

*Grant
County*



*Employee
Handbook*

Table of Contents

(Revised 11/08/2011)

INTRODUCTION.....	4
EQUAL EMPLOYMENT OPPORTUNITY/ANTI-DISCRIMINATION POLICY.....	5
I. EMPLOYMENT.....	6
EMPLOYEE STATUS.....	6
HIRE DATE	6
BENEFIT ANNIVERSARY DATE	6
LAYOFFS	7
PERSONNEL RECORDS	7
CHANGE IN STATUS	7
REFERENCES/EMPLOYMENT VERIFICATION	7
AT-WILL EMPLOYMENT	8
II. WORK SCHEDULES AND PAY	9
HOURS OF WORK	9
PAY PERIOD AND PAY DAY	9
PROMOTED OR TRANSFERRED EMPLOYEE	9
PAYROLL DEDUCTIONS	10
TIME CARDS	11
OVERTIME/COMPENSATORY TIME	12
LUNCH PERIODS AND BREAKS.....	13
JURY DUTY	13
III. POLICIES AND PROCEDURES	14
PUNCTUALITY, TARDINESS AND ABSENTEEISM	14
DISABILITY	15
PERFORMANCE EVALUATIONS	15
INCLEMENT WEATHER.....	16
BULLETIN BOARDS	16
LEAVES OF ABSENCE	17
OTHER EMPLOYMENT	19
SEPARATION OF EMPLOYMENT	19
UNEMPLOYMENT COMPENSATION.....	20
EMPLOYEE'S ELECTED TO COUNTY OFFICE	20
SMOKING.....	21
VEHICLE SAFETY RESTRAINT DEVICES.....	23
TRAVEL.....	24
WORKERS' COMPENSATION POLICY AND RETURN-TO-WORK PROGRAM	27
FLEET SAFETY	31
EMPLOYEE VOLUNTEER - EMERGENCY SERVICES.....	33
GRANT COUNTY DRUG FREE WORKPLACE AND ALCOHOL AND OTHER DRUG ABUSE POLICY	34
SEXUAL AND OTHER HARASSMENT POLICY.....	37
WORKPLACE VIOLENCE POLICY	39
ELECTRONIC COMMUNICATIONS POLICY	42
SOCIAL MEDIA	51
CONCEALED CARRY POLICY	56

IV. PERSONAL CONDUCT AND DISCIPLINE.....	59
DISCIPLINE.....	59
CONDUCT RULES.....	61
COMPLAINT RESOLUTION	64
GRIEVANCE POLICY	64
V. BENEFITS	79
BEREAVEMENT LEAVE.....	80
DEFERRED COMPENSATION.....	80
FLEXIBLE SPENDING ACCOUNT	80
HEALTH INSURANCE	81
LIFE INSURANCE AND ACCIDENTAL DEATH & DISMEMBERMENT (AD&D).....	83
LONG TERM DISABILITY INSURANCE (LTD)	83
RETIREMENT	83
HOLIDAYS.....	84
SICK LEAVE.....	85
VACATION	87
DISCRETIONARY DAYS (ANNUAL)	89
VOLUNTARY LEAVE DONATION.....	90
Guidelines.....	90
Procedure	90
Donations.....	90
EMPLOYEE COUNSELING SERVICES.....	91
ACKNOWLEDGMENT FORM.....	92

INTRODUCTION

We hope your position with Grant County will be rewarding from the standpoint of the services you will provide and also the benefits of employment you will receive. Your comments of the usefulness and completeness of the handbook are welcome. Please direct your written or verbal suggestions or questions to the Grant County Personnel Department.

This employee handbook summarizes some of the employment policies and rules of Grant County. It has been prepared to acquaint all employees with the policies and rules and to provide for the County's orderly and effective operation. It is your responsibility to read and become familiar with this handbook and to follow the policies and rules contained in it. Most of your questions should be answered in this handbook. However, if you have questions regarding the handbook or matters that are not covered, please direct them to your immediate supervisor.

This handbook is a representation of the personnel policies of Grant County and is not, nor is it intended to be, a contract of employment or a promise of employment, a guarantee of any rights or benefits and does not create tenure or a property interest in employment. Grant County's employment relationship with employees 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 Grant County or the employee.

These are guidelines only and may be changed or discontinued when, in the opinion of Grant County, circumstances so require. The Grant County Board of Supervisors retains the right to change these personnel policies at any time, with or without notice, at the discretion of Grant County.

The policies set forth in this manual cover all employees of Grant County. This handbook supersedes all previous Grant County Personnel Policies and was approved by the Grant County Board of Supervisors on November 8, 2011.

Should any part of this manual be ruled obsolete or invalid, the balance of the document will remain in effect.

(Passed at County Board on 8/30/2011; Revised 11/08/2011)

EQUAL EMPLOYMENT OPPORTUNITY/ANTI-DISCRIMINATION POLICY

Grant County believes in equal employment opportunity. Accordingly, we afford equal opportunity and equal treatment to all persons. It is the County's policy not to unlawfully discriminate against any employee or applicant for employment because of race, creed, religion, color, sex, national origin, ancestry, age, physical appearance, disability, arrest or conviction records, marital status, military status, political affiliation, sexual orientation or any other characteristic protected by law. This policy shall include, but not be limited to the following: employment, promotion, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, or selection for training.

Grant County will not tolerate unlawful discrimination in any employment decision. We expect you to cooperate fully in helping us implement our equal opportunity policy. Employees are required to report all instances of unlawful discrimination. Employees are urged to inform the Personnel Department, or the County Board Chairperson of any violation of this policy. Grant County prohibits retaliation against any employee who makes a good faith report of discrimination.

(Revised 06/18/2019)

I. EMPLOYMENT

EMPLOYEE STATUS

1. Regular Full-time. A regular full-time employee holds a position that is regularly scheduled to work a minimum of 80 hours per pay period.
2. Regular Part-time. A regular part-time employee holds a position which is regularly scheduled at least 1,560 hours annually (effective 01/01/2017), but less than 80 hours per pay period. These employees receive fringe benefits on a pro-rated basis.
3. Part-time. A part-time employee holds a position which is regularly scheduled for less than 1,560 hours annually and less than 60 hours per pay period (effective 01/01/2017). These employees receive no fringe benefits except Wisconsin Retirement Fund benefit accrual if qualified per applicable Wisconsin Statutes and administrative rules.
4. Limited Term. A limited term employee generally works not more than 1040 hours per year and works for a specified time period. These employees receive no fringe benefits except Wisconsin Retirement Fund benefit accrual if qualified per applicable Wisconsin Statutes and administrative rules.
5. Temporary. Temporary employee means an employee hired for a specific period of time or as a temporary replacement for another employee on authorized leave where employment is expected to terminate upon return to duty of the employee on leave. Temporary employees receive no fringe benefits unless required by law or as otherwise authorized by the Executive Committee.

(Revised 6/21/05; 11/08/2011, 10/04/2016)

HIRE DATE

The hire date is defined as the employee's most recent date of hire to a part-time, regular part time or full-time position with Grant County.

BENEFIT ANNIVERSARY DATE

The benefit anniversary date is defined as the employee's first date of hire to a regular part-time or regular full-time position with Grant County.

LAYOFFS

Grant County may lay off an employee whenever it is necessary to reduce the work force for any reason. The County will attempt to give 14 calendar days' notice prior to layoff.

(Revised 11/08/2011)

PERSONNEL RECORDS

The employer will grant up to two (2) written requests by an employee in a calendar year to inspect his/her Personnel file. The Employer will provide the employee with the opportunity to inspect the employee's personnel file within seven (7) working days, pursuant to Wisconsin State Statute 103.13, after the employee submits a written request for inspection.

Employee personnel records and inspections shall be handled in accordance with prevailing law.

(Revised 11/08/2011)

CHANGE IN STATUS

It is the responsibility of each employee to promptly notify his/her supervisor and the County Personnel Department of any changes in personal data no later than seven business days after the change occurs. Personal mailing addresses, marital status, telephone number, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times with the employee's personnel file.

(Revised 11/08/2011)

REFERENCES/EMPLOYMENT VERIFICATION

In an effort to protect the confidentiality of employment records, reference requests involving current or past employees will be processed through Department Heads. In general, the County will only verify information relating to dates of employment, position held, and last rate of pay with the County unless the employee provides the County with a signed authorization to provide additional information which authorization shall include a release of liability. Contact the Personnel Director for information regarding authorization and releases.

(Revised 11/08/2011)

AT-WILL EMPLOYMENT

Employment with Grant County is governed by the common law doctrine of "at-will" employment. An employee may be dismissed at any time at the option of the County. An employee may quit employment with Grant County at any time.

(Revised 11/08/2011)

II. WORK SCHEDULES AND PAY

HOURS OF WORK

The specific schedule for hours of work will be determined by each Department Head. The Department Head will inform employees of their daily schedule of work, including meal periods and authorized breaks. Employees may not incur overtime without the prior approval of the Department Head. Failure to obtain prior Department Head approval for overtime may result in disciplinary action. Overtime will be paid in accordance with state and federal law.

(Revised 11/08/2011)

PAY PERIOD AND PAY DAY

The payroll period is two (2) weeks and begins first shift on a Sunday and ends on third shift Saturday. Paydays for all County employees covered under this policy is every other Friday, unless the County establishes a different day. If the payday falls on a holiday, the employees shall be paid on the preceding workday.

To allow sufficient time for preparation of the payroll, each payment covers the work performed during the two (2) week payroll period ending the previous Saturday.

Effective 01/01/2012, all payments will be directly deposited to the employee's financial institution (bank, credit union, etc.) of choice. Necessary forms will be completed at the time of hire.

(Revised 09/20/2011; 11/08/2011)

PROMOTED OR TRANSFERRED EMPLOYEE

Employees who are promoted shall be placed at that step in the pay range that results in a pay increase, and shall progress through the schedule consistent with the time between the increment step. Employees promoted to a management position, as determined by the Personnel Director, shall be placed at the step in the pay range that gives them a minimum of 5% increase above the base pay of those they are to supervise.

Employees transferred to a lower paying position shall be placed at step 2 on the wage schedule. Any alternative start rate shall be brought to the Executive Committee by the Department Head and the Personnel Director with consideration of knowledge, experience, and wage placements of existing employees in the same position as to achieve internal equity. Final decision regarding placement of the position in the pay plan shall rest with the Executive Committee.

(Revised 4/18/06; 5/4/06; 11/08/2011, 2/19/2013, 01/23/2018, 05/21/2019)

PAYROLL DEDUCTIONS

Payroll deductions could include retirement contributions, applicable insurance premiums, and other benefit deductions such as deferred compensation and voluntary dental premiums. Certain payroll deductions and/or withholdings are mandated by law. These include:

1. FICA (social security tax). The Federal Insurance Contribution Act requires that a percentage of gross wages be deducted from pay checks each pay period.
2. Federal Income Tax Withholding. Federal law requires that a portion of your wages be withheld for taxes. The amount deducted is based upon the amount of earnings and the number of dependents claimed as deductions. An annual statement of earnings and taxes withheld will be provided to each employee by January 31, for the preceding year.
3. State Income Tax Withholding. In Wisconsin, State law also requires that a portion of your wages be withheld for taxes. Like Federal withholding, the amount deducted is based on earnings and the number of dependents claimed.
4. Court ordered withholding. The employee will be charged an administration withholding fee allowable by law.

(Revised 11/08/2011)

TIME CARDS

Each Grant County employee, exempt and non-exempt, is required to record and sign off for all working hours on County time sheets, which are official records of hours worked. The information on the time record must include:

- start and end time
- in and out times for lunch and any other unpaid time, and
- total hours worked per day and per week

Time sheets are provided for employees through their department or facility as appropriate. Some employees use electronic time keeping systems, i.e., magnetically coded badge. Failure to timely submit records of time worked may result in delayed payment of wages.

Falsely recording time, altering or tampering with the time records or recording on another employee's time record, is a serious offense and may result in discipline up to and including termination. Employees may not work before or after their scheduled work period, unless such time is authorized by their immediate supervisor.

(Revised 7/15/08; 11/08/2011)

OVERTIME/COMPENSATORY TIME

Policy: To provide a consistent system for distributing overtime/compensatory time in compliance with the overtime-pay provisions of the Fair Labor Standards Act.

1. **Earning Compensatory Time.** Compensatory time is earned by performing work in excess of the 40 hour work week, where such work is required and pre-authorized by an employee's supervisor. The Highway department and Orchard Manor employees shall follow their departmental overtime/compensatory time policies.

The compensatory time system does not permit an employee to voluntarily work outside of normal hours in order to accumulate compensatory hours. An employee working unauthorized time will be subject to discipline. It is expected that employees will work diligently during the 40 hour work week to complete the required work so that work outside normal hours does not become necessary. Employees are not allowed to donate work time to the county.

Any paid or unpaid leave time shall not be counted as hours worked for overtime purposes.

2. **Overtime pay for supervisory employees exempt under the Fair Labor Standards Overtime Regulations.** Refer to the Grant County Administration Manual for further definition and description.
3. **Non-exempt Employees.** A non-exempt employee required to work in excess of 40 hours per week for his/her department or office shall receive compensatory time on the basis of one and one-half (1-1/2) hours for every one (1) hour worked in excess of the 40 hour work week. Special exemptions apply to some employees (e.g. Nursing Homes, Law Enforcement, Agriculture etc.). Such compensatory time may be taken when it will not unduly disrupt the operations of the department and with approval of the department head. A non-exempt employee may accumulate no more than 80 hours of compensatory time. Upon termination a non-exempt employee shall be paid for the unused compensatory hours at the final straight time regular rate received by that employee. No non-exempt employee may be absent from his/her position of employment for more than 40 hours per month in the utilization of compensatory time. Departments may establish standards on compensatory time consistent with State and Federal laws but must not exceed maximum accumulations as authorized in this policy.
4. **Monitoring Compensatory Time.** The Department head shall monitor compensatory time earned and used on a monthly basis by an employee.

Approved / revised 4/18/06; 6/20/06; Revised 08/30/2011, effective 09/04/2011

LUNCH PERIODS AND BREAKS

1. An unpaid lunch break may be scheduled for employees. Such lunch period shall not be longer than one (1) hour, nor shorter than thirty (30) minutes. Employees desiring a lunch period longer than thirty (30) minutes must receive prior supervisory approval.
2. Each employee working an eight (8) hour day may take a break of fifteen (15) minutes during the first four (4) hours of work and a break of fifteen (15) minutes during the last four (4) hours of work. Breaks not taken are lost. Breaks cannot be accumulated and/or used to extend lunch periods or to shorten the work day. Breaks are to be arranged between each employee and his/her supervisor or department head.

