

# Grant County



## Employee Handbook

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## **INTRODUCTION**

### **General Policy Statement**

This Policy Manual is not an employment contract. It supersedes and replaces all previous personnel policies and procedures on matters addressed herein. This Manual applies to all non-represented general employees, including management and non-management personnel.

For public safety employees covered under a collective bargaining agreement, the terms of the agreement shall take precedence over this Policy Manual. However, any provisions in this Manual not explicitly addressed in a collective bargaining agreement shall apply to all County employees.

Nothing in this Policy Manual shall be construed as creating a contractual agreement between the County and its employees, nor does it guarantee employment or job tenure. Grant County adheres to the principle of at-will employment.

This Policy Manual is subject to change or modification by Grant County at its discretion, with or without prior notice.

### **Equal Employment Opportunity**

Grant County is committed to providing equal employment opportunities to all qualified individuals. All employees are expected to support the County's compliance with state and federal laws regarding equal employment. Equal opportunity considerations include, but are not limited to, the following:

1. Hiring, placement, promotion, transfer, or demotion;
2. Recruitment;
3. Compensation;
4. Conditions of employment;
5. Training; and
6. Layoff or separation from employment.

Grant County seeks to employ individuals based on job-related qualifications, including experience, skills, education, training, and other relevant criteria.

The County adheres to all applicable federal, state, and local laws prohibiting employment discrimination based on race, color, age, religion, sex, sexual orientation, national origin, disability, marital status, veteran status, political affiliation, arrest and conviction record, or any other legally

protected characteristic. In compliance with the Americans with Disabilities Act (ADA), Grant County provides reasonable accommodations to qualified individuals with disabilities and encourages employees to discuss potential accommodations with the employer.

Violations or complaints related to this policy should be reported to the Human Resources Manager or County Administrator for timely resolution. Employees found in violation of this policy may be subject to disciplinary action.

## **At-Will Employment**

This Policy Manual outlines Grant County's employee policies and is intended to familiarize employees with the County's personnel policies. All employees are considered "at-will," meaning that nothing in this document shall be interpreted as creating a contractual relationship, guaranteeing continued employment, or ensuring specific benefits or employment conditions.

## **Employment Relationship**

An employment relationship defines the ongoing interactions between an employer and an employee. Under the Fair Labor Standards Act (FLSA), an employment relationship differs from a strictly contractual one. Employment under the FLSA is determined by economic reality rather than technical legal definitions. An employee is defined as an individual who is economically dependent on the business they serve rather than one engaged in independent business pursuits.

## **Management Rights**

State and federal laws impose certain rights and responsibilities on employers. Many of these impact employment policies and procedures. Accordingly, Grant County reserves all management rights concerning employment decisions, including but not limited to:

1. Managing and directing employees;
2. Hiring, promoting, scheduling, transferring, and assigning employees;
3. Laying off and recalling employees;
4. Disciplining and discharging employees;
5. Scheduling overtime as necessary;
6. Developing job descriptions;
7. Assigning work duties;
8. Implementing new or improved methods or facilities and modifying existing operations;

9. Contracting for goods and services;
10. Discontinuing certain operations;
11. Directing all operations of Grant County government; and
12. Establishing work rules.

Grant County retains the discretion to modify policies and procedures as necessary to align with operational needs and legal requirements.

## I. EMPLOYMENT

### Employee Status

**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.

**Regular Part-time**—A regular part-time employee holds a position regularly scheduled at least employees receive fringe benefits on a pro-rated basis.

**Part-time**—A part-time employee holds a position 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.

**Limited Term**—A limited-term employee generally works not more than 1040 hours per year and for a specified period. These employees receive no fringe benefits except Wisconsin Retirement Fund benefit accrual if qualified per applicable Wisconsin Statutes and administrative rules.

**Temporary**—A temporary employee is 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 the employee's return to duty. Temporary employees receive no fringe benefits unless required by law or as otherwise authorized by the Executive Committee.

