is defined as any person who is related to you by blood or marriage, or whose relationship with you is similar to that of a relative. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees regardless of their gender or sexual orientation.

Employment Categories, Classification and Work Schedules

Employment Categories

It is our intent to clarify the definitions of employment classifications so employees understand employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Each employee is designated as either **non-exempt** or **exempt** from federal and state wage and hour laws.

Non-Exempt

Employees are entitled to overtime pay under the specific provisions of federal and state laws.

Exempt

Employees are excluded (do not received overtime pay) from specific provisions of federal and state wage and hour laws.

In addition to the above categories, each employee will belong to one other employment category:

Elected Officials

Although elected by the public, these individuals are still considered employees of Vilas County and must abide by the policies in accordance with state statutes.

Regular Full-time

A regular full-time employee is an individual who works a regular schedule and is expected to normally work thirty (30) or more hours per workweek. Regular full-time employees receive benefits of the County unless specifically identified in the County's policies or as required by law.

Regular Part-time

A regular part-time employee is an individual who works a regular schedule and is expected to normally work eighteen and three-quarter (18.75) or more hours but less than thirty (30) hours per workweek. A regular part-time employee receives prorated benefits unless specifically identified in the County's policies or as required by law.

Part-time

A part-time employee is an individual whose schedule consists of less than eighteen and three-quarter (18.75) hours per week. A part-time employee is not eligible for benefits unless specifically identified in the County's policies or as required by law.

Limited-Term, Seasonal or Temporary

A limited-term, seasonal or temporary individual is not eligible for benefits unless required by law. This position/assignment shall not extend beyond a six-month period.

Casual-

This category is not eligible for benefits unless required by law. Salary grades are not assigned for these positions and actual rates of pay are based on market conditions and/or based on County

budget/need(s). In situations where a position is designated as casual and the position is grant funded, hourly rate paid may remain the same, increase or decrease based on changes in grant funding. In addition, in the event grant funding is no longer available, the position may revert to an unpaid/voluntary status, or be eliminated.

Position Descriptions

Vilas County makes every effort to create and maintain accurate job descriptions for all positions. Each description includes a job information, a job summary section, essential duties and responsibilities, qualifications, physical demands and a work environment demands. Job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Human Resources Director if you have any questions or concerns about your job description. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities.

Job descriptions are an aid in orienting employees to their new job, identifying the requirements of each position, establishing hiring criteria, setting standards for performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

Hours of Work

Work schedules for employees vary throughout Vilas County. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Department Heads has the discretion in adjusting work hours depending on operating requirements. Due to the nature of work, some employees will remain on different work, rest, and lunch schedules which shall be determined by the Department Head in accordance with the needs of the department.

Alternative Work Hours

Employees are permitted alternative working hours provided that:

- The department head approves the alternate schedule.
- Service to the public during the normal workday hours remains unaffected by the alternative schedule.

Vilas County permits its employees to utilize flexible working schedules to achieve improved service levels and to accommodate particular needs of the employee when this does not conflict with the effective delivery of County services or result in overtime.

Rest and Meal Periods

Each workday, full-time nonexempt employees are provided with two rest periods of 10 minutes in length and 30-minutes unpaid lunch period. Managers will schedule break and lunch times to accommodate operating requirements.

Inclement Weather and Emergency Closing

At times, emergencies such as severe weather, fires, and power failures can disrupt operations. In extreme cases, these circumstances may require the closing of a work facility. In the event such an emergency occurs during nonworking hours, local media will be asked to broadcast the notification of the closing. All Department Heads will be contacted and they will need to make all efforts to contact staff.

When the decision to close offices AFTER the workday has begun, employees will receive official notification from their manager. In these situations, time off from scheduled work will be paid. When the

decision to close is made BEFORE the workday has begun, time off from scheduled work will be unpaid. However, with manager approval, PTO is available to use.

In cases where an emergency closing is not announced and schools are closed or the employee believes weather conditions or road conditions are dangerous, employees should call their manager indicating they will not be at work. Employees may request available PTO for hours missed.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

Offices to Remain Open by Law

It is understood that office closures do not affect every department, program or service that is required by law to remain open, such as the Sheriff's Department, Jail, Circuit Court and emergency protective services for children and the elderly.

Correction Officer and Telecommunicator Shift Selections

Employees in these two departments have the option of selecting shifts on an annual basis for the upcoming year. Shift selections are submitted to the Department Manager in September or October and are picked by seniority. If there is an opening during the year, the Department Manager has the discretion to determine who will be transferred to the open shift.

Compensation

Compensation Administration

It is the policy of Vilas County to ensure the County is maintaining position classifications and compensation levels that are both internally and externally fair, accurate and competitive.

Our total compensation system is comprised of Base Compensation and Employee Benefits. Our compensation system will be objective and non-discriminatory in theory, application, and practice. Base compensation is designed to provide competitive and fair compensation to employees for fulfilling the full scope of responsibilities and accountabilities as outlined in our job descriptions. Salary ranges for each position are established by researching industry and local salary survey data. Compensation levels within the established range for the position are determined on the basis of an employee's ability to execute the full responsibilities of the position at an acceptable proficiency level. Generally, the County will administer base compensation to reflect our pay-for-performance.

Time Recording

It is the responsibility of each employee to accurately record time worked. Federal and state laws require Vilas County to keep an accurate record of time worked in order to calculate pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the responsibility of each employee to sign your time records on a bi-weekly basis and certify the accuracy of all time recorded via time sheets or an automated timekeeping system. Each manager will review and approve time records before submitting for payroll processing.

Payroll

All employees are required to participate in the direct deposit program and are paid on a bi-weekly basis on Friday mornings. The payroll workweek begins on Sunday at 12:01 am and ends on the following Saturday at 12:00 midnight. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event a regularly scheduled payday falls on a day off such as a holiday, direct deposits will be made the day prior to the holiday.

Vilas County is required to make certain deductions from your paycheck each time one is prepared. This includes federal income taxes and your contribution to Social Security, where applicable and as required by law. These deductions will be itemized on your payroll statement. The amount of the deductions may depend on your earnings and the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim.

Every effort is made to avoid errors in paychecks. If there are errors or if there are questions pay, notify your manager or the Human Resources Department.

Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be required to work overtime.

Prior approval by the Department Head must be obtained for all overtime hours worked. Overtime work is to be held to a minimum consistent with the needs of the service and within budget.

Overtime shall be compensated for non-exempt employees at one and one half (1 ½) times the employee's hourly rate of pay. Overtime pay is based on actual hours worked over 40 hours in a work week. Time off on PTO, or any unpaid leave of absences are not to be considered as hours worked for purposes of performing overtime calculations.

Call Time Pay

If employees are required to report to work outside of their scheduled shift, and with less than 24 hours' notice, employees shall be entitled to two (2) hours pay at your normal rate, in addition to the pay for the hours worked. However, call time is not payable if the hours worked are an extension of your regularly scheduled shift.

If employees are called to work before the normal starting time, employees may go home after completing the number of hours of the regularly scheduled shift, provided that work is completed. The decision as to whether the work is completed shall be at the discretion of the manager.

On Call Pay

Certain departments are required to be on call for emergency situations which provide services to the public. The designated employee on call must respond within thirty (30) minutes. During the designated-on call time, employees will be compensated. Please discuss with the Department Head to determine if this applies.

Business Travel Expense Reimbursement

It is the policy of Vilas County and pursuant to the provisions of Wis. Stats. § 59.22(3), Stats., Vilas County will reimburse the elective officials, deputy officials, appointive officials and employees of Vilas County for reasonable business expenses actually incurred in the discharge of that person's duty in addition to that person's salary or compensation, while on duty assignments away from the normal work location subject to the conditions and limitations hereinafter set forth.

Please refer to the entire policy if your position requires you to travel for business.

Clothing and Uniform Reimbursement

Vilas County provides clothing allowances and uniforms to certain employees based on their job.

Maintenance

The County will be reimbursed up to \$100.00 annually to purchase work-related clothing.

Highway

The County will provide coveralls to all employees. In addition, Highway employees will be reimbursed up to \$250.00 annually to purchase work-related clothing. Refer to your department policy guidelines.

Correctional Officers, Telecommunicators and Law Enforcement Administrative Assistants

All full-time new hires shall receive \$450.00 towards the initial uniform purchases. Each following year, there will be an allocation of \$300.00 per year, on a voucher basis for uniform purchases, other permitted equipment and reasonable cleaning expenses. All regular part-time new hires will receive \$250.00 towards the initial uniform purchases. Each following year, there will be an allocation \$150.00 per year, on a voucher basis for uniform purchases, other permitted equipment and reasonable cleaning expenses.

Reimbursement will be made upon proof of purchase of the original purchase receipt. If employment ends within the first year of employment, employees will be required to reimburse the County for the uniform allowance.

Attendance at Training Sessions and Other Meetings

Employees may be asked, or required, to attend training sessions and other professional meetings. Attendance at training sessions or other meetings, whether during, before, or after your regular work schedule will be considered paid time. To find out more information regarding when training sessions or other meetings will be considered paid time; please discuss with your Department Head or the Human Resources Department.

Longevity Pay

The longevity pay plan recognizes and expresses Vilas County's appreciation for the long-term service of employees. All full-time employees receive longevity pay which is based upon length of continuous service with the County. The payment for the earned longevity shall be made annually on or about December 15th of each year.

The amount of the earned longevity shall be computed based upon the following schedule:

5 but less than 10 years of service	\$15.00 month	\$180.00 year
10 but less than 15 years of service	\$22.00 month	\$264.00 year
15 but less than 20 years of service	\$26.00 month	\$312.00 year
20 but less than 25 years of service	\$32.00 month	\$384.00 year
25 or more years of service	\$38.00 month	\$456.00 year

The longevity payment is based upon your anniversary date of employment. If your employment is terminated for any reason, you shall receive your longevity pay, on a prorated basis at the time of termination. When the termination occurs prior to the 15th of the month, the payment shall be to the end of the preceding month.

Benefits

Eligibility

Regular full-time employees and part-time employees working 30+ hours per week, may choose to participate in the County's group insurance programs.

If you elect to participate in the County's insurance plans, coverage will begin on the first day of the month following your thirtieth (30th) day of employment. If insurance is declined, employees are eligible to enroll in the future provided enrollment is requested within 31 days of specific qualifying events; marriage, birth, adoption, or placement for adoption, divorce, or involuntary loss of other group health insurance coverage.

If an employee or dependent no longer qualifies for insurance, they will be eligible for insurance under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). Contact the Human Resource Department for more information

A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Plans

- Medical
- Dental
- Vision
- Short-Term Disability
- Long-Term Disability
- Life Insurance

Details of all the Insurance Plans offered by Vilas County are in the Employee Benefits Guidebook

Wisconsin Retirement System

You will be covered under the Wisconsin Retirement System (WRS) when working a total of 1200 or more hours per calendar year. You will be required to contribute your portion as established by law. The County shall pay the required employer contribution. Contributions can vary from year to year. Contact the Human Resource Department for more information.

Deferred Compensation

Employees can participate in the 457(B) deferred compensation savings program to provide you the potential for future financial security for retirement. Complete details of the 457(B) savings plan are described in the Summary Plan Description provided to eligible employees. Contact the Human Resource Department for more information.

Vilas County Wellness

Vilas County provides its very own Employee Wellness Program. It is our goal to assist all of our employees and their families to live a healthier, longer, and happier lives by offering programs, campaigns, tools, events and information that can be used by everyone.

Our Wellness Committee provides various communications, presentations, and challenges for group participation to improve your personal health. If employees have an interest in becoming a member of the Wellness Committee, please contact the Human Resource Department.

EAP

An employee assistance program (EAP) is a benefit for employees and their family which is designed to support and assist in finding solutions, resolve issues that can be barriers to healthy relationships, a productive work life and an overall sense of well-being.

This program offers 24/7 Helpline Services, Short-Term counseling for up to eight sessions (if necessary) per person, per situation or incident. All counselors are Master Level Clinicians and professionally trained and state licensed.

All contact with EAP is **confidential**. No one will know about a client's participation unless the client themselves divulges the information. EAP complies with all state and federal laws regarding confidentiality including reporting requirement.

Medical Information Privacy Notice of Privacy Practices - HIPPA COW

It is the policy of Vilas County to maintain the privacy of employee's health information and to provide employees with notice of its legal duties and privacy practices with respect to employee's health information.

The Human Resources Department is the designated Privacy Officer for all employee medical information. This policy of privacy practices applies to the health plans of Vilas County covered by privacy regulations, for example; health benefit plans, dental plans, employee assistance plans, and pharmacy benefit programs (referred to as the Benefit Plans). The Benefit Plans are required by federal and state law to protect the privacy of employees' individually identifiable health information and other personal information and to provide employees with notice about their policies, safeguards, and practices.

Due to the details and to ensure an understanding of the state HIPPA-COW, a copy of the entire HIPPA-COW Policy can be found at the back of the Employee Handbook.

Social Security Number Privacy

It is the policy of Vilas County to protect employee's personal information, Vilas County prohibits the use of your Social Security numbers for identification purposes, except as allowed by law.

Vilas County will not:

- Publicly post or publicly display in any manner employee's Social Security Number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise make available to the general public.
- Print Social Security Numbers on any card required to access products or services provided by Vilas County.
- Require employees to transmit your Social Security number over the Internet, unless the connection is secure or the Social Security Number is encrypted.
- Require the use of Social Security Numbers to access an Internet web site, unless a password or unique personal identification number or another authentication device is also required to access the Internet web site.
- Print Social Security Numbers on any materials that are mailed, unless state or federal law requires the Social Security Numbers to be on the document to be mailed.

However, Social Security numbers may be included in applications and forms sent by mail, including documents sent as part of an application or enrollment process; or to establish, amend, or terminate an account, contract, or policy; or to confirm the accuracy of the Social Security number. If you have questions about this policy or feel your Social Security number has been used inappropriately by Vilas County, please contact the Human Resources Department immediately.