JURY DUTY

An employee, when subpoenaed in connection with County business or called upon to serve jury duty or as a witness, shall receive the regular rate of pay for such time actually required to be in Court based upon the employee's standard (scheduled) work day. The employee must deposit any compensation, less mileage payment, received through Jury Pay or Witness Fee with the Grant County Treasurer, along with verification of such duty, to be eligible for pay under this paragraph. If an employee is excused from jury duty, or as a witness, on a particular day, he/she shall return to work for the remainder of the employee's scheduled work day. With supervisor approval, employees may use vacation, discretionary or compensatory time for jury duty and be eligible for Jury Pay or Witness Fee.

(Revised 11/08/2011)

III. POLICIES AND PROCEDURES

PUNCTUALITY, TARDINESS AND ABSENTEEISM

Punctuality

Arriving on the job at the time you are scheduled to work and staying on the job until the end of your scheduled working day is both a courtesy and an obligation you owe the County, your co-workers and the public we serve.

Tardiness

There may be times when you are unavoidably delayed in getting to work or times when you will unexpectedly have to leave work early. The County recognizes these situations may occasionally occur; however, two (2) or more unexcused tardiness incidents occurring within a single pay period will be considered excessive and may result in disciplinary action. Habitual, repetitious or patterns of excessive tardiness will also be subject to disciplinary action.

Attendance and Absences

Naturally, along with punctuality, the County expects regular attendance from all employees. This is absolutely necessary to fulfill our obligation to the public, guarantee good customer service and maintain effective working relationships.

Failure to meet regular attendance standards will result in disciplinary action, up to and including discharge.

If you are absent from work for three (3) consecutive days without notifying your supervisor or an employee's request for paid time off has been denied and the absence occurs anyway, the County will consider your employment to have been voluntarily terminated.

When you are going to be absent, you must let your supervisor know as much in advance as possible how long you will be gone and when you will return. Please see County policies on use of paid leave and unpaid leave for further information.

(Revised 11/08/2011)

CONFIDENTIALITY

The protection of confidential information is vital to the interests and the success of County. Such confidential information includes but is not limited to:

- Labor relations strategies
- Privileged legal advice, documents, knowledge or strategies
- Confidential law enforcement investigative information
- Confidential Social Service, Health, and AODA or mental health information
- Information which would assist an outside firm or person in either bidding or purchasing activity
- Sensitive personnel information.

All employees are responsible for protecting the confidentiality of this information. A violation of this policy can subject an employee to discipline, up to and including termination.

(Revised 11/08/2011)

DISABILITY

The County complies with the requirements of state and federal disability laws.

(Revised 11/08/2011)

PERFORMANCE EVALUATIONS

Employees receive performance evaluations once a year. In addition, where performance problems exist, and the supervisor determines it is appropriate, the County may provide more frequent performance evaluations to assist the employee in improving his/her job performance.

(Revised 4/18/06; 11/08/2011; 1/01/2014)

INCLEMENT WEATHER

Grant County agencies and departments usually will not close during adverse weather conditions. Employees are expected to come to work unless inclement weather makes it unreasonably dangerous for employees to come to work. Inclement weather may require employees to leave work before the end of normal office hours, or require employees to remain overtime to work the next shift. An employee's supervisor must approve any absence before the employee is allowed to stay home or leave the workplace early because of inclement weather. Employees requesting this time off, or not working because of site closure, may charge time to unused vacation, compensatory time, discretionary time or leave without pay. Sick leave may not be used and the County will not pay for non-working time.

Where appropriate, an announcement will be made indicating that some offices may be understaffed, so patrons are alerted to call before coming to county facilities to transact business.

(Revised 11/08/2011)

BULLETIN BOARDS

A bulletin board is located in each department and provides employees with information of interest relating to them, their job or their co-workers. The bulletin board provides a secure environment for notices. All employees are encouraged to check these bulletin boards at regular intervals.

A glass enclosed bulletin board, which includes all Federal and State required notices, is located on the first floor in the Courthouse. This bulletin board should be reviewed regularly so that employees remain informed of their legal rights and obligations.

(Revised 6/21/05)

LEAVES OF ABSENCE

General Policy. A Leave of Absence may be granted to an employee at the discretion of the County unless the granting of leave is required by law.

Most leaves of absence are unpaid, and accrual of benefits does not occur during this period of time. Only an employee with at least six (6) months of employment with the County may seek a leave of absence. When an employee is on leave of absence in excess of three (3) weeks without pay he or she will not be entitled to accrue fringe benefits during such period. If his or her leave is occasioned by health disability, the County portion of his or her group insurance premium payment may be paid by the County for a maximum of twelve weeks, if permitted by the carrier. In the event of a leave of absence other than qualified FMLA leave, the employee is required to make monthly health premium payments in advance to the County or coverage will be canceled.

- a. Personal Leave.** A leave of absence may be granted an employee for immediate, urgent personal matters requiring the employee's attention. Such leave may not exceed 10 days per a 365 day period. Personal leave is granted only after vacation time, discretionary time, and earned compensatory time is depleted.
- b. Education Leave.** A leave of absence up to twelve (12) months may be granted for attendance at a college, university, vocational-technical school or business school, for the purpose of training in subjects relating to the work of the employee and those which will benefit the employee in County Service.
- c. Medical Leaves / Family & Medical Leave Act (FMLA).** State & Federal law requires you to notify your employer if you need time off work for family and medical leave. The County's complete Family & Medical Leave Act (FMLA) policies are located in the Grant County Administration Manual. The FMLA policy is also posted on the County's website and distributed to employees along with the applicable FMLA forms.
- d. Bone Marrow and Organ Donation Leave Act.** Wisconsin law allows that up to 6 weeks leave of absence during a 12 month period may be granted an employee for the purpose of serving as a bone marrow or organ donor, if the employee provides his or her employer with written verification that the employee is to serve as a bone marrow or organ donor, and so long as the leave is only for the period necessary for the employee to undergo the bone marrow or organ donation procedure and to recover from the procedure.

This law applies only to an employee who has worked for the employer more than 52 consecutive weeks and for at least 1,000 hours during that 52 week period. An employee may use paid leave or unpaid leave. Bone Marrow and Organ Donation Leave will run concurrent with Federal and State FMLA.

(11/02/2016)

- e. Military Leave.** Grant County shall promote the defense of the United States by adhering to applicable state and federal laws pertaining to the granting of leave to employees for service in this country's Armed Forces. Requests for military leave should be submitted in writing.

Employees may be allowed to take time off from work to fulfill active duty military requirements annually if such orders are given by the military unit. (The employee shall be given the choice of accepting either the regular salary paid by the County or the military duty pay. If the option is to accept the County's pay, then the military pay shall be refunded to the County. If the option selected is to accept military pay, then the County's pay shall return to the County. The limit on this benefit is 14 calendar days of leave per year.)

- f. Outside Employment.** Outside employment is prohibited while on any form of leave of absence. Employees in violation of this policy may be subject to disciplinary action. The Executive Committee may grant exceptions for extenuating circumstances.

- g. Unauthorized Absence.** It is recognized that there may be extenuating circumstances for unauthorized absence, and due consideration shall be given for each case. However, an employee who is absent from duty without approval from his/her supervisor for three (3) consecutive scheduled working days or an employee's request for paid time off has been denied and the absence occurs anyway, the employee shall be considered as having resigned his/her employment with Grant County. (See also the Absenteeism section of the Grant County Employee Handbook.)

(Revised 7/21/09; 11/08/2011)

OTHER EMPLOYMENT

Employment with Grant County is considered a primary responsibility. Any Grant County employee may hold a job outside of County employ only if, in the County's discretion, the outside job does not distract, discredit, or interfere with employment with the County.

Employees are encouraged to notify their immediate supervisor and governing committee regarding employment outside of County employ to avoid job performance problems and conflict of interest matters.

(Revised 11/08/2011)

SEPARATION OF EMPLOYMENT

Any employee who voluntarily resigns is requested to provide at least 14 days advance written notice to his/her immediate supervisor. A 60 day advance notice is desirable. This notice must include the effective date. The employee is expected to work during this time period unless prior vacation plans were arranged and submitted. Sick pay will not be allowed during this time period without a medical slip, which must be provided prior to the end of the pay period. Should the employer choose to release the employee sooner, wages will be paid to that employee through the specified resignation date, not to exceed two weeks.

Accrued discretionary, vacation (available and accrued), and compensatory hours will be paid in the payroll that includes the final day of employment. A W-4 may be submitted to adjust tax if needed. Accrued but unused vacation earned since the last anniversary date will only be paid to those employees who provide 14 days advance notice of resignation. (See also the Vacation and Discretionary sections of the Grant County Employee Handbook.)

Should an employee be retiring, available vacation, discretionary and compensatory time may be used to extend their retirement date. However, additional vacation and sick hours will not be earned during that time. Accrued vacation may not be used to extend their retirement date and will be paid in the payroll that includes the final day of employment (effective 01/01/2017).

(Revised 11/08/2011, 10/6/2015, 10/04/2016)

RETURN OF COUNTY EQUIPMENT

Employees leaving County employment must return keys, tools, equipment, manuals and County-provided materials and property on or before their last day of work.

(Revised 11/08/2011)

UNEMPLOYMENT COMPENSATION

County employment is covered by Wisconsin Unemployment Compensation Laws.

EMPLOYEE'S ELECTED TO COUNTY OFFICE

Employees elected to any office of Grant County shall be administratively terminated from their previous position at the end of the day preceding the day that they assume elected office. Under such administrative termination, such employees shall be entitled to the same termination benefits as employees who voluntarily resign with proper notice.

Administratively terminated employees shall not be eligible for any special reemployment rights following the completion of their term of office in an elected position.

SMOKING

The County abides by the ordinance regulating smoking in and around county buildings and in county vehicles:

ORDINANCE REGULATING SMOKING IN AND AROUND
COUNTY BUILDINGS AND IN COUNTY VEHICLES

Whereas, Wisconsin Statutes Section 101.123 authorizes a county board to enact an ordinance regulating smoking in Grant County buildings and vehicles to protect the public; and

Whereas, secondhand tobacco smoke has been classified by the U.S. Environmental Protection Agency (EPA) as a known cause of lung cancer in humans (Group A carcinogen) and there is no safe level of exposure to secondhand smoke; and

Whereas, secondhand tobacco smoke increases the risk of cancer and poses other significant health threats including asthma, emphysema, heart attack and stroke; and

Whereas, smoking related illnesses and premature death contribute to the loss of productivity and soaring costs of health insurance for county employees; and

Whereas, the Environmental Protection Agency (EPA) warns that the concentration of breathable particles from secondhand tobacco smoke in a closed motor vehicle is more than 133 times higher than the current average annual EPA standard; and

Whereas, the American Society of Heating, Refrigeration and Air Condition Engineers (ASHRAE) cautions that no ventilation systems are designed to remove the hazardous toxins and gases of secondhand smoke from the air; and

Whereas, cigarettes are the leading cause of fatal fires; and

Whereas, it is everyone's right to breathe clean indoor air; and

Whereas, persons entering Grant County building and entrance areas (as well as working or doing business within the county owned buildings and vehicles) should be free from exposure to environmental tobacco smoke.

NOW, THEREFORE, be it ordained by the Grant County Board of Supervisors as follows:

Section 1: No person shall smoke or use a cigarette, cigar, pipe, electronic delivery device or any other smoking equipment in any vehicles or buildings owned or leased by Grant County. The non-smoking area is to also include an area consisting of the immediate 25 feet outside Grant County building

entrances and Grant County building ventilation system air intakes. Other non-smoking areas may be posted where a potential risk of explosion or fire exists. If county owned or leased property boundaries do not allow for the 25 ft. entrance outside requirement, then the actual footage available will apply.

Section 2: A person designated by the Administrative Committee shall post, in a conspicuous place at every Grant County outside building entrance a “no smoking” sign or international “no smoking” symbol consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a bar across it. It shall be unlawful for any person to remove, deface, or destroy any sign or sticker required by this section or to smoke in any place where any such sign or sticker is posted.

Section 3: Any person found violating any of the provisions of Section 1 of this ordinance after being advised by a Grant County employee or officer that smoking is prohibited may be issued a citation by any law enforcement officer of Grant County, Wisconsin. Any citation issued shall contain the information required by Wisconsin Statutes Section 66.0113.

Section 4: The Grant County Corporation Counsel is authorized to handle the prosecution of any citation action filed for violation of this ordinance. The Grant County Corporation Counsel is also authorized to file any lawsuit, which the Corporation Counsel deems necessary to enforce this ordinance and to bring contempt proceedings to enforce this ordinance.

Section 5: Any person found to be in violation of Section 1 of this ordinance shall forfeit \$10.00

Section 6: The cash deposit which can be posted for a violation of Section 1 of this ordinance is \$10.00. Violators are exempt from court costs by statute.

The cash deposit shall be paid to the Grant County Clerk of Circuit Court in Lancaster, Wisconsin. The Clerk of Circuit Court for Grant County shall issue receipts for cash deposits paid under this ordinance.

Section 7: This ordinance shall take effect and be enforced upon passage and publication as provided by law.

Recommended for passage by the Grant County Board of Health and the Public Property Committee and duly adopted by the Grant County Board of Supervisors on this 19th day of July, 2005.

(Revised November, 2011 to reflect current law), Revised 8/21/2018

VEHICLE SAFETY RESTRAINT DEVICES

Various studies have indicated a direct relationship between motor vehicle accidents, and severity of injury and the use of safety equipment by drivers. It is the goal of the county to take all feasible steps to ensure the safety of its employees. This policy mandates the use of restraining devices and safety belts when operating, or as a passenger, in a vehicle in accordance with the current state statute regarding the wearing of safety belts.

The driver of the vehicle is responsible for passengers to be properly restrained in a county owned vehicle.

For law enforcement vehicles, prisoners, which includes all categories of transported persons, being transported in a county owned vehicle equipped with safety restraining devices should be required to use the restraining device for their protection under normal circumstances.

Exceptions to this policy include:

- a) Does not apply to the operation of an authorized emergency vehicle by a law enforcement officer under circumstances in which compliance could endanger the safety of an operator or another.
- b) Written authorization by Wisconsin DOT to exempt a person because of physical or medical condition.
- c) As authorized by state statute.