### 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.

## **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.

## **Change in Status**

It is the responsibility of each employee to promptly notify his/her supervisor and the Human Resources 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.

## **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 Human Resources Manager for information regarding authorization and releases.

## **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.



## **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.

### **Pay Period and Payday**

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.

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. Pay advices (paystubs) can be accessed electronically from Employee Access. For security purposes, payroll advices will only be emailed to Grant County emails of those who do not have access to Employee Access and if approved by their supervisor.

After employment ends, any remaining payroll advices will be emailed to employee's email of choice as provided by the employee or, a printed copy may be mailed upon the employee's request.

Revised 6/18/2024

### **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 transferred to a lower paying position shall be placed at step 4 on the wage schedule and shall progress through the schedule consistent with the time between the increment step. Any alternative start rate shall be brought to the County Administrator by the Department Head and the Human Resources Manager with consideration of knowledge, experience, and wage placements of existing employees in the same position as to achieve internal equity.

The final decision regarding the placement of the position in the pay plan shall rest with the County Administrator.

## **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.

## **Time Keeping**

Each Grant County employee is required to record and sign off for all working hours on the County's electronic time keeping system – Executime (Time and Attendance), which are official records of hours worked.

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. Any time entered into the electronic time system by someone other than the employee due to extenuating circumstances must be approved by the department head.

## **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.

**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.

### **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.

**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 the 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.

**Monitoring Compensatory Time.** The Department head shall monitor compensatory time earned and used on a monthly basis by an employee.

### **Weighted Overtime Rules**

#### **Purpose:**

This policy establishes guidelines for calculating and applying weighted overtime pay to ensure fair compensation for employees working beyond their regular hours. Weighted overtime is designed to account for various pay rates for different tasks or shifts.

#### **1. Eligibility for Overtime**

- Employees are eligible for overtime pay when they exceed 40 hours in a workweek.
- Employees are eligible for overtime pay when policy or state law applies.
- Exempt and non-exempt status will be determined based on applicable federal, state, and local labor laws.
- Certain employees may be excluded from overtime eligibility based on job classification and employment agreements.

#### **2. Definition of Weighted Overtime**

Weighted overtime applies when an employee performs multiple roles or works at different rates within a single pay period. Instead of a flat overtime rate, a weighted average is calculated based on the various pay rates during that period.

#### **3. Calculation of Weighted Overtime Rate**

To calculate the weighted overtime rate:

1. **Total Straight-Time Wages:** Multiply hours worked for each role by its corresponding rate, then add all the straight-time wages.
2. **Total Hours Worked:** Sum up all hours worked across different rates for the period.

3. **Weighted Average Rate:** Divide the total straight-time wages by the total hours worked to get the weighted average hourly rate.
4. **Weighted Overtime Rate:** Multiply the weighted average hourly rate by 1.5 to determine the overtime pay rate.

#### Example of Weighted Overtime Calculation

##### Employee's Work Hours & Pay Rates

- Job A: 20 hours at \$15/hour
- Job B: 15 hours at \$18/hour
- Job C: 10 hours at \$20/hour
- Total Hours Worked: 45 hours (including 5 overtime hours)

##### Step 1: Calculate Total Straight-Time Wages

- Job A:  $20 \times 15 = 300$
- Job B:  $15 \times 18 = 270$
- Job C:  $10 \times 20 = 200$
- Total Straight-Time Wages =  $300 + 270 + 200 = 770$

##### Step 2: Calculate Weighted Average Hourly Rate

- Total Hours Worked = 45
- Weighted Average Rate = Total Straight-Time Wages / Total Hours Worked
- Weighted Average Rate =  $770 / 45 \approx 17.11$  per hour

##### Step 3: Calculate Weighted Overtime Rate

- Weighted Overtime Rate = Weighted Average Hourly Rate  $\times 1.5$
- Weighted Overtime Rate =  $17.11 \times 1.5 \approx 25.67$  per hour