Time Off and Leaves of Absence Policies and Guidelines

Holidays

Vilas County will grant holiday time off to all eligible employees on the holidays listed below:

- New Year's Day (January 1)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veterans Day – (only for Sheriff Department and Corrections)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving – excludes Sheriff Department and Corrections
- Christmas Eve (December 24)
- Christmas (December 25)

Holiday pay will be calculated based on your straight-time base pay rate (as of the date of the holiday) times the number of hours you would otherwise have worked on that day.

To be eligible for holiday pay, you must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday. If a holiday falls during a paid absence, such as PTO, holiday pay will be paid instead of the paid time off benefit that would otherwise have applied.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If you are scheduled to work on a holiday you will be paid at the rate of 1.5 for hours worked plus holiday pay.

Paid Time Off – PTO

Vilas County offers a Paid Time Off benefit plan which consolidates vacation, sick leave, and personal days into a single account. We encourage you to carefully plan your time away from work. Employees will continue to be paid for holidays, bereavement, and jury duty, under the existing policy guidelines. PTO will be used before any unpaid days are approved.

PTO Accrual

- PTO is earned every pay period based upon the number of hours employees are regularly scheduled to work (excluding overtime, or additional straight time).
- PTO will be added to your bank upon completion of each pay period.
- PTO will not accrue for unpaid time off.
- For purposes of calculating years of service, hire date before October 1, PTO date is January 1 of the year of hire. Hired after October 1, PTO date is January 1 the next year.
- Accrual multiplier changes shall take effect on January 1.

Extended Sick Leave Bank

Vilas County allows the Paid Time Off (PTO) benefit to be transferred into an unlimited *Extended Sick Leave Bank (ESL)*. The Extended Sick Leave (ESL) bank is intended for use in situations where the employee is absent from work due to a condition qualifying for Family and Medical Leave (FMLA), and/or to compensate the employee during the Short-Term Disability elimination period.

Termination Bank

Any accrued PTO hours in excess of the accrual limit will be deposited into the employee's termination

bank at the employee's current hourly rate of pay. After 15 years of service with the County, an employee who terminates / separates employment is eligible to be paid out the converted dollar amount in the termination bank.

To ensure an understanding with PTO, Extended Sick Leave, and Termination Bank, please refer to the PTO Policy, Extended Sick Leave Policy, and Termination Bank Policy at the back of the Handbook.

Bereavement

In the event of a death in the immediate family, you will be granted bereavement leave up to but not to exceed three (3) regularly scheduled working days with pay for the purpose of preparing for and attending the funeral.

Immediate family is defined as employee's life partner, parent, step-parent, parent in-law, child (including stepchild and adopted child), siblings, grandparents or grandchildren.

You would also be granted one (1) day of bereavement leave to attend the funeral of a sister in-law or brother in-law. For other family members which are not included in the definition above, you will be required to use PTO.

Jury Duty

Vilas County encourages employees to fulfill civic responsibilities by serving on jury duty when required. Employees must show the jury duty summons to the Department Head or the Human Resources Department as soon as possible so accommodation can be made for the absence. Employees are expected to report for work whenever the court schedule permits.

While on jury duty, employees will be paid normal wages for that period of time. Employees must turn over their check from jury duty to the county. Vilas County will continue to provide your benefits for the full term of the jury duty absence.

Federal and State Family Medical Leave – FMLA

It is the policy of Vilas County to comply and administer FMLA according to the state and federal laws.

The Family and Medical Leave Act (FMLA) provides eligible employees the opportunity to take unpaid, job-protected leave for specified family, medical, and military-related reasons. This policy outlines the provisions of the Federal and Wisconsin Family and Medical Leave Acts and the rights and obligations of employees and employers under both laws.

The **federal** Family and Medical Leave Acts provide eligible employees with up to 12 work weeks (or up to 26 weeks in the event of military caregiver leave) of unpaid protected leave each calendar year for specified family and medical reasons. The eligibility and entitlements are defined differently under federal and state law. The **state** Family and Medical Leave Acts provide eligible employees with up to 2 work weeks of unpaid protected leave each calendar year for specified family and medical reasons. The eligibility and entitlements are defined differently under federal and state law. Federal and state FMLA run concurrently.

Employees may be entitled to short-term disability income continuation while out on FMLA. Contact the Human Resource Department for more information.

Employees should make request for medical leave to the Human Resources Department at least 15 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Due to the details with this policy, a copy of the entire FMLA Policy can be found at the back of the Employee Handbook.

Leaves of Absence (LOA) - General Leave/Personal Leave/Medical Leave (Non-FMLA qualifying)

Vilas County provides LOA time to eligible employees who wish to take time off work to fulfill other obligations. Regular full-time and regular part-time employee are eligible to apply for LOA time.

General Leave (GL) time may be granted for a period of up to three (3) scheduled work days.

Personal Leave (PL) time may be granted for a period of up to 30 calendar days. Employees may request PL time after having completed 90 calendar days of service. Employees must use available/applicable paid time and/or PTO as part of the approved PL.

Medical Leave (ML) (Non-FMLA qualifying) time may be granted for a period of up to 180 calendar days. Employees must use available/applicable paid time and/or PTO as part of the approved ML time.

Requests for GL/PL/ML time will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence. During an approved leave, the employee will continue to pay the employee portion of applicable insurance and other benefits costs, if the employee elects to continue such coverage(s) to continue during the approved general leave. Benefit accruals, such as PTO or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

Unpaid GL/PL/ML time may only be used after available/applicable paid time and/or PTO has been exhausted.

GL time requests must be approved in advance by the Department Head. All PL and ML time requests must be approved in advance by the Department Head and the Human Resources Manager.

Failure to report to work at the expiration of the approved leave period, will be considered a voluntary resignation. Such failure to report for work will also result in the employee being responsible for not only the employee portion, but also the County's contribution of applicable insurance premium(s) and other County benefits costs incurred during the course of the approved leave.

Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U. S. Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. PTO and holiday benefits will continue to accrue during a military leave of absence.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Please contact the Human Resources Department for more information regarding compensation and

benefits or other questions about military leave.

Safety and Workplace Safety

Employee Safety

The Emergency Management Director and the Human Resources Department partner in providing a safe and healthy work environment for employees, customers, and visitors. Vilas County has established workplace safety programs.

Vilas County provides information to employees about workplace safety and health issues through regular internal communication channels such as manager-employee meetings, bulletin board postings, emails, memos, or other written communications.

Employees are expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate manager. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees are **required** to immediately notify their manager. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Courthouse Security

Vilas County is committed to provide a safety and secure Courthouse. The provision of safety and security in the Vilas County Courthouse Complex is a critical aspect of an efficient and effective government operation. Vilas County Government desires to minimize the opportunity for physical violence and/or injury to employees, the public, and anyone conducting business in the Courthouse Complex. The safety of staff, litigants, jurors and all public visitors to the courthouse is a key priority.

Employee Guidelines and Responsibilities

Fob Access and Key Control:

All employees will be issued key fobs to access the Courthouse. Employees are prohibited from allowing visitors to enter through an employee entrance.

Designated Employee Entrances:

- Employee only entrance/exit #1 is located at the far north east corner of the Courthouse Addition.
- Employee only entrance/exit #2 is located on the west end of the 1936 Courthouse building immediately facing Birch Street.
- Main Justice Center entrance/exit. All employees may utilize this entrance to gain entry to or to exit from the Courthouse Complex. The use of a fob will be required to travel between the Justice Center and the Courthouse Complex
- Employees choosing to enter the Courthouse Complex at the single public entrance during the hours that the facility is open to the public are required to submit to security screening.

After Hours and Weekends:

- Employees required to enter the Courthouse Complex outside of the normal public hours that the building is open shall enter and exit at *employee entrance/exit #1 and #2*.
- Justice Center entrance/exit.
- The fobbed side door entrance located immediately adjacent to the main public entrance/exit.

Except in an emergency and as described under 7(a) of the Courthouse and Court Security Policy, employees shall not allow any member of the public to enter the Courthouse Complex at any entry point other than the designated single public entry. Employees failing to comply with this restriction will be subject to disciplinary action.

If employees enter the Courthouse after hours or on weekend, employees are required to call the Sheriff's Dispatch and notify them they are in the building.

Occasionally, County staff may need to admit members of the public into the building after hours and on weekends. Sheriff's Dispatch shall be notified prior to the time that any member of the public is admitted after hours and on weekends. Staff will be responsible for the whereabouts of the individual(s) at all times while they are in the building.

The Sheriff Dispatch number is 715-479-4441 or 911

To ensure compliance with Vilas County's Security procedures, all employees are required to read and understand the entire *Security Manual*.

For more information on the entire Courthouse and Court Security Policy, please refer to all share: Admin / Policies-Final / Courthouse & Court Security Policy.

Weapons in the Workplace

It is the policy of Vilas County to prohibit weapons on any county property owned, leased or controlled by Vilas County, including anywhere that County business is conducted. This policy does not prohibit employees from storing a weapon in the employee's own motor vehicle driven or parked on property owned by the County.

This policy does not apply to sworn law enforcement and jail staff.

The County reserves the right to conduct unannounced searches of County property, vehicles and facilities at any time. The County reserves the right to inspect employees' workstations, purses, backpacks, briefcases, and other personal items on County premises at any time.

Security Inspections

It is the policy of Vilas County to provide a safety and secure Courthouse. At any time, either with or without prior notice, an agent or representative of Vilas County may inspect county owned desks and other storage. Vilas County discourages theft or unauthorized possession of the property of employees, Vilas County, visitors, and customers. To facilitate enforcement, Vilas County or its representative may inspect not only desks and other storage devices but also persons entering and/or leaving the premises and any packages or other belongings.

Visitors in the Workplace

Vilas County provides a number of services to residents of Vilas County and the general public. We have a responsibility to provide safety and security for all. If you are suspicious of an individual on our premises, you should immediately notify your supervisor.

Because this is a workplace for all of us, we ask employees to respect and limit the frequency and time that friends and family spend on the premises.

Emergency Disaster and Evacuation

Vilas County and the Vilas County complex are subject to hazards of different natures that may elevate to an emergency situation. These types of situations have been anticipated and procedures have been developed to mitigate the risks to all employees should these incidents occur. In the event of an emergency disaster, plan is in place to provide safety and shelter to you and visitors of the courthouse. The Courthouse and Justice Center have a communication system in place for any incident or storm warnings to notify employees and visitors immediately of an incident.

An Evacuation Plan has been developed with procedures, routes and storm shelter locations. It is your responsibility to read and be familiar with these procedures. The Emergency Management Director, located in the Sherriff's Office, is able to answer any questions.

To ensure compliance with the Evacuation Plan, all employees are required to read and understand the entire *Vilas County Courthouse Complex Evacuation Plan*.

POLICIES

Vilas County

ISSUE DATE Adopted by the Vilas County HR Committee on January 25, 2009 Resolution 2009-	POLICY TITLE: Drug and Alcohol-Free	COMMITTEE OF JURISDICTION: Human Resource
REVISION DATE		

POLICY STATEMENT

The provision of Drug and Alcohol-Free Policy is a critical aspect of safety and a Drug-Free Workplace. While on Vilas County premises and while conducting business-related activities off Vilas County premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair your ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

PURPOSE

Vilas County is dedicated to providing safe and efficient service to our citizens, and our employees are our most valuable resource in ensuring the quality of this service. It is also Vilas County's desire to provide a drug-free, healthful, and safe workplace.

To promote these goals, Vilas County will not tolerate the unauthorized use, abuse, possession, or sale of controlled substances or alcohol by its employees. To further our efforts in this respect, the County will provide its employees with information concerning:

- the effects of drugs and alcohol on the individual's health, work, and personal life;
- the signs and symptoms of a drug or alcohol problem; and
- the available methods of intervention when a problem does exist.

Also, pursuant to the Federal Highway Administration's (FHWA) drug and alcohol regulations, all Vilas County employees whose duties require them to obtain a commercial employee's license will be subject to drug and alcohol testing as an integral part of this program.

THIS POLICY IS SUBJECT TO CHANGE WITHOUT FURTHER NOTICE FOR COMPLIANCE WITH FEDERAL REGULATIONS.

SCOPE

This policy applies to all employees when on duty whenever performing, or just about to perform, a safety-sensitive function, or at any time as may be specified by the County.

GENERAL GUIDELINES

The definition of "on premises" includes any work location, vehicle, property or office which is serviced or used by the County or any client of the County which could include County owned, rented or leased vehicles on the property of the County or of any client of the County and/or vehicles of visitors or other contract persons on County premises.

The term "illicit drugs" is meant to include any and all illegal drugs, including so-called look-alike and designer drugs; legally obtained drugs which are used in a manner other than that prescribed by a physician; and any substance which can affect a person's perceptions or motor functions.

The persons affected by this policy will be tested for at least the following substances: Amphetamines, Cannabinoids, Cocaine, Opiates, Phencyclidine (PCP), and Alcohol.

GUIDELINES

Employees are required to report to work in appropriate mental and physical condition to perform their jobs in a safe and satisfactory manner. Alcohol and drug use which can affect the performance of a safety-sensitive function is prohibited. More specifically, an employee covered under this policy may not:

- Report to work or remain on duty while having an alcohol concentration of .02 or higher;
- Be on duty, on premises, or perform any safety-sensitive function while in possession of an intoxicating beverage (including medications which contain alcohol).
- Use alcohol while on duty, while on premises, or while performing any safety-sensitive function;
- Use alcohol within four (4) hours before going on duty, being on premises, or performing any safety-sensitive function;
- When required to take a post-accident alcohol test, use alcohol within eight (8) hours following the accident or prior to undergoing the test, whichever is first;
- Possess or use drugs while on duty, while on premises, or while performing any safety-sensitive function, unless prescribed by a doctor who has advised the employee that the medication does not adversely affect the employee's ability to perform their job duties;
- Report to work, remain on duty, or remain on premises with any amount of illicit drugs in their system;
- Refuse to submit to or cooperate in any drug or alcohol testing.