(Approved 11/10/2009; Revised 11/08/2011)

TRAVEL

The County will reimburse an employee consistent with existing policy for actual necessary and reasonable itemized travel costs incurred while on official, authorized County business. The Employer shall have the right to determine the mode of travel used. Commuting expense between an employee's residence and his/her normal place of employment is not reimbursable. All travel must be pre-authorized by the department head in order to be eligible for reimbursement. An employee may receive mileage reimbursement consistent with existing policy for all authorized travel in his/her personal automobile. An employee shall be required to complete a travel expense voucher before reimbursement will be made. Advances for expenses may be granted at the discretion of the department head. Receipts are required for air, train, or rental car travel, hotel and motels, conference registration and all other items including meals. Employees are responsible to ensure that they have adequate insurance while driving private vehicles on County business. Employees are encouraged to discuss adequate insurance coverage levels with their insurance agent.

Personal Use of Grant County-Owned Vehicles

The purpose of this policy is to provide direction to Grant County employees on the personal use of Grant County owned vehicles and to satisfy Internal Revenue Service requirements for reporting the personal use of county-owned vehicles. This policy is in strict compliance with Ordinance #48, which prohibits smoking in county vehicles.

Definitions

County-owned vehicle - means a vehicle owned by Grant County for use on public streets, roads and highways. The Grant County Public Property Committee oversees the county vehicle policies, insurance and other vehicle responsibility on behalf of Grant County.

Personal Use – all use that is not for the purpose of conducting Grant County business or that is not necessary to perform duties of employment.

Employee - a person employed by Grant County and its subdivisions and its elected officials.

Law Enforcement Officer – A law enforcement officer is a full-time employee of the Grant County Sheriff's Department responsible for preventing or investigating crimes involving injury to persons or property.

Sheriff's Department Vehicle – means a marked or unmarked Sheriff's Department vehicle owned by Grant County or its subdivision or agencies which are used for official law enforcement purposes. A marked Sheriff's Department vehicle is a vehicle that's marked with rooftop emergency lights and or decals, symbols or words which indicate that it is a police vehicle. A marking on a license plate is not a clear marking for this purpose. An unmarked Sheriff's Department vehicle is a vehicle which has dashboard or grill emergency lights but does not otherwise have emergency lights, decals, symbols or words which indicate that it is a police vehicle.

Emergency Management Vehicle – means a marked or unmarked vehicle owned by Grant County or its subdivision or agencies and utilized by the Department of Emergency Management. Emergency Management Vehicles are equipped with emergency lighting, communications equipment, and specialized safety and emergency equipment for responding to emergency and disaster situations.

Policy Regarding County-Owned Vehicles that are Not Grant County Sheriff's Department Vehicles

General Statement of Policy - It shall be the policy of Grant County to prohibit employee use of County-owned vehicles for personal purposes.

Commuting Rule Exception – Grant County employees which includes without limitation the Grant County Highway Commissioner, Patrol Superintendents, Emergency Management employees, and other designated employees who by the nature of their duties must have County vehicles available for emergencies or employment or governmental business purposes may use County-owned vehicles for commuting or de minimis personal use (e.g. such as a stop for a personal errand on the way between a place where Grant County business was conducted and the employee's home.) Employees will be taxed on IRS defined value for commuting use.

Personally Owned Vehicles Used For County Business

The County's liability insurance program provides limited coverage for employees while operating personally owned vehicles to conduct County business. This coverage is limited to protection from claims made against the County and the employee while operating in the course of employment. The County's liability insurance coverage is excess over the employee's personal automobile liability insurance.

The County does not provide insurance coverage for physical damage to an employee's privately owned vehicle. Employees who use personally owned vehicles for County business should confirm that their personal auto insurance policy provides coverage for this use.

The County will reimburse employees for actual necessary and reasonable mileage expenses incurred while on official authorized County business. Commuting expenses between an employee's residence and his/her normal place of employment are not reimbursable. All travel must be authorized by the department head to be reimbursable. Mileage reimbursement will be established by County Board Resolution for use of an employee's personal vehicle while on authorized business.

(Approved 3/17/09; Revised 11/08/2011)

WORKERS' COMPENSATION POLICY AND RETURN-TO-WORK PROGRAM

It is the County's policy to insure that you have safe and healthful working conditions. Employees are asked to help the County by observing good safety practices and maintaining good health. Employees are encouraged to inform their supervisor of any hazardous or potentially hazardous situations.

All workplace accidents or injuries, including minor aches, scrapes, bruises, bee stings, exposure to bodily fluids, animal bites, skin irritation, respiratory irritation, etc., must be reported to your supervisor or the Personnel Department immediately. Your supervisor will see that you get appropriate medical care.

Grant County supports the practice of bringing injured employees back to work, as soon as they are medically able. The employee will be put in positions compatible with their temporary medical restrictions. Grant County believes this practice serves the best interests of its employees and County. The prompt return of injured employees to positions within their medical restrictions will minimize the impact of work-related injuries. Coming back to work early helps employees remain functional as they recover while providing the County with the valuable use of employee's talents. It also helps control Worker's Compensation costs. The process of returning the employee to work will be closely monitored by the supervisor, management, the treating physician, and our insurance provider.

Temporary work assignments within the treating physician's temporary medical restrictions will be provided for an employee who is temporarily unable to function at full capacity in his/her regular position due to a work-related illness or injury, but who is expected to return to their regular duties within six months.

Grant County will make accommodations to tailor the restricted work schedule to the injured employee's normal, pre-condition work schedule. However, depending on the job limitations, it may be necessary for the employee to take on a specifically designed, temporary schedule to accommodate these restrictions. Should work not be available within the injured employees department of employment, work will be assigned in another County department.

Workers' Compensation Laws

Two laws govern Worker's Compensation for Grant County's employees; the Worker's Compensation Law and the Fair Labor Standards Act.

1. The Wisconsin Worker's Compensation Law requires only the medical expenses and eligible lost wages to be paid.
2. The Fair Labor Standards Act regulations requires that if an employee is injured at work, the time spent receiving medical attention on County premises is classified as hours worked if during the employee's normal working hours. In addition, if the County directs the employee to seek medical attention immediately following a workplace injury, the time spent waiting for and

receiving such medical attention is considered hours worked during the employee's normal working hours.

Compliance

Any Workers' Compensation temporary benefits (if applicable) may be stopped or reduced by Grant County's insurance carrier should the injured employee refuse an offer of transitional work (light duty).

An employee's limitations and restrictions are effective twenty-four hours a day. Any employee who fails to follow his or her restrictions may cause a delay in healing or may further aggravate the condition. Employees who disregard their established restrictions, whether they are at work or not, may be subject to disciplinary action up and including termination.

Employees submitting, or assisting those submitting, false Worker's Compensation claims will be subject to disciplinary action up to and including termination. Legal action may also be taken against employees submitting fraudulent claims.

In the Event That an Employee Is Injured At Work, It Is the Employee's Responsibility To:

1. *Immediately* report the incident to their supervisor and complete the Workers' Compensation Incident / Injury Form (Employee Injury Report), even if it is a minor injury and will heal without medical attention. A delay in reporting the incident may negatively affect health and may jeopardize potential Workers' Compensation benefits. Failure to report the incident to supervisor could result in discipline.
2. Obtain any necessary medical attention which may include first aid, seeing a doctor or going to the emergency room. A Grant County Return-To-Work Program Form must be presented to the treating physician.
3. Tell the medical provider that the injury is work related and that medical bills and notes must be submitted to the Grant County Personnel Department (not employee's personal health insurance company). Ensure the provider is covered by personal health insurance company should the incident be deemed not work related by the County's workers' compensation insurance company.
4. Obtain written work restrictions from treating physician including the date(s) of follow-up appointments (Return-to-Work Program Form). Written restrictions, if any, are required from each appointment.
5. Immediately deliver a copy of the work restrictions to supervisor and the County's Personnel Department.

(Injured Employee's) Supervisor's Responsibilities:

1. Assist the injured employee in completing the Workers' Compensation Incident / Injury Form (Employee Injury Report).
2. Encourage any necessary medical attention which may include first aid, seeing a doctor or going to the emergency room. Provide the employee with the Grant County Return-To-Work Program Form to take with them to the treating physician.
3. Make sure the injured employee returns the completed physician's form to you immediately after their treatment.
4. Meet with the injured employee to review the written medical provider's assigned restrictions and complete the Grant County – Workers' Compensation Return-to-Work Program Temporary Transitional (Light Duty) Work Schedule.
5. Provide a copy of the completed form to the County's Personnel Department at the end of each week.
6. Notify the County's Personnel Department if it is not possible to meet the work restrictions in the employee's department of employment.
7. Stay in regular contact with injured employees and communicate Grant County's attendance expectations clearly.
8. Report any problems with injured employees and this policy to the County's Personnel Department.

Grant County Personnel Department's Responsibilities:

1. File injury / incident claims with the County's Workers' Compensation insurance company immediately.
2. Collaborate with the injured employee, their supervisor, and the insurance company to ensure that the County's and the injured employee's needs are addressed and accommodated in a timely and appropriate manner.
3. Ensure that light duty tasks are provided even if the work is located outside of the injured employee's normal department of work.
4. Submit medical bills, work restriction, work accommodation, and wage information to the insurance company as well as act as a liaison between the insurance claim handler and the County.

Grant County Benefit Accrual

An injured employee accrues sick leave and vacation credit during the first three weeks of receiving Workers' Compensation pay. After three weeks of receiving Workers' Compensation pay the employee will no longer accrue sick leave or vacation credit.

Employees receiving Worker's Compensation are not eligible for holiday pay.

Grant County will continue to pay the employer portion of the Health Insurance premium, but not to exceed the three months following the date of injury.

For Payroll Purposes, the Following Is a Guide for Determining Pay

If the injured employee receives medical care at the workplace or if he/she is directed by the County to go to the Emergency Room / Clinic for medical care, it is compensable work time. The County will not direct them to use their accumulated paid time off.

If the injured employee does not receive medical treatment but decides to go home on the date of the injury, it is not compensable work time. Their sick time, vacation, discretionary or compensatory time should be used.

If the injured employee does not receive medical treatment immediately after the injury, but decides to go later or after working hours, it is not compensable time because it is not during normal working hours.

Lost wages are paid after a three day waiting period. The three day waiting period is not compensable work time. Their sick time, vacation, discretionary or compensatory time should be used. If they are off more than seven days, the Worker's Compensation insurance company will go back and pay them for the three day waiting period. In this case, the County will return the paid time off the employee used. Grant County's Worker's Compensation Insurance makes payment directly to the injured employee.

Required forms are found on the County's website at www.co.grant.wi.gov. Click on Grant County Employee HR Documents, Insurance, and then Worker's Compensation. Forms may also be obtained from supervisor or the County's Personnel Department.

(Approved 10/04/2016)

FLEET SAFETY

Purpose: Grant County Fleet Safety Program is instituted to promote safe driving, reduce accident frequency and severity, and to take positive steps to correct individual problem areas of County employees driving County-owned vehicles.

Accident: Accident is defined to mean an occurrence which involves at least one (1) motor vehicle in transport and results in:

- a) injury or fatality of a person;
- b) total damage to one (1) person's property to an apparent extent of One Thousand Dollars (\$1,000.00) or more or
- c) damage to government-owned property to an apparent extent of Two Hundred Dollars (\$200.00) or more, except government-owned vehicles which remains at One Thousand Dollars (\$1,000.00) or more or
- d) an incident/accident where a traffic citation is issued to the county employee.

If an accident meets any of the four (4) criteria it is a reportable accident and is therefore subject to review by the Accident Review Committee except accidents involving deer collisions or Acts of God.

All accidents involving a County-owned vehicle must be reported by the employee involved to the supervisor within twenty-four (24) hours after the occurrence whenever possible. The reports and forms to be completed will be provided by the department, a copy of which will be filed in the employee's personnel file.

Exemptions:

- a) Accidents involving deer collisions will be exempt from committee review, if determined non-preventable by the designee in the Sheriff's Department and the Personnel Director.
- b) Accidents/Incidents when county vehicle is legally parked will be exempt from committee review, if determined non-preventable by the designee in the Sheriff's Department and the Personnel Director.

Accident Review Committee: The Accident Review Committee will be composed of two (2) co-workers (peers), department head, designee in the Sheriff's Department, and the Personnel Director of the County of Grant.

Preventable Accident: Any accident in which the actions of the employee were a contributing factor in causing the accident.

Non-Preventable Accident: Any accident in which the driver is not at fault.

Procedure for Accident Review Committee:

- a) **Frequency of Meeting:** The chair must call a meeting to review the accident/incident reports no later than ten (10) days after the occurrence.
- b) Prior to determining that an accident was preventable, an outside agency may conduct an investigation. Great weight will be given to the outside investigating agency's report.
- c) **Voting:** The Chair shall request a consensus in which the Committee by majority vote decides whether an accident/incident was "preventable" or "non-preventable". This will be done on the merits of each case.
- d) **Inform the Employee:** The Chair will advise the functional supervisor or agency director who will determine appropriate action and advise the employee.
- e) Minutes of meeting will be made available upon request.

Disciplinary Action:

If the Committee determines the accident was preventable, the employee will be subject to disciplinary action up to, and including, termination, based on circumstances and severity of the incident. Example – written warning, suspension, termination.

(Revised 08/30/2011, effective 06/29/2011; Revised 11/08/2011)

EMPLOYEE VOLUNTEER - EMERGENCY SERVICES

It is the policy of Grant County to support employees who provide unpaid volunteer emergency services to the citizens of Grant County.

1. Employees who are unpaid emergency service volunteers (e.g., Firefighters, Emergency Medical Technicians, etc.) for other municipalities or agencies may participate in emergency crisis situations occurring during their regularly scheduled working hours with prior county department head or department head designee approval. Employees are to notify their department head or department head designee in advance if they wish to respond to emergency calls for other municipalities or agencies. The department head or department head designee may approve or deny such employee requests. County employees acting as such volunteers are not acting within their scope of employment as Grant County employees. Employee participation in unpaid volunteer emergency services must not adversely affect the employee's job performance or be detrimental to the department's service to the citizens of Grant County.
2. Employee participation in unpaid emergency service volunteer activities for other municipalities or agencies will not be considered as hours worked for Grant County pay purposes.