##### Step 4: Calculate Overtime Pay

- Overtime Hours = 5
- Overtime Pay = Overtime Hours  $\times$  Weighted Overtime Rate
- Overtime Pay =  $5 \times 25.67 \approx 128.35$

##### Final Pay Calculation

- Straight-Time Pay: \$684.44
- Overtime Pay: \$128.35
- Total Pay:  $\$684.44 + \$128.35 = \$812.79$

#### **4. Recording and Approving Overtime**

- All overtime hours must be pre-approved by a supervisor or manager unless otherwise specified in the employment agreement.
- Accurate record-keeping is essential; employees are responsible for recording their time per role or shift.

#### **5. Payment Schedule**

- Overtime pay, including weighted overtime, will be included in the paycheck for the period worked, following the county's standard payroll schedule.
- Adjustments, if necessary, will be reflected in the next pay period.

#### **6. Compliance and Review**

- This policy will be reviewed annually or as needed to ensure compliance with relevant labor laws and fair compensation practices.
- Any discrepancies in overtime calculations should be reported to the payroll department promptly for resolution.

#### **7. Exceptions**

- The Finance Department must approve any exceptions to this policy.

**Effective Date:** 03/18/2025

### **Lunch Periods and Breaks**

**Unpaid Lunch Break** - 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.

**Breaks** - 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.

## **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.

## **Confidentiality**

### **Purpose**

The purpose of this policy is to provide Grant County employees with a basic understanding of their responsibilities to protect and safeguard confidential information to which they have access as a result of their employment.

### **Organizations affected**

This policy applies to all employees, including board members, volunteers, and elected officials who may have access to confidential information.

### **Policy**

Confidentiality is important at Grant County. It is the responsibility of every employee to respect and maintain the confidentiality of confidential information.

Confidential information is defined as sensitive information that is not intended to be made public that requires protection of confidentiality, integrity, or availability. Access is restricted by law or regulation to particular groups of people. Confidential information includes, privileged legal advice, documents, investigative, Social Service, Health, mental health, alcohol and other drug abuse (AODA), personnel information, and other information as required by law.



Employees who may have access to confidential information are not allowed to share, maliciously tamper with, alter, destroy or remove confidential information.

**Procedures:**

All employees who have access to confidential information shall sign a confidentiality notice. Employees shall not seek to obtain any confidential information involving any matter which does not involve or relate to the employee's job duties.

Sharing confidential information between staff members shall be limited to the extent of the "need to know" standard, meaning that staff members may share only the information needed in order to perform their duties in relation to the individual. The only exceptions are where the statute specifies the information someone is entitled to or when the individual consents. Employees must promptly report any known violations of this policy, privacy policies, or federal/state confidentiality laws directly to employees' Department Head.

Employees who violate this policy may be subject to corrective action up to and including termination.

## Confidentiality Agreement

I understand that I may come in contact with confidential information during my time at Grant County. As part of the conditions of my work, I hereby undertake to keep in strict confidence any information regarding any client, employee or business of Grant County, or any other organization that comes to my attention while employed. I will do this in accordance with Federal and State laws, including those that require mandatory reporting.

I also agree to never remove any confidential material of any kind from Grant County property unless authorized as part of my duties.

I further understand that any breach of confidentiality may result in my immediate dismissal.

I understand that anything I create or develop while working for Grant County is the work product of Grant County, and ownership remains with Grant County.

I understand that confidentiality obligations remain in place after my employment ends.

I will return all documents, keys, and county equipment to my department supervisor upon ending employment with Grant County.

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PRINTED Employee Name

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Department

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Employee Signature

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Date

I, the undersigned, have explained the foregoing statement to this employee and have witnessed his/her signature.