PROCEDURES

Pre-Employment

All offers by the County to hire an applicant for a position are conditioned upon the following:

- Completing the County's general "Consent and Release to be Tested for Drugs and Alcohol" form.
- taking a drug test as directed by the County and passing such test; completing the form which authorizes the County to obtain past drug and alcohol test results from previous employer(s); and
- Complying with any other County conditions or requirements at time of offer.

Any applicant who refuses or fails to complete the necessary forms and releases, who refuses or fails to submit to a pre-employment/pre-duty drug test, or whose result is positive will not be considered eligible to work for Vilas County.

Pre-employment testing procedures will also apply to any current Vilas County employee who is being transferred to a position which requires a CDL.

Reasonable Suspicion Testing

Employees are required to submit to a drug and/or alcohol test whenever the County has reasonable suspicion to believe that the employee has used drugs and/or alcohol in violation of this policy. Reasonable suspicion is a belief based on specific, contemporaneous, articulable observations concerning the appearance, speech,

behavior, or body odors of the employee.

Whenever an employee is notified that there is reasonable suspicion to be tested (based on the personal observation of and documentation by one or more supervisors who have received training on performance indicators of probable drug and alcohol use), a drug and/or alcohol test of the employee will be required and the employee must report to the collection facility immediately.

Employees who are required to submit to a reasonable suspicion test will be escorted by a County official to the collection site for a drug and alcohol test. If the employee refuses the County's efforts and insists on driving their own vehicle, or a County vehicle, the County reserves the right to take whatever appropriate action is necessary to prevent this, including contacting law enforcement officials.

Random Testing

Under federal rules, the County is required to perform unannounced, random drug and alcohol testing for all covered employees. Covered employees will have an equal chance to be selected each and every time a selection is conducted.

Whenever a covered employee is randomly selected to be tested, they will be notified of this in writing and instructed to report to the collection site immediately. An employee may only be tested for alcohol use just before, during, or just after performance of safety-sensitive duties, however, there is no such timing requirement for drug testing.

Post-Accident Testing

Employees who have an accident while performing a safety-sensitive function must submit to a post-accident drug and alcohol test as soon as practicable after an accident if the accident involves a fatality or if a covered employee receives a citation under state or local law for a moving traffic violation arising from the accident.

Any employee subject to post-accident testing shall remain readily available for such testing or may be deemed to have refused to submit to testing.

If a post-accident test has already been performed by a law enforcement official, and the test was done in conformity with this policy, the test results may be substituted for a test done under this policy.

Consequences of Rule

Employees who tests positive after or who refuses to submit to any of the tests listed above shall be subject to disciplinary action up to and including dismissal.

Employees who tests positive or who refuses to submit to one of the tests listed above will also be considered to be medically unqualified to drive and/or perform any other safety-sensitive function. The employee will be on unpaid leave pending disciplinary action. Also, the employee cannot be returned to duty, if at all, until:

- The employee undergoes evaluation and, where necessary, rehabilitation;
- A substance abuse professional determines that the employee has successfully complied with any required rehabilitation; and
- The employee takes a return-to-duty test with a negative test result.

The employee will also be randomly tested six (6) times in the subsequent twelve (12) months. A second positive test result will result in termination of employment. After the initial test, the employee will be responsible for all costs of subsequent tests.

Test Procedures and Confidentiality

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

This will include:

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

Collection Procedures

All drug tests will be administered using split sample procedures. Under these procedures, the employee must provide at least 45 milliliters (ml) of urine in a specimen container. The specimen will then be divided into two specimen bottles by the collector. Thirty (30) ml will be poured into one bottle and fifteen (15) ml into the second bottle. Both bottles will be sent to the laboratory.

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

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

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

Prior to being tested for alcohol, each employee will be required to: (1) present their personal identification, and, (2) complete a DOT Breath Alcohol Test Form provided by the BAT.

An employee who fails to provide identification, refuses to complete the form, or otherwise fails to cooperate

will be treated as though they had tested positive and will be subject to disciplinary action up to and including dismissal.

Prior to each alcohol breath test conducted by the County, the BAT will instruct the employee on how the test will be conducted.

Vilas County

ISSUE DATE Adopted by the Vilas County HR Committee on August 15, 2014	POLICY TITLE: Extended Sick Leave Bank - ESL	COMMITTEE OF JURISDICTION: Human Resource
REVISION DATE January 11, 2018 Rev. 4		

POLICY STATEMENT

Vilas County allows the Paid Time Off (PTO) benefit to be transferred into an unlimited *Extended Sick Leave Bank (ESL)*.

PURPOSE

The Extended Sick Leave (ESL) bank is intended for use in situations where the employee is absent from work due to a condition qualifying for Family and Medical Leave (FMLA), and/or to compensate the employee during the Short-Term Disability elimination period.

SCOPE

This policy applies to regular full-time and regular part-time employees.

GENERAL GUIDELINES

An unlimited number of PTO hours may be transferred to the ESL by completing a *PTO Distribution Form* (see below), no later than mid-December of any year. Employees are responsible for facilitating the transfer of PTO to ESL if they are interested in the benefit.

GUIDELINES

When an employee has transferred PTO into the ESL Bank and there are ESL hours available, the following guidelines apply:

- When a medical situation qualifies for FMLA, the ESL bank may be used once the absence lasts more than three (3) days.
- ESL hours are transferred to the ESL Bank at the employee's current hourly rate.
- ESL hours used are deducted at the employee's hourly rate at the time of use.
- ESL is not available to employees receiving compensation under the County's Short-Term Disability program.
- Employees may not donate ESL hours to another County employee.
- All unused ESL hours will be carried forward annually, and there is no maximum to the ESL bank.
- The County will only transfer PTO hours into an employee's ESL Bank when an employee's PTO and *Termination Bank* accrual is at its limit. **Please refer to PTO Policy or Termination Bank Policy for details.**
- ESL is available to supplement an employee's pay who is unable to work due to a work-related injury.
- ESL Bank must be exhausted before an employee is eligible to take unpaid leave.
- An ESL Bank balance cannot fall below zero.
- Upon termination, the employee and the employee's estate will forfeit their ESL bank.

PROCEDURE

FMLA

1. Employees requesting FMLA are required to complete a *Vilas County: Request for Family and Medical Leave Form*
2. Employee will meet with Human Resources to complete Section C. Substitution of Accrued Paid Leave of the *Vilas County: Request for Family and Medical Leave Form*.
3. Human Resources will process pay according to employee's request.

Worker's Compensation

If an employee is being paid by Workers Compensation due to a work-related injury and unable to work, ESL is available to be used. Employees may use this option to bring their pay to 100% and pay for benefits while out on Worker's Compensation.

1. Employees can request supplemental pay when receiving Worker's Compensation.
2. The employee will contact Human Resources to request supplemental pay.
3. The employee will need to provide Human Resource with a copy of the Worker's Compensation check.
4. The employee will continue on the payroll as a County employee receiving the difference between Worker's Compensation check and the employee's full salary.
5. The difference between the amount of the Worker's Compensation check and the employee's full salary will be deducted on a prorated basis from the employee's available bank.
6. Human Resources will process pay according to employee's request.

PTO Distribution Form

Employee Name: _____ **Date:** _____

Effective the last pay period of December, I elect the following number of hours be transferred from my Paid Time Off (PTO) account to my Extended Sick Leave (ESL) account. I understand that once this transfer takes place, the hours must be used in accordance with the ESL policy guidelines.

Number of PTO hours to transfer to ESL: _____

Signed: _____

Vilas County

ISSUE DATE March 2009	POLICY TITLE: Family Medical Leave Act	COMMITTEE OF JURISDICTION: Human Resources
REVISION DATE September 2014		

POLICY STATEMENT

Vilas County will comply and administer FMLA according to the state and federal laws.

PURPOSE

The Family and Medical Leave Act (FMLA) provides eligible employees the opportunity to take unpaid, job-protected leave for specified family, medical, and military-related reasons. This policy outlines the provisions of the Federal and Wisconsin Family and Medical Leave Acts and the rights and obligations of employees and employers under both laws.

The Family and Medical Leave Acts provide eligible employees with up to 12 work weeks (or up to 26 weeks in the event of military caregiver leave) of unpaid protected leave each calendar year for specified family and medical reasons. The eligibility and entitlements are defined differently under federal and state law.

SCOPE

FMLA is administrated on a calendar year.

GENERAL GUIDELINES

Federal

Employees are eligible for Federal FMLA if the employee has been employed by Vilas County for at least 12 months and have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave. The 12 months of service do not need to be consecutive. Separation periods of employment will be counted, provided that the break in employment does not exceed seven years.

State

Employees are eligible for State FMLA if the employee has been employed Have been employed by Vilas County for at least 52 consecutive weeks and have worked for at least 1,000 hours during the 52 weeks prior to the start of the leave.

Serious Health Condition

Federal Definition – A serious health condition that results in a period of incapacity of more than three (3) consecutive, full calendar days, as a result of an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

State Definition – A disabling physical or mental illness, injury, impairment or condition that involves inpatient care in a hospital, nursing home or hospice or that requires continuing treatment by a health care provider.

Military Leave Entitlements

Eligible employees may take up to a total of 26 work weeks of unpaid FMLA leave during a single 12 month period beginning on the first day the eligible employee takes FMLA leave to care for a covered service member and ends 12 months after that date, regardless of the method used by the employer to determine the employee's 12 work week of leave entitlement for other FMLA qualifying reasons to care for a spouse, child, parent, or next of kin who is a member of the Armed Forces who suffered an injury or illness while on

active duty that renders the person unable to perform the duties of the member's office, grade, rank, or rating, or to care for a veteran if he or she seeks medical treatment for a serious service related injury or illness, incurred or aggravated while in the line of duty within 5 years of serving in the military. During the single 12-month period, an eligible employee shall be entitled to a combined total of 26 work weeks of leave under federal law.

Non-Continuous of Intermittent Leave

Employees are permitted to take leave on an intermittent or reduced work schedule when medically necessary. Federal FMLA leave for the birth or placement of a child for adoption or foster may not be taken in non-continuous increments unless approved by the County. Under Wisconsin FMLA, the last increment of leave for the birth or placement of a child for adoption must begin within 16 weeks of that birth or placement.

Medical or family caretaking leave should be planned so as not to unduly disrupt the County's operations. Employees requesting non-continuous federal FMLA leave that is foreseeable based on planned medical treatment for purposes of providing care to a child, spouse or parent with a serious health condition or for the employee's own serious health condition may be required to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than the regular employment position of the employee. An employee temporarily transferred will receive the same pay and benefits, but may be assigned different duties.

The County allows for intermittent leave to be taken in no less than 15-minute increments. The employee may not take, or be required to take, more leave than medically necessary to address the circumstances that caused the need for the leave.

GUIDELINES

Qualifying Event and Amount of Leave

Federal Law Requires the County to Provide Leave for the Following:

1. Birth of the employee's child and to care for the newborn child.
2. Placement of a child with the employee for adoption or foster care and to care for the newly placed child.
3. Care for the employees' spouse, child or parent who has a serious health condition.
4. A serious health condition that makes the employee unable to perform his/her job.
5. Qualifying exigency arising out of the fact that the employee's spouse, son or daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. Qualifying exigencies may include:
 - a. Short-notice deployment (up to 7 days of leave)
 - b. Attending certain military events
 - c. Arranging for alternative childcare
 - d. Addressing certain financial and legal arrangements
 - e. Attending certain counseling sessions
 - f. Attending post-deployment activities
6. To care for a covered service member with a serious injury or illness if the employees is the spouse, son or daughter, parent or next of kin of the service member.

Wisconsin Law Requires the County to Provide the Following:

1. Up to 2 work weeks of leave in a calendar year for the employee's own serious health condition.
2. Up to 2 weeks of leave in a calendar year for the serious health condition of an employee's spouse, registered domestic partner, dependent child, parent, parent-in-law or domestic partner's parent.
3. Up to 6 weeks of leave in a calendar year for the birth or adoption of the employee's child.

Leave qualifying for both Wisconsin and Federal FMLA leave will count against the employee's entitlement under both laws and will run concurrently. When the reason(s) for qualified leave differ, the leave may not run concurrently under federal and state law, and an employee may be entitled to more than 12 weeks of leave in a calendar year. This type of leave occurrence will be evaluated and reviewed with the employee at the time of leave.

Qualified leave taken under Worker's Compensation will also run concurrently with federal FMLA leave. Under the federal FMLA, spouses employed by the County are jointly entitled to a combined total of 12 work weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a parent (but not a parent-in-law) who has a serious health condition.

PROCEDURE

Applying for FMLA Leave

Employees must submit a **Request for Leave** form to the Human Resources Department at least 30 days, or as soon as practicable, in advance of taking leave. If circumstances do not permit an employee to give notice in advance of taking leave, the employee must submit the Request for Leave form as soon as possible. Failure to give timely notice may result in the delay or denial of FMLA leave and may be subject to disciplinary action.

If the leave is for a family member or the employee's own serious health condition, upon notification by the County, the employee must submit a **Medical Certification** from the employee's or the family member's health care provider within 15 days. If an employee does not provide the required certification by the designated deadline, or if the County determines that an employee's absence is not covered as FMLA leave, the leave may not be designated as Wisconsin and/or Federal FMLA leave, and the employee may be subject to discipline under the County's attendance policies unless he or she uses accrued paid leave.

Second or third certifications at the County's expense and periodic re-certification at the employee's expense may be required under certain circumstances. The County requires periodic reports during FMLA leave regarding the employee's status and intent to return to work.

All forms are available through the Human Resources Department.

The County will inform employees requesting leave whether they are eligible under FMLA. The notice will specify any additional information required as well as the employee's rights and responsibilities. If the FMLA request is not eligible for leave, a reason for the ineligibility will be provided.