(Revised 11/08/2011)

GRANT COUNTY DRUG FREE WORKPLACE AND ALCOHOL AND OTHER DRUG ABUSE POLICY

Grant County is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any employee illegally uses drugs on the job, comes to work under the influence, or possesses, distributes or sells drugs or alcohol in the work place. Grant County is committed to a drug and alcohol free work place. Therefore, Grant County has established the following policy. This policy is effective immediately and will be enforced uniformly with respect to all employees. The purposes of this policy are:

1. To establish and maintain a safe, healthy working environment for all employees, residents and the public.
2. To promote rehabilitation assistance for any employee who seeks such help.
3. To reduce the number of accidental injuries to person or property.
4. To reduce absenteeism, tardiness, and to improve productivity.
5. To safeguard the reputation of Grant County and its employees within the community at large.

Alcohol and Other Drug Abuse is defined as use of alcohol, illegal drugs, and taking medicine prescribed for another person. The words "illegal drugs" refers to any drug defined as a controlled substance under Wisconsin Statute or Federal Statutes. Alcohol and Other Drug Abuse also includes the use of prescription drugs and any product with the intent of purposely becoming intoxicated, euphoric, or high.

A prescribed drug is any substance prescribed for individual consumption by a licensed medical practitioner.

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

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

Federal Department of Health and Human Services drug test levels will be used to determine presence of illegal drugs. Drug testing will be done by DHHS certified laboratories. It is a violation of County policy for employees to be under the influence of alcohol (.02 or greater), illegal drugs, or misuse legal drugs during working hours for Grant County.

It is a violation of County policy for any employee to use, sell, possess, transfer or purchase illegal drugs, controlled substances or alcohol on Grant County property or while performing Grant County business unless such activity is a part of an assigned job duty. Such action may be reported to appropriate law enforcement officials.

Violations of this policy are subject to disciplinary action up to and including termination.

Any employee whose off-duty abuse of alcohol or illegal or prescription drugs results in excessive absenteeism or tardiness or is the cause of a work related accident(s) or poor work performance must see their physician and obtain a referral to a certified substance abuse program for rehabilitation and will face discipline and/or termination if he/she rejects that program or continues to have job performance problems.

Each employee may be tested for drugs and/or alcohol if he/she has been observed using a prohibited substance on the job (including but not limited to illegal drugs or alcohol), or if Grant County supervisory staff has other reasonable suspicion for testing him/her.

Employees testing positive for illegal drugs and/or alcohol will be subject to disciplinary action up to and including termination. Employees testing positive must see their physician and obtain a referral to a certified substance abuse counseling program. Grant County does offer group health insurance benefits to eligible employees. The employee will pay for all costs of rehabilitation not covered under the employee's benefit plan. If the employee is not terminated he/she will be subject to unannounced follow-up testing anytime during the first six months after returning to work or anytime during the course of the substance abuse counseling program. Employees must sign a release allowing Grant County to verify compliance with the substance abuse counseling program. Employees who fail to submit to required testing, test positive a second time, fail to sign a release or fail to comply with the certified substance abuse program will be subject to disciplinary action up to and including termination.

As a condition of employment, employees must abide by the terms of this policy and must notify Grant County in writing of any conviction of a violation of a criminal drug statute occurring in the work place no later than five calendar days after such conviction.

The administration of Grant County reserves the right to inspect lockers and/or vehicles owned by or leased to Grant County (and contents therein) at any time in an effort to enforce this policy. Employees are hereby put on notice that said locker(s) or vehicle(s), although assigned to individual employees, are subject to inspection and remain under the exclusive control of Grant County.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug and alcohol free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs or alcohol is not compatible with employment at Grant County.

(Revised 11/08/2011)

SEXUAL AND OTHER HARASSMENT POLICY

Grant County is an equal opportunity employer committed to maintaining a workplace free from discrimination. In keeping with this commitment, Grant County will not tolerate harassment of any of its employees, customers, or vendors, whether sexual harassment or harassment because of his/her gender, race, color, national origin, age, ancestry, disability, religion, use of statutory family/medical leave, or other legally protected characteristic.

Sexual harassment is unwelcome verbal or physical conduct of a sexual nature. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a condition of employment;
2. Submission to, or rejection of, such conduct is the basis for employment decisions; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or the conduct creates an intimidating, hostile or offensive working environment.

Examples of sexual harassment include sexual propositions, sexual innuendo, suggestive comments, sexually orientated "jokes" or teasing, displays of sexually explicit pictures or cartoons, leering, whistling, making obscene gestures and physical contact such as touching, pinching, brushing against another's body, coercing sexual intercourse, continuous requests for dates after the recipient states he or she is not interested, or name calling.

Sexual harassment is measured from the viewpoint of a reasonable woman if the victim is a woman or a reasonable man if the victim is a man. It is not the intent of the person engaging in the activity that determines what constitutes sexual harassment, but rather, the effect the activity has on the victim. Thus, well-intentioned compliments may be considered sexual harassment if a reasonable person of the same sex as the recipient would perceive it to be harassing, whether or not the compliment-giver intended to harass.

WHAT OTHER KINDS OF HARASSMENT ARE PROHIBITED? The County's policy is to provide an atmosphere free from discriminatory intimidation, ridicule, and insult based on sex, race, religion, national origin, age, disability, or other characteristic protected by law.

Any employee who believes that he/she has been harassed in violation of this policy should immediately report the matter to his/her department head or the Personnel Department. Grant County forbids retaliation against anyone for reporting harassment or otherwise assisting in the investigation of a harassment complaint. Employees are expected to cooperate with the investigation of harassment. Employees who fail to cooperate with an investigation or who gives false information will be subject to disciplinary action, up to and including termination of employment.

It is the policy of Grant County to investigate all complaints of sexual and other harassment thoroughly and promptly. Grant County will, to the greatest extent possible, maintain the confidentiality of those involved in the investigation. If the investigation confirms that harassment has occurred, Grant County will take appropriate disciplinary action, up to and including termination of employment. In the case of customer or vendor harassment, the County will act promptly to remedy the harassment and prevent further occurrences.

(Revised 1-20-2000; 11/08/2011)

WORKPLACE VIOLENCE POLICY

Grant County is committed to providing a work environment that is free from violence. Any acts or threatened acts of violence will not be tolerated. Anyone engaging in violent behavior will be subject to discipline, up to and including termination, and may also be personally subject to other civil or criminal liabilities.

This policy requires the combined efforts of all employees to enforce. Employees will report any act of violence or any threat of violence to their supervisor. All such reports will be fully investigated. Employees who find it necessary to obtain a restraining order, injunction against harassment, order of protection or any other court order designed to prevent acts of violence or harassment from local judicial or law enforcement agencies, should immediately notify their supervisor and the Personnel Director. Every effort will be made to keep employees safe at work.

Supervisors, managers and/or directors will take the workplace violence concerns of employees seriously. They will trust the instincts of employees who are worried or fearful of another employee or customer. They will bring bizarre, erratic, or aggressive employee/citizen behavior to the attention to the Personnel Director. Swift corrective and/or disciplinary action will be taken as necessary to stop aggressive behavior. Law Enforcement support will be obtained as necessary to ensure workplace safety.

Workplace violence is any act or threat (either verbal or implied) of physical violence, including intimidation, harassment, and/or coercion, which involve or affect, Grant County employees or which occur on Grant County property.

Acts or threats of violence include, but are not limited to, the following:

- All threats or acts of violence occurring on Grant County property regardless of the relationship between Grant County and the parties involved in the incident.
- All threats or acts of violence occurring off Grant County premises involving someone who is acting in the capacity of a representative of Grant County.
- All threats or acts of violence occurring off Grant County premises involving an employee of Grant County if the threats or acts affect the legitimate interests of Grant County.
- Any acts or threats resulting in the conviction of an employee or agent of Grant County, or an individual performing services on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affect the interest and goals of Grant County.

Specific examples of conduct, which may be considered threats, or acts of violence include, but are not limited to, the following:

- Hitting or shoving an individual
- Threatening an individual or his/her family, friends, associates, or property with harm
- The intentional destruction or threat of destruction of county property
- Harassing or threatening phone calls
- Harassing surveillance or stalking
- The suggestions or intimation that violence is appropriate
- Possession or use of firearms or weapons unless such possession is in accordance with Wisconsin law and Grant County's concealed carry policy.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the County except by authorized law enforcement officers, or in accordance Wisconsin law or Grant County's concealed carry policy.

Grant County's prohibition against threats and acts of violence applies to all persons involved in the departments operation, including Grant County personnel, contract and temporary workers, and anyone else on Grant County property. Violations to this policy will lead to disciplinary action that may include termination, arrest and prosecution.

Employees should learn to recognize and respond to behaviors by potential perpetrators that may indicate a risk of violence. All suspicious individuals or activities should also be reported as soon as possible to your supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

Employees shall place safety as the highest concern, and shall report all acts or threats of violence immediately. Every employee and every person on Grant County property is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to your immediate supervisor or the Personnel Director.

Any employee who believes that he/she has been the subject or has been a witness of workplace violence should immediately report the matter to his/her immediate supervisor or the Personnel Director. Employees are expected to cooperate with the investigation of any workplace violence incidents. Employees who fail to cooperate with an investigation or who gives false information will be subject to disciplinary action, up to and including termination of employment.

It is the policy of Grant County to investigate reports of workplace violence for all acts occurring on county property or against an employee acting in their capacity as an employee. The identity of the individual

making a report will be protected as much as is practical. To maintain workplace safety, the County may suspend employees pending the investigation.

It is the responsibility of managers and supervisors to make safety their highest concern. When made aware of a real or perceived threat of violence, management shall immediately inform the Personnel Director. Management shall conduct a thorough investigation and take specific actions to help prevent acts of violence.

Nothing in this policy alters any other reporting obligation established by Grant County policies, or in state, federal, or other applicable law.

(Approved January 20, 2000; Revised 11/08/2011)

ELECTRONIC COMMUNICATIONS POLICY

1. Overview

- (a) Employees are prohibited from using any means of electronic communications unless such use is in accordance with this policy. Any violation of this policy will result in discipline proceedings up to, and including, termination. Electronic and telephonic communications include any transmission to or from Email, voicemail, telephone, cell phone, computers, facsimiles, copy machines, Internet, etc.)
- (b) This policy governs the use of Grant County's computers and information systems by its employees. Grant County has implemented electronic communications to enhance the quality of our business communications. We encourage staff to use information technology to its fullest potential in order to enhance the services that we provide. We expect staff to remain current in their knowledge of electronic resources, standards, and protocol.
- (c) Our achievement of that goal includes maximizing the proper business use of Email and Internet access. Grant County's policy applies to anyone (employees, contractors, volunteers, board members, etc.) who uses the County's computers, networks, or electronic communication resources.
- (d) All electronic and telephonic communications systems and all information transmitted by, received from, or stored in County systems are the property of the County and as such are to be used solely for official County business unless expressly permitted by a designated manager (see section 3).
- (e) The guidelines and prohibitions established in this policy are meant to protect Grant County's computer equipment, software, and data from damage caused by the unauthorized use of the County's computers and networks by County employees or unauthorized access by third parties to the County's computers and networks. This policy is also intended to protect County employees from harm that may result from the improper use of the County's computers and networks by other employees or unauthorized third parties.

2. Information Technology (IT)

In accordance with this policy, the Information Technology (IT) office shall be responsible for:

- (a) Administering and maintaining the various servers and workstations at Grant County that are acquired through grants, donations or various County budgets;
- (b) Establishing standards for the organization of data on the County's shared networks and local hard drives of County users in order to facilitate network administration and upgrades;

- (c) Establishing disaster back-up procedures for storing County data from the County network and servers;
- (d) Installing anti-virus software on servers and workstations, and a firewall between County servers and Internet connections;
- (e) Providing each authorized user on the County network with a user identification (User ID) and providing access for each user to resources available on the network;
- (f) Procuring new hardware and software to meet the County's current and future network needs;
- (g) Monitoring communications, software, and applications on the County computer network and Internet use in order to assess and to identify any abuses or technical issues;
and
- (h) Redistribution or disposal of used hardware and software.

3. Personal Use of Network and Computers

Refer to the Social Media policy below, for appropriate use of Grant County social media sites and employee's personal social media / social networking sites as it relates to Grant County business.

- (a) The use of any software and business equipment (including, but not limited to, facsimiles, computers, printers, telephones, and copy machines) for personal purposes is strictly prohibited, unless expressly permitted by a designated manager. Personal purposes include, but are not limited to, soliciting or proselytizing for commercial purposes, union, religious, or political causes, or other non-job related reasons.
- (b) The use of Grant County computer resources constitutes a waiver of any right to privacy concerning such use, including any personal communications. Documents, including ones on a computer or computer network may be monitored and reviewed by the County at any time, with or without notice.

4. Prohibited Activities

- (a) County employees are responsible for preserving the integrity of Grant County's computer network and computer systems and agree not to interfere with or disrupt the County's computer network, other network users, services, programs, software, or equipment.
- (b) "Interference or disruption with the Grant County network", other network users, services software or equipment includes, but are not limited to the following:
 - 1. allowing unauthorized users to use County equipment;

2. the use of the County system and/or networks to gain unauthorized access to remote systems;
 3. use of the County system to copy and/or distribute unauthorized system files or copyrighted material, such as third-party software, pictures, documents;
 4. intentional attempts to “crash” the County computers or computer networks systems or program, attempting to secure unauthorized higher level privileges on the networked systems;
 5. the willful or negligent introduction of computer viruses or destructive programs that could adversely affect the County computers or networks;
 6. sharing User ID’s and password information with any other person. If a County employee does share his or her User ID and password with another person, the employee shall be solely responsible for the actions that other person has appropriated and discipline may occur;
 7. deleting, examining, or modifying files or work product belonging to other users without their prior consent; or
 8. using the computers or computer networks or any of its authorized software for personal gain or solicitation, to harass or threaten others; to send junk mail or “for-profit” messages.
- (c) It is also against Grant County policy for an employee to engage in the following conduct on the County computers or networks:
1. to use the computers or networks for unlawful activities;
 2. to use abusive or obscene language in any messages transmitted on the computers or networks, including any internal or external Email messages, sexually explicit messages, cartoons, ethnic or racial slurs, Internet communications, or other transmissions that could be construed as the harassment or disparagement of others;
 3. to engage in behavior on the computers or networks that is inappropriate, including pornography or any other inappropriate web surfing;
 4. to engage in behavior on the computers or networks that is prohibited under the County Personnel Policies, including but not limited to, harassment, workplace violence, etc.;
- or
5. to engage in any other conduct that could cause congestion and disruption of the County’s computers or networks and systems.