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Signature

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Date

## **Disability**

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

## **Performance Reviews**

### **Purpose**

The overall purpose of performance reviews is to provide employees feedback on their performance, acknowledge employee achievements, address areas that need to be strengthened, and periodically record essential information about an employee's work performance and conduct. Performance reviews summarize past performance and plan for future performance.

Performance reviews shall be considered in decisions affecting placement, employment, promotions, transfers, corrective action or discipline, reemployment, and training.

### **Policy**

Performance reviews should be ongoing throughout the year, and any issues should be addressed immediately. The annual performance review shall be completed by the employee's direct supervisor or designee no later than March 1 each year for the previous calendar year and discussed with the employee face-to-face. The employee's job description shall be reviewed during the annual meeting and, if necessary, updated as part of the performance review process by submitting recommendations to the Human Resources Manager or designee for approval.

Performance reviews shall be conducted annually for all full-time, part-time, and annual limited-term (LTE) employees. Performance reviews are optional for seasonal limited-term (LTE) employees and shall be determined by the Department Head. A review is not required if an employee starts on November 1 of the review year or later.

A less-than-satisfactory performance review may lead to implementing a performance improvement plan (PIP); however, a PIP could be implemented at any time due to a lack of satisfactory performance.

The department head shall approve the direct supervisor's performance review comments. The Human Resources Manager or designee shall monitor the review to ensure its completion and may provide feedback on the review comments if necessary.

The performance review form and process to be used for the annual performance review shall be determined by the County Administrator and administered by the Human Resources Department.

## **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.

## **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. This includes Federal and State required notices. 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 of the Courthouse. This bulletin board should be reviewed regularly so that employees remain informed of their legal rights and obligations.

## Leaves of Absence

### 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.

- e. **Military Leave.** Consistent with the federal Uniformed Services Employment and Reemployment Rights Act (USERRA), Grant County employees who are called or volunteer for Uniformed Service to the United States of America will be eligible for Military Leave.

‘Uniformed Service’ includes covered activities with the United States Army, Navy, Air Force, Space Force, Marine Corps and Coast Guard, as well as the commissioned corps of the federal Public Health Service and training duty with the Reserve or National Guard of the Armed Forces. This includes other category of persons designated by the President in time of war or emergency. 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.)

## **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.

## **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 the final 2 weeks of an advanced notice of resignation 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 (following completion of one year of employment) (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.

## **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.

## **Unemployment Compensation**

County employment is covered by Wisconsin Unemployment Compensation Laws.

## **County Employee to Elected Official**

If a County employee is elected to a county elected office, the employee will be treated as an administratively terminated employee for accrued benefit purposes. Under such administrative termination, such employees shall be entitled to the same termination benefits as employees who voluntarily resign with proper notice. County benefits such as health, dental, and life insurance shall continue as if the person was an active employee. Vacation and sick leave will no longer accrue.

Sick leave hours accrued shall be placed in escrow and paid out at the rate of pay the Employee had before assuming the Elected Official role at the time of retirement, provided qualifying retirement conditions are met. The payout will follow the County policy on sick leave payout, detailed in the SICK LEAVE policy in the Employee Handbook.

Administratively terminated employees shall not be eligible for special reemployment rights after their term of office in an elected position. (For example, if an elected official fails to win re-election and does not meet qualifying retirement conditions, any new employment with the county the employee will be treated as a “new” employee, and this benefit does not apply.)

This policy applies to those currently in a county elected office as of the date of enactment and does not apply to anyone who has previously retired or left office.

Enacted 2/18/2025



## 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**

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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.

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## **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 a physical or medical condition.
- c) As authorized by state statute.

## **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. Itemized 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 Office responsible for preventing or investigating crimes involving injury to persons or property.

**Sheriff's Office Vehicle** – means a marked or unmarked Sheriff's Office vehicle owned by Grant County or its subdivision or agencies which are used for official law enforcement purposes. A marked Sheriff's Office 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 Office 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 Office 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.