Substitution of Paid Leave for the Unpaid FMLA Period

In general, both Wisconsin and Federal FMLA leaves are unpaid with the following exceptions:

- For qualified Federal medical leave, the County requires employees to substitute available paid leave for unpaid leave.
- For qualified State medical leave, the County does substitution of paid leave for up to two weeks. However, employees can choose to substitute paid time for unpaid leave.

Continuation of Benefits

Group health insurance coverage will be maintained for employees while they are on FMLA leave, on the same terms as if the employee continued to work. The employee will be required to pay their regular portion of the health insurance premium payments on a schedule established by the County.

- When all paid time is exhausted (PTO, Vacation, Sick Leave, Short-Term Disability) the employee will be responsible for the full monthly insurance premium.
- The County may discontinue health insurance benefits if the employee fails to make a

premium payment within 30 days of the due date after providing written notice to the employee of the cancellation of coverage for non-payment.

- It is the responsibility of the employee to ensure timely payment of other elected payroll premium deductions for various elected benefits such as supplemental insurances, dental insurance, etc. during periods of unpaid FMLA leave. Premiums must be paid in advance of the leave or on a schedule established by the County. Please contact Human Resources regarding payment of premiums.

Accrual of Benefits

Benefits (seniority, vacation, PTO, sick leave) will accrue during periods of FMLA with the usage of paid time off from the employee's banks. After the 12-week FMLA period has been exhausted, the employee will no longer accrue benefits.

Worker's Compensation and Light Duty

Federal FMLA will run concurrent with worker's compensation provided that the injury meets the criteria for a "serious health condition", as defined by law.

Return to Work

An employee's return from FMLA for their own serious health condition must provide a medical certification from their treating physician that they are eligible to return to work and able to perform the essential functions of the job. The certification must include any work restrictions the employee may have at the time of return to work. Upon return from FMLA leave, an employee shall be restored to his/her original position or, if the position is not vacant, to an equivalent position with equivalent pay, benefits and other terms and conditions of employment.

Employees will not be restored to their original or equivalent position if they are unable to perform the essential functions of their job because of a mental or physical condition.

Definitions:

Child: Biological, adopted, or foster child, stepchild, legal ward or, under the federal FMLA, the child of a person having day-to-day care of the child, or a child of a person standing "in loco parentis," who is under 18 years of age or 18 years of age or older and "incapable of self-care because of a mental or physical disability" at the time that FMLA is to commence.

Covered Service Member (Federal FMLA): Active members of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, AND veterans who were members of the Armed Forces (including National Guard or Reserves) at any point in time within 5 years preceding the date on which the veteran undergoes medical treatment, recuperation or therapy.

Domestic Partner (Wisconsin FMLA): Same-sex couples who register in their county of residence and same-sex and opposite-sex couples who are not required to register.

To qualify as a registered domestic partner, two individuals must meet the following criteria:

- At least 18 years of age and capable of consenting to the relationship.
- Not married to, or in a domestic partnership with another individual, not more closely related than second cousins (whether of the whole or half blood or by adoptions).
- Must share a common residence, and be members of the same sex.

To qualify as domestic partners without registration, two individuals must meet the following criteria:

- At least 18 years of age and capable of consenting to the relationship.

- Not married to, or in a domestic partnership with another individual.
- Must share a common residence.
- Not be related by blood in a way that would prohibit marriage under Wis. Stat. 763.03.
- Must consider themselves to be members of each other's immediate family.
- Agree to be responsible for each other's basic living expenses.

Incapable of Self-Care: The individual requires active assistance or supervision to provide daily self-care in three or more of the activities of daily living (i.e. grooming, hygiene, bathing, dressing, eating) or instrumental activities of daily living (i.e. cooking, cleaning, shopping, utilizing public transportation, paying bills, maintaining a residence, using telephones and directories, and using a post office).

Next of Kin (Federal FMLA): The nearest blood relative other than the covered service member's spouse, parent, son or daughter, in the following order of priority:

- Blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions,
- Brothers and sisters, grandparents, aunts and uncles and first cousin, unless the covered service member has specifically designated in writing another blood relative as his/her nearest blood relative for purposes of military caregiver leave under the FMLA

When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin.

Parent: Biological parent, foster parent, adoptive parent, stepparent or legal guardian of an employee or, under the Wisconsin FMLA, parent-in-law or domestic partners' parent. Under the federal FMLA "parent" includes an individual who provides day-to-day care to the employee when the employee was a child.

Spouse: As defined in the statute means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under State law for purposes of marriage in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex or common law marriage that either (1) was entered into in a State that recognizes such marriages or, (2) if entered into outside of any State, is valid in the place where entered into and could have been entered into in at least one State.

Vilas County

ISSUE DATE Adopted by the Vilas County Board on December 18, 2012	POLICY TITLE: Fleet Safety	COMMITTEE OF JURISDICTION: Law Enforcement Emergency Management
REVISION DATE January, 2019		

POLICY STATEMENT

Employee who drive Vilas County vehicles are required to provide Vilas County with their *Driver's License* number and the state issued. Employee are required to adhere to the guidelines and procedures. Violation may result in disciplinary action up to and including suspension of driving privileges or termination.

PURPOSE

The purpose in establishing the Fleet Safety policy is ensure and protect the safety of employees and the public while operating Vilas County vehicles. The goal is to maintain a high-level of safety awareness and foster responsible driving behavior.

SCOPE

The Emergency Management Director, along with Human Resources are responsible for administrating the policy. The Emergency Management Director, along with Human Resources (1) will serve as the technical resource to Department Heads, (2) revise and disseminate changes, (3) evaluate high risk drivers, (4) advise Department Heads on instituting any additional driving restriction and limitations.

GENERAL GUIDELINES

Employees who drive Vilas County vehicles are required to:

- Read, understand and follow the requirements contained in this policy;
- Maintain a valid driver's license and adhere to license restrictions;
- Complete the *Driver History Form*, and thereby provide signed permission for Vilas County to obtain individual motor vehicle records.
- Abide by all federal, state and local vehicle regulations, laws and ordinances.
- Notify their Department Head or immediate manager of any suspensions or revocation.
- Notify their Department Head or immediate manager of any illness, injury, physical condition, prescriptions that may impair or affect ability to safely operate a vehicle.
- Wear safety belts and ensuring all passengers wear their safety belts. Children are required to be secured in a DOT approved child safety seat, as mandated by WI Statutes 347.48(4).
- Be aware of the vehicle's condition, become familiar with the vehicle's controls.
- Complete a walk-around safety inspection prior to driving.
- Will not drive a county vehicle for personal use.
- Will not allow a Non-County employee to drive the vehicle.
- Report any accident to their Department Head.
- If recommended or required, participate in a program to improve driver safety.

Employees driving county vehicles are forbidden to:

- Pick up hitchhikers.
- Accept payment for carrying a passengers or materials.
- Use any radar or laser detector.

- Push or pull another vehicle, or tow a trailer without authorization.
- Use cell phones while driving.
- Transport flammable liquids and gases unless a DOT or UL approved container is utilized.

GUIDELINES

High Risk Drivers

- A driver's risk level will be determined utilizing the information contained in an employee's Motor Vehicle Registration (MVR) for the most current past 36 months. Those drivers accumulating 10 or more points utilizing the following point system will be classified as high-risk drivers.

Points

- **10 points:** Operating While Intoxicated (OWI), failure to report an accident when involved, driving while license is suspended or revoked, and felony arising from operation of vehicle.
- **6 points:** Moving violations, each instance for the most current past 12 months.
- **3 points:** Moving violations, each instance for the second most current past 12 months.
- **2 points:** Moving violations, each instance for the third most current past 12 months.

Motor Vehicle Registration (MVR) Checks

- New employees are required to complete a Driver History Form in order for the county to complete an MVR check. If information is obtained noting high-risk driving behavior **AND** the job responsibilities requires driving, the job offer maybe be withdrawn, at the very least, a letter will be written and placed in the employee's personnel file indicating the employee is not allowed to use Vilas County vehicles.
- Current employees are required to complete a Driver History Form on an annual basis. If information is obtained noting high-risk driving behavior **AND** the job responsibilities requires driving, the employee could be terminated. At the very least, a letter will be written and placed in the employee's personnel file indicating the employee is not allowed to use Vilas County vehicles. *See "controls for high-risk drivers" in procedures.*

PROCEDURE

Controls for High-Risk Drivers

If an employee is identified as a high-risk driver and operating a motor vehicle is an essential duty of the employee, the Human Resources Director and Corporation Counsel in consultation with the department head must choose either Option 1 or Option 2. The Human Services Director shall inform the Human Services Committee of the action taken and its associated stipulations at their next scheduled meeting.

Option 1: Performance improvement monitoring. The Department Head must do all of the following:

1. With the assistance of the Emergency Management Director and Human Resources, place the high-risk driver on performance improvement monitoring. This monitoring may end two years from the date of the most recent violation.
2. Request the Emergency Management Director to obtain an MVR every six months for the duration of the monitoring period.
3. Confer with the Human Resources and Corporation Counsel on any departmental stipulations, operating limitations or other conditions placed upon a high-risk driver such as:
 - a. Loss of all county vehicle driving privileges.
 - b. Loss of county vehicle driving privileges between work and home.
 - c. Additional driver training.
4. With the assistance of the Emergency Management Director and Human Resources, at the

completion of the monitoring period and upon reinstatement of driving privileges, the Department Head will meet with the employee.

Option Two: Suspension of Driving Privileges.

1. With the assistance of the Emergency Management Director and Human Resources, the Department Head shall suspend all county driving privileges. The high-risk driver will not be authorized to drive a motor vehicle at any time on county business, or the employee may be subject to discipline up to and including termination.
2. The employee may reapply for county driving privileges upon reinstatement of the employee's driver's license.

Accident Reporting

While on Vilas County business, any accident in a county vehicle, county rented vehicle or a personal vehicle, is required to be reported (as soon as is practical), to a Department Head or immediate manager. The Department Head is responsible for reporting all accidents to the Emergency Management Director and Human Resources.

If the accident involves a county vehicle the driver, with the assistance of the Department Head, Emergency Management Director or Human Resource, will call the county's automobile insurance carrier as outlined in the Accident Reporting Kit supplied with the vehicle. Every county vehicle will have an *Accident Reporting Kit* in the vehicle.

If the accident involves a Non-County owned vehicle being operated on county business, the driver will call their personal automobile insurance carrier.

If the accident involves a rental vehicle being operated on county business, the driver should notify the rental company.

Accident Investigating

With the assistance of the emergency Management Director and Human Resources, the Department Head is responsible for completing the *Accident Investigation Form*. This report should be completed as soon as possible and if possible, include the following: (1) police report, (2) the driver's accident report, (3) interview notes from the driver, and (4) pictures of the accident scene and damaged vehicle.

With the assistance of the Emergency Management Director and Human Resources, the Department Head will discuss the initial determination as to the preventability of the accident, and record the determination in the *Accident Investigation Report Form*.

With the assistance of the Emergency Management Director and Human Resources, the Department Head will discuss initiating corrective action to prevent the reoccurrence of similar accidents.

Vilas County

ISSUE DATE Adopted by the Vilas County HR Committee and Corp Counsel in May, 2017	POLICY TITLE: Grievance Policy	COMMITTEE OF JURISDICTION: Human Resource
REVISION DATE May 2017		

POLICY STATEMENT

Vilas County has established a Grievance policy pursuant to Wis. Stat. § 66.0509(1m) as required by law.

PURPOSE

To address employee concerns related to employee terminations, employee discipline and workplace safety.

SCOPE

An employee shall use this grievance policy for resolving disputes regarding employee termination, employee discipline or workplace safety issues covered by this policy.

GENERAL GUIDELINES

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

GUIDELINES

Administration means the person or persons designated by the County to represent the interests of management in a Grievance matter. The Administration may be represented by counsel at any point in the procedure.

Employee for purposes of a Grievance involving discipline or termination means a full-time or permanent part-time employee of Vilas County, as defined in the County's handbook and excludes elected officials, limited term employees, contractors, employees covered by a collective bargaining agreement containing a grievance procedure for discipline or termination and the following employees, officials or officers that serve at the pleasure of an appointing authority as provided by statute: Corporation Counsel, Veterans Service Officer, Highway Commissioner, Zoning Administrator, Land Information Officer, Real Property Lister, Social Services Director, Health Officer and ADRC Director. **Employee** for purposes of a Grievance involving workplace safety means an employee of Vilas County, as defined in applicable County personnel policy.

Discipline means any of the following adverse employment actions: suspension of employment;

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

Grievance means a written complaint filed under this policy by an employee involving discipline taken against the employee, termination of the employee or an alleged workplace safety issue directly affecting the employee. All complaints must be filed on the ***Vilas County Discipline / Termination Grievance Form***.

Termination means an involuntary separation of employment initiated by the County that is not a layoff or workforce reduction.

Working day means a day when the County courthouse is open for business.

Workplace safety means any standard established or adopted under Wis. Admin. Code Chapter Comm 32.

PROCEDURES

Grievance Procedure Related to Discipline or Termination

Initiating a Grievance Related to Discipline or Termination

1. A Grievance relating to discipline or termination shall be initiated by presenting a written complaint on the ***Vilas County Discipline / Termination Grievance Form*** to the Human Resources within 10 working days of the event giving rise to the Grievance. The Grievance must contain all of the information required ***Vilas County Discipline / Termination Grievance Form*** to be considered complete.
2. A Grievance may only be filed by the employee who is the subject of the discipline or termination. The Grievant must sign and date the Grievance. A Grievance will not be considered filed until the Grievant signs the Grievance, provides all of the required information and delivers the Grievance to the Human Resources.
3. If a Grievance is untimely or incomplete, the Human Resources shall issue a written request to the Grievant indicating it is untimely or identifying the information needed to complete the Grievance. The Grievant shall have five (5) working days from receipt of the written request to provide the Human Resources within the case of an untimely Grievance, a statement as to why the Grievance should be considered timely; or, with respect to an incomplete Grievance, with the information identified by the Human Resources Director. Upon receipt of the Grievant's response, the Human Resources shall refer the response to the Vilas County Human Resources Committee to determine whether the response is sufficient. Failure of the Grievant to timely provide the requested information within five (5) working days of Human Resources request or a finding by the Human Resources Committee that the Grievance is either untimely or that the Grievant has failed to provide sufficient information to allow the Grievance to move forward shall constitute a waiver of the right to use this grievance procedure and an abandonment of the Grievance.
4. By signing the Grievance, the Grievant is acknowledging and affirming that the statements contained in the Grievance are true and accurate to the best of the Grievant's knowledge.
5. Throughout the grievance process, the Grievant may represent their self or the Grievant may be represented by counsel or an individual of the Grievant's choosing.