- (d) Many County policies apply to the use of electronic and telephonic communication systems, including those concerning courtesy, harassment, reporting absences, and solicitation. The County reserves the right to revise or expand its definitions of prohibited communications and place additional restrictions on Email/Internet usage at any time. Employees who fail to comply with the electronic communications policy or other County policies may be subject to disciplinary action, up to and including, termination of employment.

5. Privacy

Any use of Grant County's computers or network by an employee constitutes a waiver of any right to privacy concerning such use, including any personal communications using County resources. The County reserves the right and may exercise the right to review, audit, intercept, and disclose to the employee's supervisor all communications on the County computer or network at any time without prior notice to employees. County employees who use County computers or networks for their own unauthorized personal matters, or who allow others to use a County computer or network for non-county business, shall be subject to disciplinary proceedings, up to and including termination of employment.

6. Security

- (a) The IT office will provide each employee with a unique user identification (User ID) to gain access to the County computer network. Authorized users of the County network will also be required to enter a password to gain access to their individual and shared areas on the network servers and other information resources located on the network.
- (b) Grant County employees will be responsible for maintaining the confidentiality of their user ID's and passwords. Employees are required to change their passwords every six months. Employees shall notify the IT office if they believe that unauthorized users have obtained their User ID or password information to gain access to their user area or County's network. Each Department Head or their designee shall maintain a username and password list. There will be no file(s), programs, or data that cannot be accessed by appropriate management personnel.
- (c) If the IT office believes that the security system of the Grant County computer network has been compromised by an unauthorized user, the IT office shall take appropriate action to disable the User ID and passwords of users, workstations, or other access points to the system that may be involved. The IT office shall revoke an employee's User ID access to the County computer network upon termination of County employment or at any time based on information indicating the employee has engaged in conduct that could disrupt, interfere or expose the network to damage or to unauthorized use.

7. Prevention of Computer Viruses

- (a) Computer viruses and other debilitating programs present a major threat to the integrity of Grant County's information systems. Viruses are programs that infiltrate a computing environment and disrupt or damage computers, networks, program applications, and data. To prevent such problems from occurring on the County's computer network, authorized persons will install anti-virus software on servers and workstations. Servers and workstations will be scanned for viruses on a regular basis.

- (b) All USB drives (also known as thumb, flash, or pen drives) and workstation hard drives will be presumed to have viruses. Therefore, the anti-virus software will automatically scan every file accessed by a user.

8. Monitoring Communications and Software Use

Some of the communications and data on Grant County computers and networks are public records subject to public records requests. Other communications and data on computers and networks are considered confidential by law and are not subject to public records requests. All communications on, and uses of, the County's network or applications of any licensed software program installed in a workstation or server during work or personal time may be monitored from time to time by the IT office. County employees should be aware that any such communications and other uses of the network are not private and that the County reserves the right and may exercise the right to review, audit, intercept, and disclose to an employee's supervisor all messages on the County network at any time with or without prior notice to the employee. No employee should have any expectation of privacy as to his or her Internet usage or any other County provided electronic communications, e.g., Email, telephones including voice mail, computers, facsimiles, etc.

9. Data Storage

- (a) The IT office shall be responsible for organizing all data on the Grant County computer network in a manner that will allow users to readily access files and other information on the network. The IT office shall further establish procedures or protocols governing the deletion and retention of all data on the network, including the development of record retention schedules.

- (b) The Grant County IT department is responsible for backups of all data stored on Grant County servers. Any documents, programs, code, images, or other electronic data that is not stored on the appropriate county server(s) is not considered protected. Recovery of lost files will be very difficult. Electronic records that are not retained on Grant County servers do not conform to Grant County's records retention rules and schedules. Recovery of lost records will be very difficult. If you have any questions as to the protection of your data, immediately contact the IT Department for clarification.

10. Email

- (a) The Communication Decency Act of 1996 prohibits using email without disclosing one's identity with the intent to annoy, harass, abuse, or threaten another.
- (b) The content and maintenance of Grant County's electronic mail and shared file storage areas are the user's responsibility. Employees are expected to communicate in a professional manner that will reflect positively on them and the County. Misuse may result in discipline. Refer to the Social Media policy below, for appropriate use of Grant County social media sites and employee's personal social media / social networking sites as it relates to Grant County business.
- (c) Grant County, as a governmental agency, must comply with various state and federal guidelines concerning open records. Email documents can sometimes be subject to public records requests; depending upon their content. It is the employee's responsibility to save these messages, whether in electronic format or hard copy, pursuant to records retention statutes and the County's record retention ordinance. The IT office will not be responsible for saving or producing these messages.

11. Internet Access

- (a) The Internet provides access to a wide variety of information or resources that can assist County employees in the performance of their jobs. Grant County is concerned, however, that the availability of this resource on the County computer network may have an adverse impact on employee productivity. The internet is to be used solely for official County business unless expressly permitted by a designated manager. Refer to the Social Media policy below, for appropriate use of Grant County social media sites and employee's personal social media / social networking sites as it relates to Grant County business. The County may monitor Internet usage at workstations and remote sites and maintain a record of employee time on Internet and sites accessed to determine the benefits and potential productivity problems related to Internet use. Potential productivity problems will be brought to the attention of the appropriate Department Head and/or Personnel Department.
- (b) County resources (hardware, software, personnel, supplies, data, facilities, etc.) are intended for authorized business use only. Any individual who copies proprietary software or County data for personal use or unauthorized installation onto personal computers or who uses resources for other than authorized business will be subject to disciplinary action.
- (c) Each system has its own rules and limitations. Grant County employees have an obligation to be aware of computer security, economic, and privacy concerns associated with the use of

various systems on the Internet, and to guard against computer viruses and incurring costs while conducting research or communications on the Internet. At no time, however, shall an employee knowingly incur charges for Internet usage without the express consent of their immediate supervisor.

12. Compliance with Laws

Employees will be responsible for respecting and adhering to local, state, and federal laws in conducting their work on the County's computers or networks. Any attempt to break those laws through the use of the computers or networks may result in litigation against the offender by the proper authorities. If such an event should occur, the County will fully cooperate with the appropriate authorities to provide any information necessary to assist the relevant law enforcement authorities during the investigation process.

13. Information Infrastructure

Grant County resolves that all proposed changes, modifications, additions, or deletions to the County Information Infrastructure be submitted to the IT Manager for the purposes of assessment and written approval. This includes, but not limited to, telephones, copiers, printers, scanners and faxes.

14. Disposal of Used Electronic Equipment

It is the policy of Grant County that used electronic equipment be disposed of by the IT office in a manner that best serves the taxpayers. The IT office is authorized to recycle all County owned used electronic equipment. County departments wishing to obtain or retain previously used electronic equipment must submit a written request to the County's IT office.

Purchasing Electronic Equipment

All equipment will be purchased through the IT office to ensure compatibility, efficiency, and optimal cost savings.

15. Software

The IT office has the exclusive right to install all software used on the County's computers and networks. The installation of any software on the County's computers and computer networks without the expressed approval of the employee's Department Head and the IT office is prohibited. The IT office will remove all unauthorized software from its servers or workstations. The County will monitor software use by employees for licensing purposes and to protect against viruses and other unauthorized use of the County's servers or workstations by third parties.

16. Data

- (a) All data, whether on a Grant County computer, County computer disc, server, or on a workstation is the property of the County. It is against County policy for an employee to purposefully delete or modify the work product of another employee without the consent of the employee that created the work product, or that employee's supervisor. For the purposes of this policy, work product means any compilation of data, analysis, reports, or correspondence selected, coordinated, or arranged by an employee.

- (b) Much of the data in Grant County's computers and networks is confidential. The release of such County data to third parties shall be governed by applicable law and policies adopted by the County concerning the release of County data.

(Originally approved 7/21/98; Revised 2/20/07, 11/10/09, 11/08/2011) (06/20/2017)

My signature indicates that I read and understand the County's Electronic Communications Policy as revised on 11/08/2011 (06/20/2017). I understand and agree that violating these policies or applicable local, state, and/or federal laws may be subject to immediate loss of all computers, Email, and Internet privileges. In addition, disciplinary action up to, and including, termination may be taken against any violator under the County's Personnel Policies and Procedures.

Signature

Date

Printed Name

SOCIAL MEDIA

Purpose:

Grant County departments may utilize media platforms to further enhance communication with various stakeholder organizations in support of County goals and objectives. County officials and County sponsored organizations have the ability to publish content, facilitate discussions, and communicate information through various social media related to conducting County business. The purpose of this policy is to ensure the appropriate use of Grant County social media sites and employee's personal social media / social networking sites as it relates to Grant County business. This policy excludes the Grant County Sheriff's Department because they are covered under separate policy.

Grant County Social Media Policy:

1. Use of all Grant County social media platforms must be pre-approved by the Department Head, who shall consult with the IT Director, and the Corporation Counsel, prior to final approval. All content must be published using IT approved County social media platforms and tools.
2. Use of all Grant County social media platforms shall adhere to applicable state, federal, and local laws, regulations and the County Electronic Communications Policy.
3. Open records laws and policies apply to social media content and therefore content must be able to be managed, stored and retrieved to comply with these laws. All social media platforms (Facebook, Twitter, etc...) and entries shall clearly indicate that any information posted or submitted for posting are subject to public disclosure under the open records law.
4. Content deemed not suitable by Grant County because it is not topically related to the particular objective, or is deemed prohibited content based on the criteria in this or other policies, may be taken off the platform but shall be retained pursuant to the records retention schedule along with a description of the reason the specific content is deemed not suitable for posting.
5. The County reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.
6. Each Grant County social media platform shall include an introductory statement which clearly specifies the purpose and topical scope of the platform. Where possible, social media platforms should link back to the official Grant County Internet site for forms, documents and other information.

7. Each social media platform account is the sole proprietorship of Grant County. Moderators are authorized to create and post content on behalf of Grant County, but do not own the accounts. When the function of moderator ends, the employee shall surrender all rights, including administrative authority and passwords, to these accounts. The County IT department will maintain a listing of all authorized social media accounts and sites.

8. Grant County social media comments containing any of the following shall **not** be allowed for posting:
 - a.) Non-topically related content
 - b.) Profane language or content
 - c.) Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation
 - d.) Sexual content or links to sexual content
 - e.) Solicitations of commerce, unless authorized for county related purpose ie., WI Surplus, Fair sales, etc.
 - f.) Conduct or encouragement of illegal activity
 - g.) Content that may compromise the safety or security of the public or public systems
 - h.) Content that violates legal ownership interest of any other party
 - i.) External links constituting official endorsement or representative views on behalf of Grant County
 - j.) Content promoting political purposes, a political candidate, or party
 - k.) Content promoting or endorsing any religion or religious organization
 - l.) Content regarding or relating to any private commercial transactions or engagement in private business activities
 - m.) Other non-topically related content outside the limited public forum established to discuss County issues, operations and services

9. All social media platforms shall clearly indicate they are owned and maintained by Grant County and shall have the County Department contact information prominently displayed.

10. All County-related communication through social media tools shall be professional in nature and conducted in accordance with the County's communications policy, practices, and expectations.

11. The Grant County logos, marks, and insignia may be used on County social media platforms owned and maintained exclusively for County business and related County purposes. Do not use Grant County's name, logos, marks and insignia to promote any political party, candidate or for

partisan political purposes, to conduct private commercial transactions, endorse or to engage in private business activities.

Social media / social networking include various forms of information sharing, and uses technology to create web content communication and conversations. Examples include, but are not limited to, Facebook, MySpace, LinkedIn, Twitter, etc.

Employees must be attentive to the fact that inappropriate and/or unauthorized postings to official Grant County social media sites or employee personal social media / social networking sites may have a negative impact on Grant County's relationship with the general public.

Only Department Heads and/or their designees are authorized to post or modify content for official Grant County social media sites. Persons authorized to do so will be responsible for compliance with Grant County's social media standards.

An employee's failure to follow provisions of this policy may result in disciplinary action.

Employee Personal Social Media / Social Networking Sites:

Employees who have personal social media / social networking sites should ensure these sites are personal in nature and used to share personal opinions or non-work related information. The employee must maintain a distinction between sharing personal and official government views. In addition, employees should never use their Grant County e-mail password or e-mail account in conjunction with personal social media / social networking sites unless authorized to do so by the Department Head for official Grant County business.

When employees operate personal social media / social networking sites, they should use a disclaimer to ensure that their stated views and opinions are understood to be their own and not those of Grant County.

A disclaimer is required when they:

- a.) Refer to work done by the County,
- b.) Comment on any County related business or issues, or
- c.) Provide a link to a County website.

Bloggers, posters and tweeters must also disclose any material connection or relationship they have to what is being described in a blog, post or tweet.

Without express permission from Department Head, employees are prohibited from uploading, posting or sharing information in any format (text, images, video, audio, etc.) of County personnel, or clients gained in the course of employment. Department Heads will consult with legal counsel prior to giving approval.

This includes images, video, and audio taken at any County sponsored event, inside any County facilities or involving County equipment, or any other work-related documents or e-mail exchanges on a County site or their personal site.

Employees must not post or release anything related to Grant County that is proprietary, confidential, sensitive, Personally Identifiable Information (PII) or other County intellectual property on their personal social media / social networking site.

Employees of all departments must give careful consideration to whether the employee and resident/client relationship is compromised if the employee creates an association with the resident or client on a social media site.

Employees must comply with the confidentiality and privacy requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and other legal requirements of privacy and confidentiality, including information concerning minors, public assistance recipients and County employees. It is the responsibility of the employee to not post any HIPAA related information, or any other information that is private, confidential, proprietary, or inappropriate to his/her social media / social networking site.

Employees may comment on issues of general or public concern (as opposed to personal grievances) so long as the comments do not disrupt the workplace, interfere with important working relationships or efficient workflow or undermine public confidence in the employee. Instances must be judged on a case by case basis.

- Matters of public concern are those matters of interest to the community as a whole, whether for social, political or other reasons.
- Examples of state or national issues of general or public concern include election campaigns, elected officials, legislation, national security, budgets, foreign policy or any topic of broad public interest or debate.
- Examples of personal grievances include disciplinary action, work schedule, morale or complaints about supervisors or co-workers that do not involve actual wrong-doing, illegal discrimination, corruption or waste. These types of comments may subject an employee to disciplinary action.