## **Mileage Reimbursement and Vehicle Use**

This policy establishes guidelines for employees and county board supervisors who use their personal vehicles for work-related purposes and receive mileage reimbursement. It ensures that the agency

complies with legal and safety requirements and that employees have the necessary insurance and documentation.

This policy applies to all employees who use their personal vehicles for work-related tasks and seek mileage reimbursement.

- Employees will be reimbursed for mileage driven for official business at the current federal mileage rate (or the applicable state rate).

To be eligible for mileage reimbursement, employees must meet the following requirements:

**1. Proof of Insurance**

Employees must provide proof of automobile insurance that meets or exceeds the minimum state-required coverage limits annually. County Board Supervisors must provide proof of automobile insurance at the start of their 2-year term. A copy of the insurance policy (or an insurance card) must be submitted to Human Resources before reimbursement can be processed.

**2. Valid Driver's License**

Employees must have a valid driver's license for the class of vehicle being operated. A copy of the employee's driver's license number must be provided to Human Resources before the employee can be approved for mileage reimbursement.

**3. Vehicle Safety and Maintenance**

Employees are responsible for ensuring their vehicles are properly maintained and in safe working condition. The agency is not liable for vehicle repairs, accidents, or damages unless the agency owns the vehicle.

**4. Accidents or Traffic Violations**

Employees involved in accidents or traffic violations while using their personal vehicles for work must immediately notify their supervisor and complete any necessary incident reports.

Reimbursement may be withheld if the employee fails to meet the required insurance or licensing standards.

## **Non-Compliance**

Failure to comply with this policy (including failure to provide proof of insurance or a valid driver's license) may result in suspension or denial of mileage reimbursement and possible disciplinary action.

## **Acknowledgment**

Employees must sign an acknowledgment form stating they have read, understood, and agree to abide by the terms of this policy.

### **Employee Acknowledgment of Mileage Reimbursement Policy**

I, \_\_\_\_\_, acknowledge that I have received and reviewed the Grant County Mileage Reimbursement and Vehicle Use Policy. I agree to comply with all terms and conditions outlined in the policy, including submitting proof of insurance and a valid driver's license.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Workers' Compensation Policy and Return-to-Work**

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 employee's 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. An investigation into the incident must start immediately upon notification of the injury once the employee is medically treated and taken care of. The investigation should include photographs, if relevant, witness statements, and any other pertinent information.
2. Assist the injured employee in completing the Workers' Compensation Incident / Injury Form (Employee Injury Report).

3. 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.
4. Make sure the injured employee returns the completed physician's form to you immediately after their treatment.
5. 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.
6. Provide a copy of the completed form to the County's Personnel Department at the end of each week.
7. Notify the County's Personnel Department if it is not possible to meet the work restrictions in the employee's department of employment.
8. Stay in regular contact with injured employees and communicate Grant County's attendance expectations clearly.
9. Report any problems with injured employees and this policy to the County's Personnel Department.

**Grant County Human Resources 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.

Updated: 03/18/2025

### **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 re found on the County's website at [www.co.grant.wi.gov](http://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.

## **Fleet Safety**

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

**Crash:** Crash as it relates to fleet safety 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) a crash where a traffic citation is issued to the county employee.

If a crash meet any of the four (4) criteria it is reportable and is therefore subject to review by the Fleet Safety Review Committee except crashes involving deer collisions.

All crashes 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.

**Exemptions:**

- a) Crashes involving animals will be exempt from committee review
- b) Crashes when a county vehicle is legally parked will be exempt from committee review

**Fleet Safety Review Committee:** The Fleet Safety Review Committee will comprise two (2) co-workers (peers) of the driver, the driver's department head, a designee from the Sheriff's Office, and the County of Grant's Human Resources Manager.