Decision by Human Resources Director

If the Grievance cannot be resolved, the Human Resources Director may deliver a written response to the Grievant with a brief explanation as to why the Grievance is denied. If no written response is provided within ten (10) working days following filing of the Grievance, the Grievance is considered denied.

Hearing before an Impartial Hearing Officer

1. When the Human Resources Director receives a properly filed Grievance, the Human Resources Director shall assign the Grievance a case number and provide the Grievant with a list of Impartial Hearing Officers eligible to serve. The Grievant shall select the Impartial Hearing Officer from the list provided. If the Grievant does not make a selection within two (2) working days of being provided the list, the Human Resources Director shall make the selection.
2. Within five (5) working days of the date the Impartial Hearing Officer is selected, the Administration, Grievant and Impartial Hearing Officer shall conduct a pre-hearing conference and select a date for hearing not more than forty-five (45) calendar days from the date the Grievance was filed. A Grievant may amend a Grievance at any time up to fifteen (15) calendar days prior to the date of the hearing before the Impartial Hearing Officer. The Impartial Hearing Officer shall require the Grievant and Administration to provide a list of witnesses and exhibits that each intends to produce at the hearing no later than ten (10) working days before the hearing. The Impartial Hearing Officer may preclude the Grievant or Administration from introducing exhibits or taking testimony from witnesses who were not disclosed on the list to the opposing party. Neither party may engage in discovery, submit argument or otherwise engage in motion practice prior to the hearing.
3. Prior to the beginning of the hearing, the Impartial Hearing Officer may attempt to mediate the dispute at the request of both parties.
4. The Grievant may call witnesses and present testimony and exhibits that are relevant to the events at issue in the Grievance subject to the requirements related to exchange of witnesses and exhibits. The Grievant and Administration may cross-examine any witnesses presented by the opposing side subject to relevancy. The Impartial Hearing Officer may refuse to allow testimony or receive exhibits that the Impartial Hearing Officer deems irrelevant or repetitious.
5. The rules of evidence shall not be strictly followed, but no factual conclusions may be based solely on hearsay evidence.
6. During the hearing, the Impartial Hearing Officer may ask questions and gather information the Impartial Hearing Officer deems necessary or helpful. The Impartial Hearing Officer may allow for opening or closing statements at the discretion of the Impartial Hearing Officer, such statements not to exceed ten (10) minutes in length. The Impartial Hearing Officer shall maintain order and decorum at all times during the hearing, including refusing to take additional evidence until a disruption has ceased or terminating the hearing if the disruption does not cease after a warning is given.
7. After the Grievant and the Administration have finished introducing evidence, the Impartial Hearing Officer shall close the record. The parties shall have no right to file briefs or position statements and the Impartial Hearing Officer shall make a decision based solely on the evidence and argument presented at the hearing.
8. Burden of proof. Except in a Grievance involving termination of an Employee that is subject to Wis. Admin. Code Chap. DHS 5, the Grievant bears the burden of proof to persuade the Impartial Hearing Officer by clear, convincing and satisfactory evidence that the Administration abused its discretion in disciplining or terminating the Grievant. If the Grievant does not meet his or her burden of proof, the Impartial Hearing Officer shall deny the grievance. For a Grievance involving termination of an Employee that is subject to Wis. Admin. Code Chap. DHS 5, the Administration bears the burden of proof to persuade the Impartial Hearing Officer by clear, convincing and satisfactory evidence that good cause exists to terminate the Grievant as provided in Wis. Admin. Code Chap. DHS 5.06(2) (b).
9. Any hearing conducted hereunder shall be recorded by use of an audio recorder. A copy of the recording shall be provided to the Grievant at no charge. The Human Resources Director shall preserve all audio recordings for the period required by law following completion of all proceedings related to a Grievance.

Remedies

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

1. If the Grievance involves employee termination, the Impartial Hearing Officer may award any of the following or combination of the following: reinstatement; a lesser adverse employment action than termination such as suspension of employment, reduction in base pay, reduction in rank, demotion, or an oral or written reprimand; plans of correction or performance improvement; documentation of employee acts and/or omissions in an employment file; or that no adverse employment action be taken by the County. If reinstatement is awarded, the Impartial Hearing Officer may award back pay to the employee reduced by any unpaid suspension imposed by the Impartial Hearing Officer. The Impartial Hearing Officer shall not award back pay greater than the equivalent of seventy-five (75) working days.
2. If the Grievance involves employee discipline other than termination, the Impartial Hearing Officer may award any of the following or combination of the following: lesser adverse employment action than the discipline imposed by the County such as a reduced period of suspension, reduction in base pay, reduction in rank, demotion, or an oral or written reprimand; plans of correction or performance improvement; documentation of employee acts and/or omissions in an employment file; or that no adverse employment action be taken by the County. If the Impartial Hearing Officer reduces an unpaid suspension, the Impartial Hearing Officer may award back pay to the employee for any period of unpaid suspension served by the employee that was reduced.

Written decision of Impartial Hearing Officer

The Impartial Hearing Officer shall deliver a written decision to the Grievant no later than twenty (20) working days from the date of the hearing, with a copy to Administration. The written decision shall contain the following: the case number and caption describing the parties; appearances made by the parties at the hearing; the final decision and reasoning, if any; and if the County's decision is overturned, the remedy for the Grievant. If no written decision is received by the Grievant within twenty (20) working days following completion of the hearing, the Grievance shall be considered sustained.

Appeal

The Grievance maybe appealed to the County Board.

Grievance Procedure for Workplace Safety

Conditions Precedent to Filing a Workplace Safety Grievance

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

Action by Committee

1. If the County determines that the condition does not constitute a Workplace Safety violation, the Human Resources Director shall immediately notify the Chair of the County Board Committee designated to act on Workplace Safety matters.

2. The Chair shall call a meeting of the Committee as soon as practicable. The agenda shall indicate that the Workplace Safety matter is being considered and shall be personally delivered to the employee filing the complaint. The employee shall be invited to attend the meeting, together with any other official or personnel the Committee deems necessary for review of the Workplace Safety matter. The Committee shall have the power to resolve the Workplace Safety matter in the manner it deems appropriate.
3. Prior to concluding the meeting, which may be continued at the Committee's discretion, the Committee shall act proposing to resolve the Workplace Safety matter. The Committee shall have the discretion to resolve the Workplace Safety matter consistent with policy established by the County Board.

Initiating a Grievance relating to Workplace Safety

1. An employee may initiate a Grievance relating to Workplace Safety by presenting a written complaint on the form attached to this policy as Appendix C to the Human Resources Director within five (5) working days of the Grievant's receipt of notice from the County that it will not be taking corrective action with respect to an alleged Workplace Safety violation or the date upon which the Grievant knew or should have known that the County has failed to commence corrective action in accordance with law as set forth in section 1.04(1) or (2) above. The Grievance must contain the information set forth in **Vilas County Workplace Safety Grievance Form**.
2. The Grievant must sign and date the Grievance. A Grievance will not be considered filed until the employee signs the Grievance, provides all of the required information and delivers the Grievance to the Human Resources Director.
3. If a Grievance is untimely or incomplete, the Human Resources Director shall issue a written request to the Grievant indicating it is untimely or identifying the information needed to complete the Grievance. The Grievant shall have five (5) working days from receipt of the written request to provide the Human Resources Director with: in the case of an untimely Grievance, a statement as to why the Grievance should be considered timely; or, with respect to an incomplete Grievance, with the information identified by the Human Resources Director. Upon receipt of the Grievant's response, the Human Resources Director shall refer the response to the Vilas County Human Resources Committee to determine whether the response is sufficient. Failure of the Grievant to timely provide the requested information within five (5) working days of the Human Resources Director's request or a finding by the Human Resources Committee that the Grievance is either untimely or that the Grievant has failed to provide sufficient information to allow the Grievance to move forward shall constitute a waiver of the right to use this grievance procedure and an abandonment of the Grievance.
4. By signing the Workplace Safety Grievance, the Grievant is acknowledging and affirming that the statements contained in the Workplace Safety Grievance are true and accurate to the best of the Grievant's knowledge.
5. A Grievant shall not be allowed to amend a Workplace Safety Grievance.

Hearing before an impartial hearing officer

1. When the Human Resources Director receives a properly filed request for hearing, the Director shall assign the Workplace Safety Grievance a case number and provide the Grievant with a list of Impartial Hearing Officers eligible to serve. The Grievant shall select the Impartial Hearing Officer from the list provided. If the Grievant does not make a selection within two (2) working days of being provided the list, the Human Resources Director shall make the selection.
2. Any hearing conducted hereunder shall be recorded by use of an audio recorder. A copy of the recording shall be provided to the Grievant at no charge. The Human Resources Director shall preserve all hearing audio recordings for the period required by law following completion of all proceedings related to a Workplace Safety Grievance.
3. Hearing procedure: The hearing shall be conducted as identified.
4. Burden of proof: The County bears the burden of proving by a preponderance of the evidence that the

condition identified by the Grievant does not constitute a Workplace Safety violation and that no corrective action is required. If the County does not meet its burden of proof, the Grievance shall be sustained.

Impartial Hearing Officer Decision

1. If the Workplace Safety Grievance is sustained, the Impartial Hearing Officer may issue an order which includes a statement as to the particular provisions of Wis. Admin. Code Chap. Comm 32 that are implicated by the Workplace Safety grievance and order the County take corrective action in accordance with law to address the Workplace Safety violation. The Impartial Hearing Officer shall have no authority to require the County to take any specific corrective action or provide any specific remedy in response to the Workplace Safety violation.
2. If the Workplace Safety Grievance is denied, the Impartial Hearing Officer shall issue a written report that identifies the basis for denying the Grievance.
3. The Impartial Hearing Officer shall file the written report with the County Clerk within twenty (20) days of the close of the hearing.

Appeal

The Grievance maybe appealed to the County Board.

County Board Appeal

Requesting an Appeal to the County Board

1. Either party may appeal the Impartial Hearing Officer's decision by filing a request for appeal with the County Clerk on the form attached hereto as Appendix D no later than ten (10) working days from the date of the Impartial Hearing Officer's decision. Failure to file a written appeal by the filing deadline will result in the waiver of the right to an appeal and the outcome of the proceedings before the hearing officer shall be final. Upon the filing of a request for appeal, the Administration shall provide the following to the County Clerk for distribution to the County Board at the meeting where the appeal is considered: a copy of the grievance filed with the department head; a copy of the written response from the Human Resources Director, if any; a copy of the written decision from the hearing officer, if any; and a statement of the relief requested by the Grievant.
2. Upon the filing of an appeal, the Human Resources Director shall forward a copy of the audio recording of the hearing before the Impartial Hearing Officer to the County Clerk.

Written Decision of the County Board

The County Board shall deliver a written decision to the Grievant and the Administration no later than twenty (20) working days from the date of the County Board meeting. The written decision shall contain the following: the case number and caption describing the parties; the final decision and reasoning, if any; and if the County's decision is overturned, the remedy for the employee.

Contents of County Board Decision

If no written decision is received by the Grievant within twenty (20) working days following the meeting at which the Grievance is presented to the County Board for review, the Grievance shall be considered denied. If the Grievance is sustained, the County may award the Grievant one of the following remedies if reasonable under the totality of the circumstances:

1. If the Grievance involves employee termination, the County Board may award remedies consistent with

Hearing Before an Impartial Hearing Officer. If reinstatement is awarded, the County Board may award back pay to the employee reduced by any unpaid suspension imposed by the County Board. The County Board shall not award back pay greater than the equivalent of the number of working days elapsed from the date of termination to the date of the County Board meeting.

2. If the County Board reduces an unpaid suspension, the County Board may award back pay to the employee for any period of unpaid suspension served by the employee that was reduced.
3. If the Grievance involves Workplace Safety, the County Board may order that corrective action be taken according to law.

The decision of the County Board shall be final and may not be reconsidered.

Vilas County

ISSUE DATE February, 2014	POLICY TITLE: Notice of Privacy Practices HIPPA – Collaborative of Wisconsin	COMMITTEE OF JURISDICTION: Human Resources
REVISION DATE		

POLICY STATEMENT

Vilas County Health Plan is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. If you have questions about any part of this Notice or if you want more information about the privacy practices at Vilas County Health Plan, please contact the Corporation Counsel Office, 330 Court Street, Eagle River, Wisconsin, 54521, (715) 479-3714.

PURPOSE

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. PLEASE REVIEW IT CAREFULLY.

SCOPE

This policy applies to all employees of Vilas County. This document is ©Copyright 2002 HIPPA COW; Revised January 2014.

GENERAL GUIDELINES

How Vilas County Health Plan May Use or Disclose Your Health Information

The following categories describe the ways that Vilas County Health Plan may use and disclose your health information. For each category of uses and disclosures, we will explain what we mean and present some examples. Note every use or disclosure in a category will be listed. However, all the ways we are permitted to use and disclose information will fall within one of the categories.