Negative comments on internal operations of Grant County or specific conduct of supervisors or peers that impacts the public perception of Grant County is not protected First Amendment speech, in accordance with established case law.

Posted content has the potential to be shared broadly, including with individuals you did not intend to communicate. Therefore an employee is responsible for ensuring that any content related to a co-worker

is consistent with County policy regarding how to treat co-workers. For example, do not post content that would violate the County's policy regarding discrimination and harassment.

Employee bloggers are personally responsible for their commentary on blogs and social media / social networking sites and can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party, not just the County. The County is not responsible for protecting employees from the consequences of any information posted even if the employee has received prior authorization to participate in social media / social networking.

If any employee is at any time uncertain as to how to apply the directives found in this policy, the employee should seek guidance from his/her Supervisor, Department Head, IT, or Personnel Office, prior to engaging in electronic communication activities.

Approved - 06/20/2017

CONCEALED CARRY POLICY

A. Purpose

Grant County is committed to providing its employees a work environment that is safe and secure. The County makes reasonable efforts to provide safe and secure working conditions for its employees and the general public. The goals of this Policy are to implement Wis. Stat. §175.60, to provide for the safety of Grant County employees and members of the public, and to exercise prudent risk management in managing the County's liability.

B. Prohibition from Possession and Control of Prohibited Weapons by County Employees

Grant County employees are prohibited from possessing or having under their control any prohibited weapon(s) while conducting County business or while in County-owned, rented, leased, or otherwise controlled buildings unless specifically authorized by the employee's appointing authority. A prohibited weapon includes but is not limited to any firearm, as well as any handgun, knife, billy club, or electric weapon as defined in Wis. Stat. § 175.60. A weapon that is used for hunting or other sporting purposes, such as trapshooting, fishing and archery, and that is legally stored in the employee's personal vehicle is exempt from this policy. A knife that is used in the normal course of county business, such as a butcher knife used for food preparation or a box cutter used to break down boxes, or a common pocket knife, is exempt from this policy.

Law enforcement officers or other individuals specifically authorized by the County to carry a weapon are exempted from this policy and may be permitted to carry a concealed weapon in accordance with department rules regarding the carrying and handling of such weapons.

Pursuant to Wis. Stat. § Wis. Stat. § 943.13(1m)(c)4.b, no employee, contractor, visitor or other individual may carry a prohibited weapon into any building that is owned, operated or controlled by Grant County. A valid concealed carry license does not authorize an individual to carry such a weapon onto these premises.

Employees of Grant County are prohibited from carrying weapons any time they are working for the County or acting within the course and scope of employment. These situations include, but are not limited to attending training sessions or seminars, wearing an identification badge and working at other sites off County premises. In addition, no employee or member of the public may carry a concealed weapon in a County-owned vehicle.

This prohibition against unauthorized weapons applies to all employees including but not limited to regular full-time or regular part-time employees, part-time employees, elected officials, limited term

employees, contractors, interns, volunteers, and officials or officers who serve at the pleasure of the appointing authority as provided by statute. Violations will be subject to legal action as appropriate. Violations of this policy by an employee may lead to disciplinary action up to and including termination of employment in accordance with the applicable law.

C. Notice to Employees and the Public

Effective November 1, 2011, the following sign (or language substantially similar) will be posted at the entrance of every County-owned building, and at the entrance to the portion of any non-county owned building that is rented, leased, or otherwise controlled by the County as required by Wis. Stat. § 175.60:

“WARNING! Concealed Weapons Strictly Prohibited. This prohibition includes handguns, all knives, billy clubs, and all electric weapons. It is a violation of Wis. Stat. 175.60 and Grant County’s Policy to Carry a Concealed Weapon Into Any Building Occupied by Grant County. Violation of Same is a Misdemeanor.”

D. Storage of Weapons in Vehicles

Pursuant to Wis. Stat. § 175.60(15m)(b), an employee possessing a valid license to carry a concealed weapon may bring their weapon with them onto a County parking lot. Employees who possess a valid license to carry a concealed weapon are discouraged from storing a weapon in their personal vehicle while at work.

Where an employee chooses to bring a concealed weapon onto a County parking lot, the employee must leave the concealed weapon in his/her vehicle. Employees are neither permitted to remove their weapon from their vehicles while in the County parking lot nor are they permitted to bring a concealed weapon into County buildings. The employee’s weapon must be stored in a locked vehicle either in the glove compartment, a lock box, gun rack or the trunk.

E. Right to Inspection

Grant County reserves the right at any time and at its discretion to conduct lawful searches of County-owned, rented, or leased vehicles as well as any other vehicles, packages, purses, containers, briefcases, desks, and/or persons entering County-owned, rented, leased, or otherwise controlled buildings for the purpose of determining whether any prohibited weapon has been or is being brought onto such County premise in violation of this policy. Any employee failing or refusing to promptly permit a search under this policy will be subject to discipline up to and including termination of employment.

In addition, if the County has reasonable suspicion that an Employee or a member of the general public is carrying a concealed weapon in violation of this policy, Grant County reserves the right to require the

individual to voluntarily demonstrate compliance with this policy. If the individual refuses to comply, he/she may be denied access to a County facility or County vehicle.

F. Reporting Concealed Carry Policy Violations

Any employee who witnesses any prohibited activity as defined in this policy shall immediately report such activity to their immediate supervisor, or other designated authority.

An employee shall immediately contact a supervisor if he/she suspects an employee or member of the public is carrying a concealed weapon on the premises of the County. Employees are required to immediately contact a supervisor if they suspect an employee to be carrying a concealed weapon at any time while they are working for the County, acting within in the course and scope of employment, or acting as a representative of the County.

(Approved 11/08/2011)

IV. PERSONAL CONDUCT AND DISCIPLINE

DISCIPLINE

A. Policy. Notwithstanding the fact that employees of Grant County are employed "at will", the purpose of discipline is generally to correct the job behavior and performance problems of employees. The County will attempt to inform the employee of standards of conduct and performance which are expected. However, because the County cannot list every conduct or all performance criteria which may make disciplining an employee necessary, an employee is expected to conduct him/herself in a manner which is appropriate to his/her employment setting. An employee is expected to perform to the greatest extent of his/her ability.

B. Grounds for Disciplinary Action. The following non-exclusive examples may result in disciplinary action ranging from a warning to immediate termination, depending upon the seriousness of the offense. The County reserves the right to take any disciplinary action it deems appropriate under the circumstances of the individual case.

1. Dishonesty or falsification of records.
2. Reporting to work under the influence of intoxicants or illegal drugs, or using such substances while on county property or while performing county business. Refer to the Grant County Drug Free Workplace and Other Drug Abuse Policy and CDL DOT Policy if applicable.
3. Unauthorized use or abuse of County equipment, property, or supplies.
4. Theft or destruction of County equipment, property, or supplies.
5. Work stoppages such as strikes or slowdowns.
6. Insubordination or refusal to comply with the order or directive of a supervisor.
7. Tardiness, unauthorized or excessive absence, or abuse of sick leave.
8. Use of official position or authority for personal or political profit or advantage.
9. Violating safety rules and regulations.
10. Being wasteful of material, property or working time.
11. Failure to observe property security procedures.
12. Removal of County money, merchandise, or property, including property in custody of the County without permission.
13. Lying to supervisors in connection with your job.

14. Dishonesty, including intentionally giving false information, intentionally falsifying records or making false statements when applying for employment.
15. Divulging or misusing confidential information, including removal from County premises, without proper authorization, any employee lists, records, designs, drawings, or confidential information of any kind.
16. Intentional falsification of time records for payroll.
17. The representation of false or misleading information on any of the forms and materials made available to the Employer.
18. The use of profanity or abusive language towards a fellow employee or member of the general public while performing official duties as a County employee.
19. Violation of departmental policies and procedures.
20. Violation of applicable county policies, procedures and/or applicable ordinances.
21. Violations of state or federal laws and regulations.

Other circumstances may warrant disciplinary action up to and including termination and will be treated on a case-by-case basis.

(Revised 11/08/2011)

CONDUCT RULES

Employees are expected to conduct themselves in a manner that reflects well on themselves and Grant County. The following rules of conduct reflect general principles of honesty, respect, decorum and professionalism that are expected of all county employees. The conduct rules listed in this policy are not exclusive, but illustrative of the general principles that should guide employee conduct.

A. Care of Equipment and Property. Careless handling of equipment, supplies, or property greatly increases the cost of operations. Any equipment deliberately abused by an employee will be repaired or replaced by the employee.

(Revised 11/08/2011)

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

C. Dress. The personal appearance of all employees is important to our image with the citizens we serve. Without unduly restricting individual tastes, it is the policy of Grant County to require personal cleanliness, good grooming, and appropriate dress while employees are on duty. Dress should be consistent with standards of the community, business and occupation.

D. Gifts and Gratuities. The nature of public employment, and the ethics of public service, dictates that no employee is allowed to accept gifts or gratuities from vendors, County residents or others, for any reason.

E. Personal Mail. The use of any County facility as a mailing address, for personal purposes, is not permitted.

F. Solicitation/Distribution. Solicitation and/or distribution of material, by an employee, to another employee, is prohibited while the person doing the soliciting or distributing, or the one being solicited or distributed to, is on his/her working time. Furthermore, in the interest of employee safety and well-being, the distribution of material of any kind shall not be permitted at any time in working areas of the Courthouse or other County facilities, without the express permission of the Executive Committee.

County time is not to be used to conduct private business. Collections and sales of goods and services (cosmetics, jewelry, and insurance, for example) by employees or non-employees, is strictly prohibited. Contributions for charitable fund raising activities may be solicited on County property, only with the advance permission of the Executive Committee or County Board Chair.

(Revised 11/08/2011)

G1. Telephone. People form opinions of an organization based on the treatment they receive when they call. When answering the telephone, you are the County to the person calling. It is important to be friendly, courteous, and helpful. Incoming personal calls for employees are not permitted except in an emergency. In an emergency, a message will be taken and delivered promptly. Outgoing personal calls may be made only during breaks or lunch periods. Employees are to reimburse the county for any personal calls made from county phones.

G2. Cellular Phones. The telephone policy G1 applies to the use of cellular phones. If employees are issued a county provided cellular phone it must be used for work-related purposes only. **Handheld cellular phone usage (including dialing) is not permitted while driving a motor vehicle for county work purposes (unless responding to a work-related life threatening/emergency situation).** Employees must find a safe spot to park their vehicle before using handheld cellular phones.

(Revised 12/19/2000)

H. Nepotism. The employing unit, department or agency shall not hire or arrange for the immediate supervision of an employee who is the spouse, parent, child, brother, sister, niece, nephew, mother-in-law, father-in-law, aunt, uncle, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent, grandchild, or "significant other", of the immediate supervisor. This prohibition shall also apply to step or adopted parents, children, sisters or brothers. A person considered to be a "significant other" would include a person with whom the supervisor cohabits or whom he/she maintains an intimate relationship. This policy is established to eliminate the possibilities of preferential treatment given in favor of relatives and to reduce possible criticism to appointing authorities.

I. Disclosure And Reporting Suspected Unlawful Conduct.

Grant County encourages and expects its employees to immediately disclose to appropriate County Officials any and all information, which an employee reasonably believes to show unlawful conduct by the County, its officers, employees or agents, whenever the employee comes into possession of such information. Unlawful conduct includes fraudulent bookkeeping, embezzling, theft, misappropriation of funds, safety and health violations, discrimination and any other activity prohibited by law.

County of Grant Employee Handbook

The purpose of the policy is to allow Grant County the opportunity to investigate the alleged unlawful conduct, determine the veracity of the information submitted, notify enforcement authorities when appropriate, and take corrective action as required. Grant County has an affirmative obligation to the general public and its employees to take immediate action when circumstances warrant.

If a Grant County employee has information which he/she reasonably believes to show that the County, its officers, employees or agents are engaged in unlawful conduct or activities, that employee has an affirmative duty to report or disclose that information to Grant County so corrective measures can be instigated immediately for the County's protection.

The report or disclosure should be made in writing and submitted in confidence directly to the Grant County Personnel Director and a copy of the original document is to be retained by the reporter.

NOTE: If the Grant County Personnel Director is the source of the alleged unlawful activity, then a written disclosure should be made directly to the County Board Chair. The Personnel Director or the County Board Chair shall forward the employee's report to appropriate agents of the county for confidential review and investigation.

The report may be submitted on anonymous basis if the person so desires. However, an investigation of unspecified wrongdoing or broad allegations will not be undertaken without verifiable evidentiary support. Because investigators are unable to interview anonymous reports, it may be more difficult to evaluate the credibility of the allegations and therefore, less likely to cause an investigation to be initiated.

Employee reports or disclosures made in good faith by any Grant County employee under this policy will be protected from any adverse employment action, which could be associated with the disclosure. Malicious allegations may result in disciplinary action.

This policy shall not be construed or implemented in any manner which would impermissibly restrict any public employee's protected constitutional right to speak freely as a private citizen on his or her own time about matters of public concern. Grant County reserves all rights inherent in its authority to apply this policy as it deems necessary to efficiently and effectively conduct this lawful business of County government.

(Approved 9/16/08)

COMPLAINT RESOLUTION

Employees are encouraged to discuss matters with their supervisor if they have questions regarding the actions of the County or if they do not agree with an action a supervisor has taken.

(Revised 11/08/2011)

GRIEVANCE POLICY

Purpose:

This grievance policy is established pursuant to Wis. Stat. § 66.0509(1m) to address employee terminations, employee discipline and workplace safety as required by law. An employee shall use this grievance policy for resolving disputes regarding employee termination, employee discipline or workplace safety issues covered by this policy.

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.

Definitions:

"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 regular part-time employee of Grant County, as defined in applicable County personnel policy and excludes managerial and supervisory employees, elected officials, limited term employees, contractors, employees covered by a collective bargaining agreement containing a grievance procedure for discipline or termination and officials, officers or employees that serve at the pleasure of an appointing authority as provided by statute, including, but not limited to Corporation Counsel, Deputy Coroner, Veterans Service Officer, Highway Commissioner, Zoning Administrator, Land

Information Officer, Real Property Lister, Social Services Director, Health Officer and Commission on Aging Director. **“Employee”** for purposes of a Grievance involving workplace safety means a full-time or regular part-time employee of Grant County, as defined in applicable County personnel policy.