**Procedure for Fleet Safety Review Committee:**

- a) The Human Resources Manager must call a meeting to review the crash reports as soon as possible after all information is available.
- b) An outside agency may conduct an investigation. Great weight will be given to the outside investigating agency's report.
- c) The Human Resources Manager shall request a consensus in which the committee decides whether a crash was preventable. This will be done through open discussion and on the merits of each case.
- d) The Committee will advise the employee. Further discussion may ensue to determine ways to avoid similar crashes in the future.
- e) Minutes of the meeting will be made available upon request.

**Waiver:**

The employee may request to their Department Head to forego the committee review if they feel their actions contributed to the crash and there is no question as to the cause. If the request is approved, the crash would automatically be determined preventable.

**Disciplinary Action:**

If the Committee determines the crash was preventable by the employee, the Supervisor and / or Department Head will determine the disciplinary action, if any, based on circumstances and severity of the incident.

**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.

## **Grant County Drug and Alcohol-Free Workplace 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.

## **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 characteristics 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.

### **Workplace Bullying Policy**

- A. Grant County is committed to providing our employees and clients with a respectful, healthy, and safe work environment that is free from bullying. Workplace bullying is unacceptable and will not be tolerated.
- B. Bullying is malicious repeated behavior that a reasonable person would consider to be offensive, degrading, humiliating, or threatening. Bullying may be directed toward one employee, a group of employees, or clients.

Some examples include but are not limited to:

- 1. Screaming at someone
  - 2. Condescending and belittling comments
  - 3. Name calling or ridiculing
  - 4. Derogatory remarks or insults
  - 5. Undermining or impeding others' work
  - 6. Unwarranted harsh and persistent criticism of work (not related to appropriate work performance critique by supervisor during review).
  - 7. Cyber bullying which is bullying using social media, website materials, e-mails, texting, and cell phones.
- C. Grant County expects all employees who experience bullying or who see others being bullied to report it as soon as possible to the appropriate supervisor, manager, department head, or Human Resources Department. Management employees are expected to take action to stop workplace bullying.

- D. Any reports of workplace bullying will be treated seriously and investigated promptly.  
Employees are expected to cooperate with an investigation and provide truthful information.  
The complainant will be updated on the outcome of the investigation. Confidentiality will be maintained during the investigation to the fullest extent possible.
- E. Employees who participate in workplace bullying, retaliate against an employee who reports bullying, or make a false accusation of bullying will be subject to disciplinary or other appropriate action up to and including termination.
- F. Questions regarding this policy or a specific situation should be directed to the Personnel Director.

## **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 Human Resources Manager. 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 Human Resources 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 department's 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 Human Resources Manager.

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 Human Resources Manager. 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 Human Resources Manager. 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.

## **Electronic Communications Policy**

### **1. Overview**

- (a) Employees (and contracted staff) 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) department shall be responsible for:

- (a) Administering and maintaining servers and workstations that are owned by Grant County.
- (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; Please see IT (0001) BACKUP POLICY for more detail.
- (d) Establishing security standards for all county networks, servers, and clients.
- (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) Procurement of hardware and software for the County's current and future 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;
- (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 systems and/or networks to gain unauthorized access to remote systems;
  - 3. use of the County systems 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;
  - 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.;
  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 noncounty 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 and possible multi-factor authorization (MFA) 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 antivirus 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 Director 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.

## **15. Purchasing Electronic Equipment**

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

## **16. 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.

## **17. 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.

## **Employee Cyber Security Training Compliance Policy**

### **Purpose**

This policy outlines the requirements for employee participation in mandatory security awareness training (through the program the County determines), which is part of the current program to strengthen Grant County's cybersecurity defenses and promote a secure working environment.

### **Scope**

This policy applies to all Grant County employees, including full-time, part-time, and temporary staff and those with access to county systems.

### **Policy Statement**

All Grant County employees are required to complete monthly security awareness training as part of the county's commitment to protecting sensitive information and ensuring a secure workplace.

## **Training Requirements**

### **1. Initial Training**

- All new employees must complete the initial security awareness training within 30 days of their start date.