- **Payment Functions.** We may use or disclose health information about you to determine eligibility for plan benefits, obtain premiums, facilitate payment for the treatment and services you receive from health care providers, determine plan responsibility for benefits, and to coordinate benefits. For example, payment functions may include reviewing the medical necessity of health care services, determining whether a particular treatment is experimental or investigational, or determining whether a treatment is covered under your plan.
- **Health Care Operations.** We may use and disclose health information about you to carry out necessary insurance-related activities. These may include underwriting, premium rating and other activities relating to plan coverage, conducting quality assessment and improvement activities, submitting claims for stop-loss coverage, legal services, audit services, and fraud and abuse detection programs, and business planning, management and general administration.
- **Required by Law.** As required by law, we may use and disclose your health information. For example, we may disclose medical information when required by a court order in a litigation or administrative proceeding.
- **Public Health.** As required by law, we may disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability; reporting child abuse or neglect; reporting domestic violence; reporting to the Food and Drug Administration problems with products and reactions to medications; and reporting disease or infection exposure.

- **Health Oversight Activities.** We may disclose your health information to health agencies during the course of audits, investigations, inspections, licensure and other proceedings related to oversight of the health care system.
- **Law Enforcement.** We may disclose your health information to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena.
- **Coroners, Medical Examiners and Funeral Directors.** We may disclose your health information to coroners, medical examiners and funeral directors. For example, this may be necessary to identify a deceased person or determine the cause of death.
- **Organ and Tissue Donation.** We may disclose your health information to organizations involved in procuring, banking or transplanting organs and tissues, if necessary.
- **Public Safety, National Security.** We may disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or the general public, and for military, national security, prisoner and government benefits purposes.
- **Worker's Compensation.** We may disclose your health information as necessary to comply with worker's compensation or similar laws.
- **Disclosures to Plan Sponsors.** We may disclose your health information to the supervisor of your group health plan, for purposes of administering benefits under the plan.
- **Marketing and Fundraising.** Vilas County may contact you to provide information about health-related benefits and services that may be of interest to you. Uses and disclosures of health information for marketing or sale purposes are prohibited without your signature. Vilas County will not release health information for sale, marketing or fundraising purposes without your signature. You will have the right to opt out of fundraising activities in which Vilas County participates using health related information.
- **Disclosures of Genetic Information by a Health Plan.** As an employer, Vilas County is prohibited from and will not use or disclose genetic information for the purposes of underwriting the health plan.

When Vilas County Health Plan May Not Use or Disclose Your Health Information

Except as described in this Notice of Privacy Practices, we will not use or disclose your health information without written authorization from you. If you do authorize us to use or disclose your health information for another purpose, you may revoke your authorization in writing at any time. If you revoke your authorization, we will no longer be able to use or disclose health information about you for the reasons covered by your written authorization, though we will be unable to take back any disclosures we may have already made with your permission.

Statement of Your Health Information Rights

- **Right to Request Restrictions.** You have the right to request restrictions on certain uses and disclosures of your health information. Vilas County is not required to agree to the restrictions you request. If you would like to make a request for restrictions, you must submit your request in writing to the **HR/Payroll Coordinator**, 330 Court Street, Eagle River, Wisconsin, 54521, (715) 479-3604.
- **Right to Request Confidential Communications.** You have the right to receive your health information through a reasonable alternative means or at an alternative location. To request confidential communications, you must submit your request in writing to the **HR/Payroll Coordinator**, 330 Court Street, Eagle River, Wisconsin, 54521, (715) 479-3604. We are not required to agree to your request.
- **Right to Inspect and Copy.** You have the right to inspect and copy health information about you that may be used to make decision about your plan benefits. This information may be available electronically if it already exists electronically and it is readily producible. If the pre-existing electronic record is not readily producible, an alternative electronic format may be agreed to. To inspect and copy such information, you must submit your request in writing to **HR/Payroll Coordinator**, 330 Court Street, Eagle River, Wisconsin,

54521, (715) 479-3604. If you request a copy of the information, we may charge you a reasonable fee to cover expenses associated with your request.

- **Right to Request Amendment.** You have a right to request that Vilas County Health Plan amend your health information that you believe is incorrect or incomplete. We are not required to change your health information and if your request is denied, we will provide you with information about our denial and how you can disagree with the denial. To request an amendment, you must make your request in writing to Human Resources, 330 Court Street, Eagle River, Wisconsin, 54521, (715) 479-3604. You must also provide a reason for your request.
- **Right to Accounting of Disclosures.** You have the right to receive a list or “accounting of disclosures” of your health information made by us, except that we do not have to account for disclosures made for purposes of payment functions or health care operations, or made to you. To request this accounting of disclosures, you must specify a time period of up to six years and may not include dates before April 14, 2003. Vilas County Health Plan will provide one list per 12-month period free of charge; we may charge you for additional lists.
- **Right to Paper Copy.** You have a right to receive a paper copy of this Notice of Privacy Practices at any time. To obtain a paper copy of this Notice, send your written request to **HR/Payroll Coordinator**, 330 Court Street, Eagle River, Wisconsin, 54521, (715) 479-3604.
- **Right to Restriction When Paid in Full.** Patients have the right to restrict a provider from notifying a health plan of a provided service at the patient’s request, if and when the patient pays for the service in full as an out of pocket expense.
- If you would like a more detailed explanation of these rights or if you would like to exercise one or more of these rights, contact Vilas County Corporation Counsel, 330 Court Street, Eagle River, Wisconsin, 54521, (715) 479-3714.

Changes to This Notice of Privacy Practices

Vilas County Health Plan reserves the right to amend this Notice of Privacy Practices at any time in the future and to make the new Notice provisions effective for all health information that it maintains. We will promptly revise our Notice and distribute it to you whenever we make material changes to the Notice. Until such time, Vilas County Health Plan is required by law to comply with the current version of this Notice.

Complaints

Complaints about this Notice of Privacy Practices or about how we handle your health information should be directed to the Vilas County Corporation Counsel, 330 Court Street, Eagle River, Wisconsin, 54521, and (715) 479-3714. Vilas County Health Plan will not retaliate against you in any way for filing a complaint. All complaints to Vilas County Health Plan must be submitted in writing. If you believe your privacy rights have been violated, you may file a complaint with the Secretary of the Department of Health and Human Services.

Vilas County

ISSUE DATE Adopted by the Vilas County Public Property Committee, June 2009	POLICY TITLE: Information Technology	COMMITTEE OF JURISDICTION: Public Property
REVISION DATE June 1, 2016		

POLICY STATEMENT

All information technology (IT) resources including servers, storage devices, PCs, laptops, cell phones, smart phones, PDAs, networking equipment, networking circuits and capacity, telephone systems, e-mail, messaging systems, video systems and Internet access owned, rented or leased by Vilas County are business tools to be used in accordance with the County's mission of public service. Except as prohibited by this or another more restrictive county department policy and with proper approval, limited and reasonable use of these tools for occasional employee personal purposes is permitted as long as it does not result in any additional cost or interfere with work productivity and follows all guidelines in this policy. Personal use must be done during the employee's unpaid time off.

PURPOSE

The purpose of the Vilas County Information Technology policy is to define standards of conduct regarding the use of information technologies available through Vilas County. These technologies include, but are not limited to, computers, computer files, software, as well as electronic mail, voice mail, Internet and Intranet, the County network, and cell phones.

SCOPE

This policy applies to all computer and communication devices owned or operated by Vilas County. This policy may also apply to any computer and communications devices that are present on Vilas County premises, but which may not be owned or operated by Vilas County (e.g. contractors connecting to Vilas County network, privately-owned storage devices connecting with Vilas County computer or device).

This policy applies to all Vilas County employees, temporary employees and officials, contractors, consultants, or any person, vendor or agent connecting a computer or workstation to the Vilas County network.

Section VIII of this policy, "Passwords," applies to all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any Vilas County facility, has access to the Vilas County network, or stores any non-public Vilas County information.

GENERAL GUIDELINES

Conduct

Use of the Internet, e-mail and the telephone requires conformance to a professional standard of conduct. Employees are to conduct themselves as representatives of the County and must show consideration and respect to others. It is the responsibility of each employee to ensure that use of the Internet, e-mail and telephone is done responsibly and economically, and that access does not adversely affect his or her productivity.

Employee Responsibility

Employees are responsible for appropriate use of IT resources in accordance with this policy or more restrictive department policy. In addition to complying with all laws and policies, employees are expected

to adhere to the highest ethical standards when conducting business.

Department Head Responsibility

Department heads, managers and supervisors are responsible for ensuring the appropriate use of IT resources through training, supervising, and, when necessary, taking disciplinary action.

Appropriate Use

The use of and access to County-owned information technology resources is limited to employees and officers of the County and contractors assigned to access said resources. It is intended for official purposes associated with the performance of governmental or agency functions in the name and on behalf of the County. Consequently, all data and information shall be and shall remain the property of the County and shall not belong to the individual employee or officer.

The use of information technology resources for limited personal use is a privilege which may be revoked at any time by County management if use is deemed inappropriate. The County will monitor the use of information technology resources.

Inappropriate Use

Inappropriate use of IT resources exposes Vilas County to risks including, but not limited to virus attacks, compromise of network systems and services, legal issues and loss of productivity. Disciplinary action may occur whenever misuse or a breach of security is detected and determined intentional or negligent. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. Any outside agency, vendor or agent found to have violated this policy may cause the agency to lose access to the Vilas County network.

Employees may be exempted from these use restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services). Uses that are prohibited include, but are not limited to:

- Engaging in illegal activities as defined by State and Federal law or local ordinance while using Vilas County-owned resources.
- Violating the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Vilas County.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Vilas County or the end user does not have an active license is strictly prohibited.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
- Intentionally deleting or damaging data.
- Intentionally introducing malicious programs into the network or server (e.g., viruses, worms, Trojan horses, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- Accessing resources or altering data without explicit management authorization.
- Obtaining unauthorized access to any computer system, including a personal or home system without the express authorization of a department head.
- Using Vilas County information technology to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.

- Transmitting or viewing materials with intent to demean any person's age, disability, gender, race, national origin or sexual orientation. This does not apply to an employee who is required to view such material for law enforcement or other legitimate job-related purposes where no intent to demean is formed on the part of the employee.
- Viewing, reading or accessing any sexually explicit sites or materials that are in any way sexually revealing, sexually suggestive, sexually demeaning, or pornographic. This does not apply to an employee who is required to view such material for law enforcement or other legitimate job-related purposes where no intent to demean is formed on the part of the employee.
- Transmitting threatening, abusive, obscene, lewd, profane, or harassing material.
- Promoting personal, political, religious or private causes, positions or activities, or working on behalf of organizations that have no professional or business affiliation with the County.
- Making fraudulent offers of products, items, or services originating from any Vilas County account.
- Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
- Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
- Attempting to evade, disable, or bypass any security provisions of systems or the network.
- Circumventing user authentication or security of any host, network or account.
- Providing information about, or lists of, Vilas County employees to parties outside Vilas County.
- Copying, sending and removing information that is confidential or is not an open record to authorized users outside of the office or network.
- Wagering, betting or selling chances.
- Initiating or forwarding chain letters.
- Engaging in commercial activities.
- Soliciting, except in relation to County activities.

GUIDELINES

General Use and Ownership

- Data created on Vilas County's information technology systems remains the property of Vilas County. There is no expectation of privacy on behalf of any user regarding the data.
- Department heads are responsible for determining the reasonableness of personal use for their staff. The Internet represents a value-added working tool that offers great benefits to its users and to the County. Unfortunately, Internet access can also divert attention from productive work practices and heighten security risks. Inappropriate use of Internet resources can also increase the County's exposure to liability and make related networks more vulnerable to hackers, virus infections, and other dangers.
- For security and network maintenance purposes, authorized individuals within Vilas County may monitor equipment; systems and network traffic at any time (see Audit Vulnerability Scans Section VII).
- Vilas County reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Security and Proprietary Information

- Passwords must be kept secure and cannot be shared. Authorized users are responsible for the security of their passwords and accounts.
- All PCs, laptops and workstations must be secured by logging-off when the computer will be unattended. This includes PC / Laptops being used off site.
- All hosts used by the employee that are connected to the Vilas County Internet/Intranet/Extranet, whether owned by the employee or Vilas County, shall be continually executing approved virus-scanning software with a current virus database.
- Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses. Any questionable emails should be brought to the attention of the IT Department.

PROCEDURE

Email Use

Purpose

The purpose of this section is to insure proper use of the county email system. When email is sent from Vilas County, the general public will tend to view that message as an official policy statement from the Vilas County. This policy aims to ensure that the internet and electronic mail (e-mail) are tools that will be used effectively for their intended purpose without infringing legal requirements or creating unnecessary business risk.

The department head is the custodian of all information, including electronic mail (email), for the department. All requests for public records will be forwarded to the appropriate department head for response.

All messages composed, stored, sent or received on the County email system are and remain the property of the County. Employees do not have a personal privacy right in any email message or other material in the email system. Any email content may be monitored without prior notification.

The amount of storage available for email is limited. Email should not be used as a long-term storage media. The size of every e-mail account will be limited.

Normally, E-mail is not secure. If the content of a message is sensitive or confidential, the user needs to include the word "Encrypt" anywhere in the subject line. By doing so, the email will be encrypted and secured for sending.

Confidentiality

Email is not a confidential form of communication. The sending of email messages with confidential information is prohibited internally or externally unless the confidential data is encrypted via the Vilas County Encryption system. Employees must treat electronic information with the same care as they would paper-based information that is confidential. Keep all such information secure, use it for the purpose(s) intended and do not disclose the same to any unauthorized third party (which may sometimes include other employees of the County).

Prohibited Use

The Vilas County email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, physical appearance, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any Vilas County employee should report the matter to their supervisor immediately. Examples of prohibited use include but are not limited to the following:

Other Prohibited Uses

- Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- Use of unsolicited email originating from within Vilas County's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by

Vilas County or connected via Vilas County's network.

Personal Use

Using a minimal amount of Vilas County resources for personal emails is acceptable permitted. This use needs to be approved by each department head.

Email Filtering and Filter Reporting

The County reserves the right to filter specific file types, such as .zip and .exe, to prevent transmission. These types of files are the primary method of transporting viruses, usually via attachments. The IT Department is responsible for filtering and email system reporting. Any usage report requests must be submitted and signed by the Department Head to the attention of the IT Director. The request should include the name of the person and a time frame from which to generate a report. The IT Department will require up to two weeks for producing such a report.