“Discipline”, in the context of this policy, is an employee’s suspension of employment or a demotion due to misconduct. Leadership/management tools, which include, but are not limited to, 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 leave with or without pay; non-disciplinary wage, benefit or salary adjustments; or a change in assignment or assignment location, are not subject to the grievance procedures addressed in this policy.

“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 form attached to this policy as Appendix A or Appendix C. An employee filing a Grievance is referred to as a “Grievant” in this policy.

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

“Working day” generally means a regularly scheduled work day (Monday through Friday) excluding County holidays.

“Workplace safety” means any standard established or adopted under Wis. Admin. Code Chapter SPS 332.

Grievance Procedure for Discipline and Termination:

1. Initiating a Grievance Related to Discipline or Termination
 - a. A Grievance relating to discipline or termination shall be initiated by filing a written complaint on the form attached to this policy as Appendix A with the Personnel Director within 10 working days of the event giving rise to the Grievance. The Grievance must contain all of the information required on Appendix A to be considered complete.
 - b. A Grievance may only be filed by the employee who is the subject of the discipline or termination. The Grievant must sign and date the Grievance. A Grievance will not be considered filed until the Grievant signs the Grievance, provides all of the required information and delivers the Grievance to the Personnel Director.

- c. If a Grievance is untimely or incomplete, the Personnel 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 Personnel 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 Personnel Director. Upon receipt of the Grievant's response, the Personnel Director shall refer the response to the Grant County Executive 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 Personnel Director's request or a finding by the Executive 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.
- d. 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.
- e. Throughout the grievance process, the Grievant may represent him or herself or the Grievant may be represented by legal counsel.

2. Decision by Personnel Director

Upon the receipt of the grievance, the Personnel Director may attempt to informally resolve the Grievance. If the Grievance cannot be resolved, the Personnel Director will deliver a written response to the Grievant with a brief explanation as to why the Grievance is denied.

3. Hearing Before an Impartial Hearing Officer

An employee shall have ten working days from the date the Grievance was denied to file a written request for a hearing with the Personnel Director.

- a. When the Personnel Director receives a properly filed request for hearing, the Personnel Director shall assign the Grievance a case number and provide the Grievant with the name of the Impartial Hearing Officer assigned by the County. The Grievant shall be responsible for half of the cost of the hearing officer.

- b. Within five (5) working days of the date the Impartial Hearing Officer is assigned, 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. All hearings will be closed to the public. 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.
- c. Prior to the beginning of the hearing, the Impartial Hearing Officer may attempt to mediate the dispute at the request of both parties.
- d. The Grievant and Administration may call witnesses and present testimony and exhibits that are relevant to the events at issue in the Grievance subject to the requirements related to exchange of witnesses and exhibits. The Grievant and Administration may cross-examine any witnesses presented by the opposing side subject to relevancy. The Impartial Hearing Officer may refuse to allow testimony or receive exhibits that the Impartial Hearing Officer deems irrelevant or repetitious.
- e. The rules of evidence shall not be strictly followed, but no factual conclusions may be based solely on hearsay evidence.
- f. 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.
- g. 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.
- h. Burden of proof

The Grievant bears the burden of proof to persuade the Impartial Hearing Officer by clear, convincing and satisfactory evidence that the Administration had no rational basis

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.

- i. 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 Personnel Director shall preserve all audio recordings for the period required by law following completion of all proceedings related to a Grievance.

4. Remedies

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

- a. If the Grievance involves employee 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.
- b. 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.

5. 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; a statement of the issues; pertinent findings of fact; conclusions of law, if any; the final decision; 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 denied.

6. Appeal

Appeal to the County Board of a Grievance relating to discipline or termination shall proceed under the section titled County Board Appeal.

Grievance Procedure – Workplace Safety

1. Conditions Precedent to Filing a Workplace Safety Grievance

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

2. Action by Committee

- a. If the County determines that the condition does not constitute a Workplace Safety violation, the Personnel Director shall immediately notify the Department Head and the Chair of the governing committee of the result of the investigation to follow up on the Workplace Safety concern.

3. Initiating a Grievance Relating to Workplace Safety

- a. An employee may initiate a Grievance relating to Workplace Safety by presenting a written complaint on the form attached to this policy as Appendix C to the Personnel

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 above. The Grievance must contain the information set forth in Appendix C.

- b. 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 Personnel Director.
- c. If a Grievance is untimely or incomplete, the Personnel 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 Personnel 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 Personnel Director. Upon receipt of the Grievant's response, the Personnel Director shall refer the response to the Grant County Executive 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 Personnel Director's request or a finding by the Executive 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.
- d. By signing the Workplace Safety Grievance, the Grievant is acknowledging and affirming that the statements contained in the Workplace Safety Grievance are true and accurate to the best of the Grievant's knowledge.
- e. A Grievant shall not be allowed to amend a Workplace Safety Grievance.

4. Hearing before an Impartial Hearing Officer

- a. When the Personnel 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 Personnel Director shall make the selection.

- b. An Impartial Hearing Officer shall be assigned no later than twenty (20) working days after the date the request for hearing was filed. 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 Personnel Director shall preserve all hearing audio recordings for the period required by law following completion of all proceedings related to a Workplace Safety Grievance.

- c. Hearing procedure

The hearing shall be conducted in accordance with the procedure set forth for above for discipline and termination hearings.

- d. 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.

5. Impartial Hearing Officer Decision

- a. 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. SPS 332 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.
- b. If the Workplace Safety Grievance is denied, the Impartial Hearing Officer shall issue a written report that identifies the basis for denying the Grievance.
- c. The Impartial Hearing Officer shall file the written report with the County Clerk within twenty (20) days of the close of the hearing.

6. Appeal

Appeal to the County Board of a Grievance relating to Workplace Safety shall proceed under the section below titled County Board Appeal.

County Board Appeal

1. Requesting an Appeal to the County Board

- a. Either party may appeal the Impartial Hearing Officer's decision by filing a request for appeal. The appeal must include the following information: a copy of the grievance filed; a copy of the written response from the Personnel 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. The appeal must be filed in the Personnel Director's office 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.
- b. Upon the filing of an appeal, the Personnel Director shall forward a copy of the appeal and of the audio recording of the hearing before the Impartial Hearing Officer to the County Clerk.

2. County Board Appeal Process

- a. When the Personnel Director receives a properly filed request for appeal (Appendix D), the Director shall forward the appeal to the chair of the County Board. The Chair shall schedule a meeting of the County Board to review the hearing record and the Impartial Hearing Officer's decision. The Board may listen to any portion of the audio recording of the hearing before the Impartial Hearing Officer. The Board may confer with the Impartial Hearing Officer regarding the hearing record and the basis of the Impartial Hearing Officer's decision. The Board shall not overturn or otherwise modify the Impartial Hearing Officer's decision unless the decision of the Impartial Hearing Officer is found to be arbitrary, oppressive or unreasonable.
- b. The County Board shall not take testimony, accept additional evidence, accept briefing, accept oral argument or otherwise conduct a hearing of any sort in relation to an appeal. In the event the Impartial Hearing Officer failed to render a decision, the County Board shall start the hearing process again under the section Hearing before an Impartial Hearing Officer.

3. 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; a statement of the issues; findings of fact, along an explanation as to why the findings differ from the hearing officer, if any; conclusions of law, along with an explanation as to why the conclusions differ from the hearing examiner, if any; the final decision; and if the County's decision is overturned, the remedy for the employee.

4. 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:

- a. If the Grievance involves employee termination, the County Board may award remedies consistent with the remedies set forth above under the section entitled Remedies. 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.
- b. If the Grievance involves employee discipline other than termination, the County Board may award remedies consistent with remedies set forth above. 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.
- c. If the Grievance involves Workplace Safety, the County Board may order that corrective action be taken according to law.

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

(Approved by County Board on 09/20/2011, revised 01/21/2014, revised 05/20/2014)

Appendix A

GRANT COUNTY DISCIPLINE/TERMINATION GRIEVANCE FORM

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

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

(Approved by County Board on 09/20/2011)

Appendix B
GRANT COUNTY
Unsafe Condition or Hazard Report

Instructions:

- Use this form to report an unsafe working condition that does not require immediate action.
- This form should NOT be used to *initially* report immediate and dangerous working conditions. See page 2 of this form for instructions on such conditions.
- This form should be completed, fully and legibly, with as much detail as possible. If additional space is needed, print information on a separate piece of paper and attach. If you need assistance in filling out the form, please contact the Personnel Office.
- Submit completed forms to the Personnel Director for consideration by the Grant County Safety Committee.

Employee's Name: _____ Job Title: _____ Date of Report: _____	DATE AND TIME RECEIVED <i>(for County use only)</i>
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1. Location of Condition Believed to Be Unsafe or Hazardous (specify exact location where alleged unsafe or hazardous condition exists, the type of work performed and the approximate number of employees in the location. Use a separate form for each unsafe or hazardous condition).

2. Detailed Description of Unsafe or Hazardous Condition and Its Cause:

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

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

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

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

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

8. Certification.

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

Signature of Employee: _____

Date Signed: _____

Immediate and Dangerous Working Conditions

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

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

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

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

5. The Grant County Safety Committee will review the information related to the dangerous working condition and determine whether the situation has been satisfactorily resolved or if additional investigation and corrective actions are necessary. The Personnel Director will advise the employee in writing of the results of the investigation and any corrective action that the County intends to take within fifteen (15) calendar days of receipt of this Unsafe Condition or Hazard Report from the employee.

(Approved by County Board on 09/20/2011)

Appendix C

GRANT COUNTY WORKPLACE SAFETY GRIEVANCE FORM

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

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

(Approved by County Board on 09/20/2011)

**Appendix D
GRANT COUNTY GRIEVANCE PROCEDURE APPEAL FORM**

INSTRUCTIONS: This form is to be used by employees and/or the County to appeal the written decision of an Impartial Hearing Officer relating to discipline, termination or workplace safety under the Grant County grievance procedure. The form must be completed and filed with the Personnel Director within five (5) calendar days of the date of the Impartial Hearing Officer's decision from which the appeal is being taken. Failure to file a written appeal within five (5) calendar days of the impartial hearing officer's decision will result in the waiver of the right to an appeal and the outcome of the proceedings before the hearing officer shall be final. You may only use the space provided on this form.

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

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

Signature of Appealing Party: _____
Date Signed: _____

(Approved by County Board on 09/20/2011)

BEREAVEMENT LEAVE

Each full-time employee shall be entitled to three (3) days of paid bereavement leave for the death of a spouse, child, parent, brother, sister, grandparent or grandchild. This includes step-siblings, step-parents and step-children. Days must be consecutively scheduled work days and cannot extend beyond the fourth calendar day after the funeral unless other arrangements are approved by the department head. A one (1) day leave shall be granted for the death of an employee's in-law (mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent-in-law, daughter-in-law, son-in-law), nieces and nephews, uncles and aunts. The day must be a scheduled work day and cannot extend beyond the second calendar day after the funeral. Regular part-time employees shall receive pro-rated bereavement leave. If desired, a covered employee may use earned vacation, discretionary days or sick leave days, for up to two (2) weeks when approved by his/her supervisor, to cover a period of grief. The County may require verification of bereavement leave requests.

(Revised 5-20-2003, effective 1-1-2003; Revised 08/30/2011, effective 06/29/2011)

DEFERRED COMPENSATION

Grant County employees are eligible to defer wages to a legally qualified tax sheltered savings plan, which has been approved for payroll deduction by the County Board. The plan document is available for review in the Personnel Department.

FLEXIBLE SPENDING ACCOUNT

Grant County provides employees the opportunity to participate in a program (IRS Section 125) which allows certain medical and/or child/dependent care expenses to be paid with pretax dollars. The program is subject to annual review. Details are available through the Personnel Department.

(Revised November, 1997)

HEALTH INSURANCE

Group Health Insurance is offered to all regular full-time and regular part-time County employees and eligible dependents. The County reserves the right to change health insurances and other benefits at any time with or without notice. However, the County will make every effort to review potential changes with employees. Benefits are effective the first of the month following one month of employment.

For example: Your hire date is October 3rd. Your insurance starts on December 1st. Your hire date is October 30th. Your health insurance starts December 1st. Your hire date is October 1st. Your insurance starts November 1st.

(Effective 01/01/2019)

Grant County pays a designated employer share of the lowest health insurance plan premium effective 01/01/2017 (pro-rated for regular part-time employees). The employee's share of the premium will be paid through payroll deductions. Employees are responsible to inform their department payroll designee as soon as possible of any changes in family status affecting their insurance coverage. Failure to notify county of change in status may result in loss of benefit eligibility. If an employee chooses not to enroll in the group insurance program, there will be no increase in wages in lieu of compensation. Contact the Personnel Department for current cost information, insurance waiver form or to review the summary plan description. The plan document controls the payments of any benefits.

Health Reimbursement Arrangement and Rollover

On January 1, 2012, the county implemented a Health Reimbursement Arrangement (HRA) with a rollover and deductible.

Effective January 1, 2016, the deductible amounts are as follows.

	Employee Pays	County Pays
Deductible (single\family)	\$500 single \$1,000 family	\$4,500 single \$9,000 family
RX Copay*	\$15 Generic \$45 Brand Name	\$0
Max Out of Pocket (single\family)	\$500 single \$1000 family	\$4,500 single \$9,000 family

*RX Copay increase to \$15/\$45 effective 01/01/2017

HRA Rollover – Grant County is rewarding employees who make wise health related decisions and focus on fitness\wellness. By doing so the employee may have money left in their County funded HRA and will be rewarded by “rolling over” a fixed amount of these savings for their future individual and family medical expenses.

Post Retirement Rollover Benefits - (2013 and beyond) Eligible when an employee terminates employment for any reason OR is an active employee no longer on the county offered health insurance and has a balance above \$100 in their rollover account.

- Rollover money may be used for all IRS qualified expenses (same as Flex), as well as, Medicare supplements until the balance reaches \$100.
- In the event of an employee's death, the rollover money may be used by the spouse or dependent for qualified expenses or will be turned over to the estate.

(Revised 10/04/2016)

Health Insurance Non-Duplication Policy

All Grant County regular full-time and regular part-time employees are offered health insurance coverage. An employee may only receive health insurance coverage under one plan provided by Grant County. Employees may choose between single, employee/child(ren), employee/spouse, or family coverage. If two employees are eligible to be on the same family plan, they can choose one family plan or a single plan each. Further, if one employee elects to be the named insured, the other employee shall be a dependent under the named insured's family plan. For those hired on or after July 21, 2015, the employee share of the premium will be the same as other employees covered under the plan.