Record Retention

The legal custodian of the record and each user are responsible for maintaining public record. The IT Department shall not have the responsibility for maintaining public record. The legal custodian and each user shall determine whether an item constitutes a public record according to Chapter 19 of the Wisconsin Statutes (Wisconsin public record law) and shall retain in accordance with Chapter 20 of the Vilas County Code.

The Corporation Counsel is available to assist employees and officials as to what constitutes a public record under Wisconsin Public Records Law.

The IT Department has email archive systems in place to retain email records. Retrieval of these items can be done by contacting the Information Technology Department.

Social Networking

Accessing social networking sites (Facebook, Twitter, etc.) using County-owned electronic devices is prohibited with the exception of departments using social network sites for work-related activities. Staff accessing social networking sites to perform work-related activities should use a separate, work-related login and must not access their personal login. Many social networking sites allow the installation of extra applications, programs and skins to enhance the experience. Many of these extra applications contain Trojans, viruses and other malware. Installation of any extra applications on any social networking site is only allowed upon approval from the IT Department.

Websites

If you post content to someone else's social media website, the content is considered a public record. If you host a social media page/website, all content on the page is a public record. You and your department head must develop a method to record this public record information in a way that allows you to respond legally to public record requests.

Video, Radio and Other Bandwidth Intensive Content

Access to streaming video (YouTube, Hulu, movie and tv stations and feeds, etc.), music (iTunes, Pandora, etc.), and audio feeds (radio stations) or any other large data downloads or uploads is only allowed upon approval by Department Head.

Cell Phones / Smart Phones

Vilas County owns the information (length, number, etc.) about all transmissions on County-owned cell phones/smart phones. If text messaging is provided, the content and all information about the text messages are the property of the County. There is no expectation of privacy with respect to activities on

these devices. See Vilas County Cell Phone policy for further requirements.

Smart Phones

Smart phones are cell phones that have internet or wireless access. These phones have the ability to access the internet and may have E-mail access. If you use a smart phone to receive and send E-mails, sync your calendar, contacts, photos and documents; be aware of the risks of loss of information. Do not store confidential information on a smart phone. If the phone is compromised, you must immediately notify the IT Department that the phone was compromised. We will immediately change the passwords on your network accounts. Be aware that a remote wipe will wipe ALL information on the device. Back up information that you do not wish to lose.

Mobile Computing

Purpose

The purpose of this policy is to establish an authorized method for controlling mobile computing that contains or accesses information resources at Vilas County.

Background/History

With advances in computer technology, mobile computing devices have become useful tool to meet the business needs at Vilas County. These devices are especially susceptible to loss, theft, hacking, and the distribution of malicious software. As mobile computing becomes more widely used, it is necessary to address security to protect information resources at Vilas County.

Persons Affected

Vilas County employees, temporary employees and officials, contractors, consultants, or any person, vendor or agent who use mobile computing and storage devices on the network at Vilas County.

Policy

Mobile computing and storage devices containing or accessing any secure resources at Vilas County must be approved by the Information Technology Department prior to connecting to the information systems at Vilas County. This pertains to all devices connecting to the non-public network, regardless of ownership.

Mobile devices are easily lost or stolen, presenting a high risk for unauthorized access and introduction of malicious software to the network at Vilas County. These risks must be mitigated to acceptable levels with the installation of Mobile Device Management (MDM) software. This software allows remote data destruction of a lost or stolen device.

Procedures

REPORTING: To report lost or stolen mobile computing devices, call the Information Technology Department at (715) 479-3666. The Information Technology Department shall review all new mobile computing devices that may connect to information systems at Vilas County.

Confidential Information

Confidential information is defined in State and Federal law. Confidential information means information which is protected from disclosure by state or other specific laws. The originator's subjective belief that information is not intended to be disclosed does not render it "confidential"

Many employees have access to confidential information through the course of their job. Confidential information may only be used to perform job functions. Any other use is prohibited and may be punishable by criminal prosecution and/or employee sanctions including termination. Access to confidential information outside of the strict business needs of a job function is prohibited. Reasonable measures must be taken to safeguard confidential information from unauthorized access.

Confidentiality of e-mail (mainly as it relates to sending messages to external parties), instant messages or

voice mail messages cannot be guaranteed. If a message contains confidential information, other forms or delivery should be considered and used, if possible. Anyone receiving electronic communications in error shall notify the sender immediately. The communication may be privileged, confidential, and/or exempt from disclosure under applicable law. Such privilege and confidentiality shall be respected, if possible.

Audit Vulnerability Scans

Vilas County shall utilize and authorize approved parties to perform electronic scans of systems and/or equipment, networks and/or firewalls on any system at Vilas County. Audits may be conducted to:

- Ensure integrity, confidentiality and availability of information and resources
- Investigate possible security incidents ensure conformance to Vilas County security policies
- Monitor user or system activity where appropriate.

When requested, and for the purpose of performing an audit for security or network reasons, Vilas County will allow access of its networks and/or firewalls to the extent necessary to allow audits to perform the scans authorized. Vilas County IT Department shall provide protocols, addressing information, and network connections sufficient to enable the software to perform network scanning. This access may include:

- User level and/or system level access to any computing or communications device
- Access to information (electronic, hardcopy, etc.) that may be produced, transmitted or stored on Vilas County equipment or premises
- Access to work areas (labs, offices, cubicles, storage areas, etc.)
- Access to interactively monitor and log traffic on Vilas County networks.

Security

Purpose

The purpose of this section is to establish a standard of creation of strong passwords, the protection of those passwords, and the frequency of change. Passwords are an important aspect of computer security. They are the front line of protection for user accounts. An improper password may result in the compromise of Vilas County's entire computer network. As such, all Vilas County employees (including contractors and vendors with access to Vilas County systems) are responsible for taking the appropriate steps to select and secure their passwords.

General

All user-level passwords (e.g., email, web, desktop computer, etc.) must be changed at least every ninety days. Passwords must not be inserted into email messages or other forms of electronic communication. All user-level and system-level passwords must conform to the guidelines described below.

Password Protection Standards

Do not use the same password for Vilas County accounts as for other non-Vilas County access (e.g., personal banking account, online email, etc.). Do not share Vilas County passwords with anyone, including administrative assistants, department heads or secretaries. All passwords are to be treated as sensitive, confidential Vilas County information.

If an account or password is suspected to have been compromised, report the incident to the Information Technology Department immediately and request to have password changed.

Password expiration may be performed on a periodic or random basis by the Information Technology Department or its delegates. If a password has been changed by the Information Technology Department, the user will be required to change it to his/her new password at their next logon.

Anti-Virus Measures

All computers with Internet access will have virus protection software installed prior to the connection being established. Even though this software will detect many viruses, it will not detect them all. If it is

suspected that a computer has been infected by a virus, the user should not attempt to remove the virus, but shall immediately contact the IT Help Desk which will arrange for diagnosis and/or removal.

Software Purchases / Use / Installation

All software on County computers must be legally licensed, purchased and installed through the IT Department unless otherwise authorized by the IT Director. Running software that is not licensed is illegal and can subject the user and the County to significant penalties under the law. No personal software, even if purchased by an employee specifically for his/her office computer, may be installed or used without prior authorization of the IT Director. All requests for new software applications will be ordered only after review and approval by the department head and IT Director. All storage devices are scanned for threats upon connection with Vilas County equipment. Employees are responsible for ensuring the integrity of their storage devices. Any concerns regarding the possibility of an infected storage device must be immediately report to the IT Department.

Downloading Software

Unless specifically authorized by the County, employees shall not download software. This includes, but is not limited to games, screen savers, utilities, demo software and third-party software. Downloading software presents a significant risk of virus infection and license fee liability. Resolving these problems can be expensive and time consuming. Therefore, the unauthorized copying, downloading or importing of software by employees using any method is strictly prohibited. If downloading is necessary, it must be done by the IT Department employees following designated procedures for file transfer, virus checking and licensing.

Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment, in accordance with the Employee Handbook or any applicable bargaining agreement. At the same time, an employee's and/or an official's conduct and/or action(s) may be unlawful and the employee and/or official may be held personally liable.

Privacy and Monitoring

Vilas County employees shall have no expectation of privacy in anything they store, send or receive on the County's technology resources. The contents of local hard drives may be physically examined without notice, and periodic and random audits of information technology usage will be performed. Vilas County may use the results to identify and prevent problems, and to monitor employee compliance with this policy and to initiate disciplinary action up to and including termination if necessary.

Legal and Regulatory Requirements

- Vilas County systems transmit, receive, process, and store information that must be protected according to federal, state, and local laws and regulations. The development of a security policy for Vilas County, shall take into consideration those laws and regulatory issues applicable to the operating environments.
- Agencies that process information governed by the Payment Card Industry Data Security Standard (PCI-DSS) shall implement security standards to minimize risk of the unauthorized exposure of cardholder information and credit card fraud.
- Vilas County agencies that process, receive, maintain, or transmit electronic protected health information shall ensure the information is protected against reasonably anticipated threats, hazards, and impermissible uses and/or disclosures by implementing the Health Insurance Portability and Accountability Act (HIPAA) Security Rule standards for information systems.
- Agencies shall implement measures to protect any Personally Identifiable Information (PII) processed, transmitted, received and stored on County information systems. The overall privacy of information are concerns both for individuals whose personal information is at stake and for agencies that may be liable or have their reputations damaged should PII be inappropriately

accessed, used, or disclosed.

- The Office of Vilas County Corporation Counsel shall make the determination of the application of law and legal interpretation of issues as required in assisting the Department Heads in carrying out the duties and compliance responsibilities of this Policy.

Vilas County

ISSUE DATE Adopted by the Vilas County HR Committee on August 15, 2014	POLICY TITLE: Paid Time Off - PTO	COMMITTEE OF JURISDICTION: Human Resource
REVISION DATE May 24, 2018 Rev. 5		

POLICY STATEMENT

Vilas County offers a Paid Time Off (PTO) benefit which consolidates vacation, sick leave, and personal days into a single account for employees to use at their discretion.

PURPOSE

Paid Time Off (PTO) leave allows employee the flexibility on how to utilize time off. Employees can use hours in the PTO bank for paid time away from work for vacation, personal illness, family illness and appointments.

SCOPE

This policy applies to regular full-time and regular part-time employees.

GENERAL GUIDELINES

All new hires are credited / given 10-PTO days as part of their offer of employment. If an employee separates employment prior to their one-year anniversary, the credited PTO that was given to the employee as part of the initial job offer is forfeited. Any used credited PTO will be required to be paid back to Vilas County. Any PTO accrued under this policy during the first year of employment may or may not be paid out upon separation depending on the amount of PTO used prior to the employee's separation.

For the purpose of calculating years of service, employees with a hire date before October 1 shall use a starting date of January 1 of the year of hire. Employees with a hire date on or after October 1 shall use a starting date of January 1 of the year after the date of hire.

PTO must be exhausted (in addition to *Extended Sick Leave Bank (ESL)*, ***please refer to Extended Sick Leave Bank Policy and/or the Extended Sick Leave Bank Guideline in this policy***) before an employee is eligible to take unpaid leave. An employee on a qualified FMLA leave is exempt from exhausting PTO but an employee is required to use PTO leave for the first three (3) days of any qualified FMLA leave, including, but not limited to, intermittent leave.

GUIDELINES

PTO Accrual

- PTO will accrue every pay period based upon the number of hours the employee is regularly scheduled to work (excluding overtime, or additional straight time).
- PTO will not accrue for unpaid time off.
- PTO will be added to the employee's bank upon completion of each pay period.
- When an employee reaches a *Year of Service* milestone (as listed below), the accrual multiplier change takes effect on January 1 of the current year for employees with a hire date before October 1 and January 1 of the following year for employees with a hire date on or after October 1.

Years of Service	Accrual Sheriff's Office Only (85 Hrs.)	Accrual (80 Hrs.)	Accrual (75 Hrs.)	Accrual 3/4 Time-32 hrs.	Accrual 1/2 Time	Days Off
0 - 1	3.269	3.077	2.885	2.461	50% of average hours worked in a year	10
2 - 5	4.904	4.615	4.327	3.692		15
6 - 10	6.538	6.154	5.769	4.923		20
11 - 14	8.173	7.692	7.212	6.153		25
15 - 19	9.808	9.231	8.654	7.384		30
20+	11.442	10.769	10.096	8.615		35

Accrual Limits

Accrual limit are in effect on December 31, in the following amounts:

- For 85 hour per pay period employees, the PTO bank shall not exceed 170 hours.
- For 80 hour per pay period employees, the PTO bank shall not exceed 160 hours.
- For 75 hour per pay period employees, the PTO bank shall not exceed 150 hours.
- For part-time employees, the PTO bank shall not exceed the four-week equivalent of the regular hours worked (i.e., 40 hour per pay period employees, shall not exceed 80 hours, ¾ time shall not exceed 128 hours).

*Any accrued PTO hours in excess of the accrual limit will be deposited into the employee's termination bank at the employee's current hourly rate of pay. **Please refer to Termination Bank Policy and/or the Termination Bank Guideline in this policy.***

PTO Usage

- PTO must be used in increments of no less than 15 minutes.
- PTO does not count as time worked for purposes of calculating overtime.
- Usage of PTO and time worked cannot exceed the normal workday hours for the position.
- An employee cannot be paid for time at work and receive PTO pay at the same time.
- Employees may not donate PTO days to another County employee.
- Any remaining PTO hours at the end of each year will automatically be carried forward into the next year, not to exceed the PTO limits.

Authorization of PTO

- Employees using PTO must seek prior approval from their Manager.
- Employees who have an unscheduled absence will be required to use PTO (if available) for the duration of the absence.
- It will be left up to each department to establish procedures that paid time off requests are processed in a fair and equitable manner, with first consideration to be given to the efficient operation of the department.

Unpaid Leave

With the exception of a qualified FMLA leave, unpaid leave may not be taken until such time that the PTO bank has been exhausted. If an employee would be eligible to use their *extended sick leave (ESL)*, unpaid leave may not be taken until the PTO bank and *extended sick leave – ESL* have been exhausted. An employee's PTO or *extended sick leave (ESL)* cannot fall below zero.

PTO and Workers Compensation Coordination

If an employee is being paid by Workers Compensation due to a work-related injury and unable to work, PTO is

available to be used. Employees may use this option to bring their pay to 100% and pay for benefits while out on Workers Compensation.

Extended Sick Leave Bank (ESL)

Purpose

The Extended Sick Leave (ESL) bank is intended for use in situations where the employee is absent from work due to a condition qualifying for Family and Medical Leave (FMLA), and/or to compensate the employee during the Short-Term Disability elimination period.

Guidelines

- When a medical situation qualifies for FMLA, the ESL bank may be used once the absence lasts more than three (3) days.
- When hours are converted to the ESL, the hours will be added into the ESL bank at the employee's current hourly rate. When hours are drawn from the ESL, the hours will be deducted at the employee's hourly rate at the time of use.
- ESL is not available to employees receiving compensation under the County's Short-Term Disability program.
- Employees may not donate ESL hours to another County employee.
- All unused ESL hours will be carried forward annually, and there is no maximum to the ESL bank.
- Upon termination, the employee and the employee's estate will forfeit their ESL bank.

Extended Sick Leave (ESL) and Worker's Compensation Coordination

If an employee is being paid by Worker's Compensation due to a work-related injury and unable to work, ESL is available to be used. Employees may use this option to bring their pay to 100% and pay for benefits while out on Workers Compensation. ***Please refer to the Extended Sick Leave Bank Policy or Human Resources for details.***

Termination Bank

Purpose

After 15 years of service with the County, an employee who terminates / separates employment is eligible to be paid out the converted dollar amount in the termination bank.

Guideline

- After 15 years of service, the employee or the employee's estate is eligible to be paid the cash value of up to 60 unused accumulated termination days.
- After 20 years of service, the employee or the employee's estate is eligible to be paid in cash value of up to 80 accumulated termination days.
- An employee's termination bank shall not exceed the equivalent of the employee's current hourly rate for 80 termination days.
Example: if an 8-hour employee has a current hourly rate of \$20/hour, their termination bank may not exceed \$12,800. (8 hours/day * \$20/hour * 80 days = \$12,800).
- Grandfathered employees (***see Human Resource if you were hired prior to May 1, 2000 to see if you qualify***), with 20 years of service, the employee or the employee's estate is eligible to be paid in cash value of up to 90 accumulated termination days.
- The hours per day calculation is derived by dividing an employee's scheduled number of hours per week by ten.

PROCEDURE

PTO

1. Employees must obtain Manager's approval to use PTO.
2. PTO is required for unscheduled absences.
3. The employee will record the used PTO hours in the County's time keeping system.
4. The Manager will approve the PTO in the County's time keeping system.

FMLA

4. Employees requesting FMLA are required to complete a *Vilas County: Request for Family and Medical Leave Form*
5. Employee will meet with Human Resources to complete Section C. Substitution of Accrued Paid Leave of the *Vilas County: Request for Family and Medical Leave Form*.
6. Human Resources will process pay according to employee's request.

Worker's Compensation

If an employee is being paid by Worker's Compensation due to a work-related injury and unable to work, ESL is available to be used. Employees may use this option to bring their pay to 100% and pay for benefits while out on Worker's Compensation.

7. Employees can request supplemental pay when receiving Worker's Compensation.
8. The employee will contact Human Resources to request supplemental pay.
9. The employee will need to provide Human Resource with a copy of the Worker's Compensation check.
10. The employee will continue on the payroll as a County employee receiving the difference between Worker's Compensation check and the employee's full salary.
11. The difference between the amount of the Worker's Compensation check and the employee's full salary will be deducted on a prorated basis from the employee's available bank.
12. Human Resources will process pay according to employee's request.

Vilas County

ISSUE DATE Adopted by the Vilas County Public Property Committee on May 9, 2017	POLICY TITLE: Pool Vehicle Use	COMMITTEE OF JURISDICTION: Public Property Committee
REVISION DATE		

POLICY STATEMENT

Vilas County has a fleet pool of vehicles for employees to use for business travel.

PURPOSE

Vilas County recognizes that County staff may need to travel while performing their respective duties. Vilas County will assist by providing a limited number of vehicles for employee business travel. Vilas County does not intend to provide vehicles for all employee business travel. Limited availability of county provided vehicles may require staff to utilize their personal vehicle for employee business travel.

SCOPE

All employee using Vilas County Vehicles are required to adhere to this policy along with ***Fleet Vehicle Safety Policy***.

GENERAL GUIDELINES

Department Heads shall make every reasonable effort to have their department utilize a County provided vehicle for all County business travel. If necessary, Department Heads may use their personal vehicle, and authorize staff to use their personal vehicles for County business travel. In these cases, mileage is eligible for reimbursement under the following conditions:

1. Unavailability of a County vehicle.
2. Whereby the use of a personal vehicle is deemed more advantageous to the County.

Prohibited Use of the County Fleet Pool Vehicle

Any prohibited vehicle use under this section will be considered a violation of Vilas County Fleet Pool Vehicle Use Policy and may be grounds for disciplinary action up to and including discharge. Drivers who have questions regarding the appropriate uses of a County vehicle should consult with the Vilas County Administrative Coordinator or the Public Property Committee.

The following uses are prohibited:

1. Reckless driving or speeding;
2. Driver impairment due to fatigue, alcohol, drugs or any other condition. Drivers of the County vehicle who feel that their driving abilities may be impaired must cease operating the vehicle immediately. Employees who believe another employee is impaired have a duty to prevent that person from driving the County vehicle;
3. Smoking in any County vehicle by the operator or passengers;
4. Transporting Non-County employee passengers other than as authorized, unless necessary to conduct County business and authorized by the Public Property Committee;
5. Use for personal gain, such as delivering goods or services;
6. Modifications including affixing signs, stickers, antennas, bike racks, ski racks, etc. except if authorized by the Public Property Committee;
7. Transporting animals; (exception: Public Health Dept. assigned vehicles);

8. Hauling loads that could structurally damage the vehicle (e.g., firewood, paper, gravel);
9. Use of trailer hitches and towing (allowed only with prior consent of the Public Property Committee);
10. Transporting hitchhikers;
11. Bicycle(s) transported inside or outside vehicles;
12. Use of cell phone while the vehicle is moving.

GUIDELINES

Driver

1. Use of the Vilas County fleet vehicle is limited to:
 - Authorized County employees upon the p r e -approval of the affected Department Head.
 - Registered Sanitarian contractors of the Vilas County Public Health Department performing tests and inspections upon the prior written approval of the Public Health Department Director.
 - All drivers must meet minimum standards and execute an approved Vilas County Fleet Pool Vehicle Use Agreement.
2. Minimum standards for driving a County vehicle are:
 - Must have a valid operator's license;
 - Must have a minimum of two (2) years licensed driving experience
 - Must be at least eighteen years of age.
 - Must be reasonably familiar with differences in vehicle controls, and be able to safely and competently operate a variety of vehicle types, including passenger cars, SUV's and pick-up trucks.
3. Authorization to drive a County vehicle may be denied or revoked if the employee's driving record reflects certain violations, including but not limited to:
 - Three (3) or more moving violations and/or at fault accidents in the past two (2) years (violation occurs when the citation is issued, not when the final court decision is made);
 - An "Operating While Intoxicated" (OWI) / "Driving Under the Influence" (DUI) citation within twelve (12) months;
 - Suspension or revocation of driver's license.
4. Use of any County vehicle must be for official County business only. Incidental use associated with official business is strictly limited.
5. An employee must reimburse the County for personal miles traveled and adhere to all IRS reporting requirements.
6. Non-County employees may ride in a County vehicle only as authorized by the affected department head and only if necessary to conduct County business.
7. Drivers and passengers must comply with all Wisconsin laws, including the Wisconsin seat belt law. Drivers are personally responsible for the cost of all traffic citations, parking tickets and locksmith calls for retrieving keys.
8. Drivers are responsible for immediately reporting to the Administrative Coordinator all accidents or any damage to the County vehicle.
9. All DMV records of employees requesting the use of the County vehicle will be reviewed on an annual basis by the County Clerk's office.
10. The driver is responsible for keeping the interior of the vehicle clean after each use. This includes removing all personal items from the vehicle, any food, garbage or sundry items, and vacuuming

the interior if necessary.

11. At the beginning of each use, the driver must perform an inspection of the exterior of the vehicle for noticeable damage, as well as the condition of the interior of the vehicle. Any damages shall be reported to the vehicle coordinator immediately.
12. Driver may be personally responsible for any damages to the interior/exterior of the vehicle, as determined by the Public Property Committee.

PROCEDURE

Reserving a Fleet Vehicle

- Reservations for the use of a County Pool vehicle shall be made through the Vilas County Clerk's office by using the on-line reservation system.
- Reservation of a County Pool vehicle will be based on first come-first served basis.
- County Fleet Pool Vehicles may only be reserved for a definite use. Reserving a vehicle to assure vehicle availability for potential use is prohibited.
- Keys must be checked out through the Vilas County Clerk's office and returned promptly upon return of the vehicle.
- The County fleet pool vehicle shall be picked up and returned to the assigned parking lot.

Mileage Reporting

Daily Mileage reporting is required for a County vehicle. The driver must complete the forms provided in the vehicle upon completion of all trips. A daily mileage log form will be provided at the time pool vehicle keys are picked-up. A daily mileage log must be completed at the end of each pool vehicle trip and turned in to the County Clerk's office with the vehicle keys. Denial for use of any county vehicle may occur if daily mileage reports are late or missing three times in a 6-month period.

Fuel Use

- Unless out of County travel requires otherwise, County fleet pool vehicles shall be fueled at the Vilas County Highway Department Eagle River shop. Necessary fuel keys will be provided for each vehicle.
- Drivers of a county vehicle will fuel the vehicle when the fuel gauge registers ½ tank or less of fuel.
- County fleet pool vehicle fuel costs will be allocated to each department using the fleet pool vehicle, based upon total monthly miles driven.
- If on an extended trip, and additional fuel is necessary, the driver shall be reimbursed through submitting a travel expense form through the regular means of travel reimbursement.

Overnight Use of the County Fleet Pool Vehicle

Overnight use of the County fleet pool vehicle is permitted for all County business travel.

Employees may reserve a County vehicle overnight at their in-county and out of county residences, for "in transit" travel situations only. An "in transit" travel situation is described as a work-related use requiring an early morning or weekend departure time, meeting the following criteria:

- Necessary morning or weekend departure time will prevent the employee from obtaining a County vehicle prior to regular Courthouse hours.

- Necessary morning or weekend departure time will be adversely delayed due to the distance an employee may have to travel from their residence to the Courthouse, to obtain a County vehicle.

Incidental Travel Stops

Drivers should remember that public perception of County employees is important and influenced by how and where the public sees a County vehicle being used. Drivers should not make incidental stops at locations the public would perceive as inappropriate. Examples are gaming and sports venues, liquor outlets and other locations where it is unlikely that any County business or allowable incidental use is involved.

Drivers are not permitted to use a County vehicle for a personal purpose. The only exceptions to this rule are incidental stops. Examples are stops at a restaurant for a meal, an automatic teller machine (ATM) or financial institution, urgent care or emergency room, gas station or convenience store.

Accidents

Any driver operating a fleet vehicle or employee involved in any vehicle accident, regardless of scope, involving County vehicles or private vehicles operated on County business, must do all of the following:

- Notify the nearest law enforcement agency.
- Notify immediate supervisor.
- Complete and file a County accident incident report with the County Administrative Coordinator within 48 hours.
- Obtain and submit a copy of the police report to the County Administrative Coordinator as soon as possible but not later than seven (7) days.

Maintenance and Repairs

If a driver detects a problem with the vehicle or the vehicle is in need of maintenance, the driver must report the problem to the appropriate Department Head or the Vehicle Coordinator.

Vilas County

ISSUE DATE Adopted by the Vilas County HR Committee on August 15, 2014	POLICY TITLE: Termination Bank	COMMITTEE OF JURISDICTION: Human Resource
REVISION DATE January 11, 2018 Rev. 4		

POLICY STATEMENT

Vilas County allows the Paid Time Off (PTO) benefit to be transferred into a Termination Bank.

PURPOSE

After 15-years of service with the County, an employee who terminates / separates employment is eligible to be paid out the converted dollar amount in their termination bank.

SCOPE

This policy applies to regular full-time and regular part-time employees.

GENERAL GUIDELINES

The termination bank is accrued by transferring the PTO that is in excess of the carryover limits for the year and is not otherwise designated to be converted to the employee's ESL bank, ***refer to the Extended Sick Leave Policy Bank for details***. The termination bank is automatically converted to dollars, which is calculated at the employee's current hourly rate of pay.

GUIDELINES

- After 15 years of service, the employee or the employee's estate is eligible to be paid the cash value of up to 60 unused accumulated termination days.
- After 20 years of service, the employee or the employee's estate is eligible be paid in cash value of up to 80 accumulated termination days. _
- An employee's termination bank shall not exceed the equivalent of the employee's current hourly rate for 80 termination days.
Example: if an 8-hour employee has a current hourly rate of \$20/hour, their termination bank may not exceed \$12,800. (8 hours/day * \$20/hour * 80 days = \$12,800).
- Grandfathered employees (***see Human Resource if you were hired prior to May 1, 2000 to see if you qualify***), with 20 years of service, the employee or the employee's estate is eligible be paid in cash value of up to 90 accumulated termination days.
- The hours per day calculation is derived by dividing an employee's scheduled number of hours per week by ten.

PROCEDURE

When an employee terminates / separates for Vilas County after a minimum of 15 years of service, payroll will automatically calculate the termination bank amount and pay it out on the employee's last payroll check.