(Revised July 21, 2015)

Continuation of Life Insurance Benefits upon Termination

An employee (with a minimum of 5 years consecutive Grant County employment) who qualifies for retirement and retires under the Wisconsin Retirement System and who immediately applies for an annuity, or an employee who terminates employment after age 55 with at least 15 years of consecutive employment with Grant County, may continue in the Life Insurance program in which the individual was enrolled prior to retirement/termination provided the employee pays the full premium to Grant County on a minimum of a quarterly (3 month) basis in advance and the employee is not eligible to receive life insurance benefits from another employer. This is a \$2500.00 life insurance plan. (Revised, 10/04/2016 - Effective 01/01/2017)

An employee, his/her spouse and dependents, whose coverage with Grant County terminates, may exercise continuation rights in accordance with Title X of the Consolidated Omnibus Budget Reconciliation Act (COBRA) (1986) (as amended) provided the employee pays the full required premium in advance, each month.

(Revised 6/21/05; 11/08/2011, 12/18/2012, 06/17/2014, 07/21/2015, 01/01/2016, 03/07/2016, 10/04/2016)

LIFE INSURANCE AND ACCIDENTAL DEATH & DISMEMBERMENT (AD&D)

Grant County provides a term life insurance policy and accidental death and dismemberment insurance for all eligible employees. Grant County pays a portion of the insurance premiums. Contact the Personnel Department for current cost and plan description information/booklet.

LONG TERM DISABILITY INSURANCE (LTD)

Grant County provides long term disability insurance for all eligible employees. Grant County pays a portion of the LTD premium. Contact the Personnel Department for current cost information and plan description information/booklet.

(Revised 3/16/99)

RETIREMENT

Each pay period, Grant County and participating employees are required to contribute a percentage of the employees' earnings, to the Wisconsin Retirement System. The percentage contribution is established each year by the State of Wisconsin Department of Employee Trust Funds. A booklet and contact information is available in the Personnel Department.

(Revised 6/21/05; Approved 08/30/2011, effective 08/19/2011 paycheck; Revised 11/08/2011)

HOLIDAYS

1. The following shall be considered holidays in each year: New Year's Day, Friday Afternoon before Easter, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, December 24th and December 25th.

Note: Land Conservation employees follow the same holiday schedule as the Federal Soil Conservation Office.

2. If any of the foregoing days listed shall fall on a Saturday, that holiday shall generally be observed on the preceding Friday. If any of those days fall on Sunday, that holiday shall generally be observed on the following Monday. In the case of 24 hour a day service agencies, holidays shall be recognized according to a plan approved by the respective Governing Committee and the Executive Committee. The County Board Chair may change holiday scheduling.

3. Regular part-time employees are eligible for holiday pay on a pro-rated basis according to the percentage of full time they regularly work.

4. To be eligible for holiday pay, an employee must work his or her last regularly scheduled workday immediately preceding the holiday and his or her regularly scheduled workday immediately following the holiday. No payment shall be made for employees out on worker's compensation, or unpaid medical or personal leave. Holidays falling in paid sick leave period will not be considered as counting against sick leave time.

5. Limited term and part-time employees are not eligible for holiday pay. Non-exempt employees required to work a scheduled holiday shall be compensated at time and one-half for actual hours worked on the scheduled holiday, plus applicable holiday pay.

(Revised 11/08/2011)

SICK LEAVE

Grandfathered Employees:

Personnel hired prior to June 29, 2011, will continue their sick leave accrual maximums, catastrophic sick leave account, and payout upon death policies, if applicable, in place on June 28, 2011 (schedules are located in the County's Administration Manual). Payout upon retirement modified effective 01/01/2017). (Revised 10/04/2016)

Employees Hired on or after June 29, 2011:

Sick leave is intended to help protect the employee from financial hardship due to bona-fide illness or accident. A sick leave day shall consist of eight (8) working hours. The use of sick leave is restricted to illness or injury involving the employee, the employee's children or step children, the employee's spouse, or the employee's parent.

1. Sick leave shall accrue at the rate of one (1) day (8 hours) per month for full-time employees.
2. Sick leave shall accrue to a maximum of 120 days (960 hours).
3. Catastrophic Sick Leave Account (CSLA). After an employee has reached the maximum accumulation of sick leave of one hundred and twenty (120) days, any additional sick leave accumulated thereafter shall be placed in an individual CSLA. Sick leave in the CSLA may only be used when an employee is absent from work because of illness or injury and the employee's regular sick leave has been exhausted. Upon resignation, retirement, termination or death of an employee, CSLA shall be forfeited.
4. Regular part-time employees shall accrue sick leave at a rate proportionate to the percent of full time worked, for example, half-time employees accrue one-half (1/2) day (4 hours) monthly.
5. The department head may require a medical report for absences of sick leave at his or her discretion, however, if the absence is for your own illness or injury, then a return to work medical report is required in all cases for absences in excess of two (2) working days.
6. Employees will be paid for all scheduled days off for sickness but not to exceed the amount accrued. When an employee maintains at least 24 days of sick leave for a consecutive 12 month period, beginning January 1, the employee at the end of the 12 month period will be paid for half of the sick leave not used but accrued during that 12 month period. The maximum number of days paid at the end of the 12 month period will not exceed six (6) days.
7. Forty-five percent (45%) of the accumulated sick leave shall be paid to an employee who retires with an annuity from the Wisconsin Retirement System. The WRS separation benefit is not a

retirement annuity. Employees receiving a separation benefit are not eligible for the sick leave pay out. (Revised 3/16/99; 1/20/2000; 06/29/2011)

8. Upon death of a current employee, one-half (1/2) of the accumulated sick leave shall be paid either to the employees spouse, the estate of the employee, the children of the employee or other living dependent who was residing with the employee at death.
9. Employees shall earn sick leave while on paid vacation and paid sick leave. Employees on leave of absence without pay in excess of three (3) weeks shall not be entitled to earn sick leave credit for the period beyond three (3) weeks.
10. Holidays falling in paid sick leave period will not be considered as counting against sick leave time.
11. Sick leave may be used to pay for the hours lost during worker's compensation injury if workers' compensation is not paid. (State Statute 102.43) (See also to On-the-Job Accidents section of the Grant County Employee Handbook.)
12. Upon termination of county employment, except for death or qualifying retirement, the employee shall forfeit all accumulated unused sick leave.

(Revised 3/16/99; 1/20/00; 6/21/05; 08/30/11, effective 06/29/11; 1/08/2011; 05/21/2013; 03/15/2016)

VACATION

Grandfathered Employees:

Personnel hired prior to January 1, 1975 will be allowed to continue their vacation on a calendar year basis with the amount of vacation earned being determined by the anniversary date falling within the current vacation year.

All Other Employees:

1. "Vacation Year" is defined as the anniversary year.
2. Vacation for which an employee is eligible will normally be taken during the employee's anniversary year.
3. Vacation eligibility is determined based on the employee's most recent date of hire to a regular full or regular part time position with the County (benefit anniversary date).
4. Employees shall earn vacation time in the current service year (anniversary date to anniversary date) for use in the following service year. Full-time employees (2,080 hours per year, not including overtime) shall be eligible for the following vacation upon completion of each anniversary year.

Standard Schedule	
After the completion of each anniversary year:	Employee may use:
1 thru 4	80 hours vacation
5 thru 6	100 hours vacation
7 thru 9	120 hours vacation
10 thru 14	140 hours vacation
15 thru 19	160 hours vacation
20 thru 24	184 hours vacation
25 and thereafter	200 hours vacation

Note:

- Employees moving onto this schedule whose current accrual is more than what is provided for in their anniversary year will maintain that until the schedule catches up.
 - Regular part-time employees shall receive pro-rated vacation based on 2,080 hours per year. Full-time employees who have time off without pay shall have their vacation accrual reduced on a pro-rata basis.
5. An employee, who resigns from employment or is terminated prior to completing one year of continuous service, shall not be eligible for any vacation payment.

6. A part-time employee who works less than 30 hours per week (*effective 01/01/2017*), a temporary or limited term employee, or a seasonal employee will not be eligible for paid vacation. Such employees will be informed of their ineligibility at time of employment on a part-time, temporary, or seasonal basis.

(Revised 10/04/2016)

7. In the event of resignation, retirement, or death of an employee prior to the completion of a current anniversary year, the amount of compensation due the individual shall include unused and pro-rated accrued vacation to date. (See also the Separation of Employment section in the Grant County Employee Handbook.) In the event of death, vacation pay shall be sent either to the employee's spouse, the employee's estate, children of the employee or other living dependent who was residing with the employee at death.

8. Vacation not used in an anniversary year is lost. However, in extraordinary circumstances up to five (5) days of vacation may be carried over into the next anniversary year, by the written approval of the Department Head within one week of the employee's anniversary date. Vacation carried over into the next anniversary year must be used in that year or it is lost. Any vacation carried over into the next anniversary year will be the first vacation used in that next anniversary year. This policy also applies to department heads except that in the case of a department head the request to carry vacation over must be made to the Governing Committee. If the request is granted, the Finance Department will be notified, in writing, by the department head within one week of their anniversary date. No cash payment will be made for unused vacation.

Revised July 21, 2015

9. Department heads are responsible for ensuring that each employee is provided an opportunity to schedule and take vacations.
10. Vacations must be arranged so that normal operations and essential departmental functions are disrupted as little as possible. Employees are required to get advance approval for vacation time from their immediate supervisor. Grant County reserves the right to determine when an employee actually takes vacation.
13. A new employee may, with the supervisor's approval, take up to 40 hours of vacation after completion of six months of the first service year. On-theAny such vacation taken before the completion of the first year of service will be deducted from the total amount of vacation earned at the completion of the first service year and due to be taken between the first and second year of service. This provision applies to new employees only during the first service year.

14. Holidays falling in a vacation period will not be considered as counting against vacation time.

(Revised 5/15/01; 6/21/05; Approved 8/30/11; Revised 11/08/2011; 05/21/2013; 7/21/2015)

DISCRETIONARY DAYS (ANNUAL)

Reason need not be given for the use of a discretionary day. However, the supervisor must be notified of and approve use of a discretionary day, otherwise the time off will be considered as an unexcused absence, and leave without pay, subject to disciplinary action.

1. All regular full-time employees receive three (3) annual discretionary days on January 1 of each year. Regular part-time employees receive a prorated portion of three (3) days based on average of hours worked in relation to full-time. Part-time, seasonal and limited term employees are not entitled to any discretionary days.
2. Employees must have approval of their supervisor to use discretionary time. Unused discretionary days cannot be carried into the following year and will not be paid out as cash in lieu of taking time off; unused days/hours are forfeited.
3. Regular full-time employees hired prior to July 1 are allowed three (3) days, or if regular part-time, a prorated portion of three (3) days, based on average of hours worked in relation to full-time. Staff hired on or after July 1 receive one and one-half (1 1/2) days if they are regular full-time and no days if they are less than regular full-time.
4. In the event of resignation, termination or retirement of an employee, the employee shall be paid unused discretionary days (1/2 if prior to July 1). If the employee has used more discretionary days than the prorated amount, the employee shall repay the county for the amount of days used over the prorated amount.

(Revised 08/30/2011, effective 06/29/2011; Revised 11/08/2011)

VOLUNTARY LEAVE DONATION

Employees have expressed a desire to voluntarily donate leave to certain employees who have exhausted their available leave due to serious health conditions and/or accidents. Grant County has established the following procedure to allow for voluntary leave donations. Voluntary leave donation is a County initiative. Authorizations and approvals under this program are at the sole discretion of the County.

Employees may donate vacation and/or discretionary days to other employees under the following conditions:

- 1) The employee receiving the donated leave has exhausted his/her available leave (sick, vacation, discretionary and compensatory time)

- 2) The employee receiving the donated leave is placed on a leave without pay status due to an accident causing serious injury or a serious health condition affecting the employee or an eligible family member.

Guidelines

An employee may not directly or indirectly make any attempt to intimidate, threaten, or coerce any other employee for the purpose of soliciting leave. (Such action is considered a personal conduct issue and subject to disciplinary action, up to and including termination.) Benefits do not accrue on donated time received by an employee. Employees can not donate leave to another employee if the employee who wants to donate the leave is subject to a wage garnishment, wage assignment or child support wage assignment.

Procedure

Employees wishing to donate or receive donations of vacation or discretionary leave time must first receive approval from their Department Head.

Donations

Any employee who is eligible to accrue vacation and discretionary time may participate. An employee must not donate more than his/her available vacation/discretionary amount. The donation of vacation/discretionary time must be on an hour for hour basis. The donated time shall be paid at the receiver's rate of pay. Donated time shall not exceed the receiver's normal schedule of work hours in any pay period. The Departmental Payroll Designee shall account for donations and reconcile balances with the Finance Office.

(Approved November 13, 2001; Revised 6/21/05, 11/08/2011, 06/17/2014)

EMPLOYEE COUNSELING SERVICES

One of the responsibilities of your immediate supervisor is to advise employees regarding job related matters. Therefore, employees should feel free to seek the counsel of your supervisor on job related matters. Also, while there is not a specific employee counselor position in the Personnel Office, the Personnel Director is available for career counseling.

Because people may encounter problems with which they cannot cope and which have an adverse affect on their lives and job performance, Grant County encourages professional counseling to help employees and their immediate family members overcome such difficulties. These problems can be of an emotional, financial, legal, health, alcohol, or other drug related nature as well as any other area which causes significant difficulties. Your supervisor can refer you to professional counseling services. Professional counseling services may be covered by your health insurance plan.

(Revised 11/08/2011)

ACKNOWLEDGMENT FORM

I have received a copy of the revised Grant County Employee Handbook dated 11/08/2011. I acknowledge that I understand it is my responsibility to review this handbook and to ask my supervisor or the Personnel Director questions about anything I do not understand.

I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the County Board has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. This Handbook is not a guarantee of employment, a guarantee of any rights or benefits, express or implied, and do not create tenure or a property interest in employment. I acknowledge the Grant County's employment relationship with employees 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 Grant County or the employee. I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Name (please print)

Employee's Signature

Date

After you have read and signed this page, please detach the page from the booklet and return to your immediate supervisor. If you reviewed this handbook electronically (online), print this page, sign, and give it to your immediate supervisor. The original will be sent to the Personnel Department and a copy retained in your department. Thank you for your cooperation.

(Revised 11/08/2011)