### **2. Monthly Training**

- All employees are required to complete monthly training modules by the designated deadline.

### **3. Ongoing Training**

- Additional training modules may be assigned as determined by the Grant County IT Department in response to emerging threats or policy updates.

## **Compliance Monitoring**

- The IT Security Team will monitor compliance with training requirements in collaboration with the County Administrator, Department Heads, and Elected Officials.
- Employees will receive reminders about upcoming training deadlines.

## **Consequences of Non-Compliance**

Failure to complete required training may result in the following actions:

### **1. Access Restrictions**

- After three months of non-compliance, access to county systems may be deactivated.

### **2. Performance Reviews**

- Non-compliance may be documented in employee performance evaluations.

### **3. Disciplinary Action**

- Further disciplinary measures may be applied per Grant County's policies.



## Exemptions

Any exemptions to this policy must be documented and approved by the Department Head or Elected Official in concurrence with the Grant County IT Department.

## Policy Review

This policy will be reviewed annually and updated as necessary to align with training requirements or organizational needs changes.

## Generative Artificial Intelligence (GenAI) Use Policy

### Purpose

Grant County recognizes that using Generative Artificial Intelligence (GenAI) tools can enhance the efficiency and effectiveness of County operations. This policy provides guidelines to ensure the responsible, ethical, and legal use of GenAI by County employees while safeguarding public trust and data security. This policy is designed to supplement the Electronic Communication Policy located in the Employee Handbook.

### Definitions

- **GenAI:** Generative Artificial Intelligence refers to any software, tool, or website, free or paid, that uses machine learning, expert systems, heuristics, or other technologies to create content, answer questions, and solve problems.
- **Product:** Any output generated by GenAI, including but not limited to drafts of documents (e.g., letters, policies, guides), analytical data, graphics, summaries, and other similar materials.

### Policy Statement

This policy applies to all employees, elected officials, and others conducting business on behalf of Grant County. The use of GenAI is permitted for tasks that enhance the efficiency and effectiveness of County functions, provided the following conditions are met:

1. **GenAI Use and Records Retention**

- A county employee must review GenAI-generated content for accuracy, appropriateness, and alignment with County goals and policies.
- All GenAI-generated products must be retained as official County records, subject to applicable records retention laws.

## **2. Confidentiality and Data Protection**

- No confidential or Personal Protected Information (PPI), HIPAA-protected data, or regulated information may be input into GenAI systems. If such information must be shared, it must first be de-identified or rendered non-confidential.
- Confidential information cannot be discussed in the presence of any Voice-interactive GenAI or other devices with GenAI capabilities.

## **3. GenAI in Decision-Making**

- Use of GenAI in any significant decision-making capacity (e.g., policy development, personnel decisions) requires prior written approval from the County Administrator. A written summary of how GenAI will be used must accompany the request for approval.

## **4. GenAI for Efficiency**

- GenAI may assist in improving County operations, provided that the generated records are handled in compliance with Public Records Law.
- Employees should contact their supervisor if unsure of compliance with GenAI use.

## **5. Usage Guidelines**

- Acceptable Uses of GenAI:
  - Use GenAI tools for general knowledge research, idea brainstorming, or drafting documents (e.g., emails, letters, reports).
  - Use GenAI to assist in calculations, coding, or data analysis that will be reviewed for accuracy before deployment.
  - GenAI may summarize content or generate outlines, but a County employee must modify and approve final products.
- Unacceptable Uses of GenAI:
  - AI should not be used to input or process personally identifiable information (PII), protected health information (PHI), or other confidential data.
  - Using GenAI to harm or deceive individuals intentionally.
  - Deploying GenAI in contexts where it may cause significant harm without adequate safeguards.

- Using GenAI to process or analyze data in violation of privacy laws and regulations.

## **6. Configuration and acquisition**

- Ensure GenAI systems are designed and trained to minimize bias and discrimination.
- GenAI systems should be understandable and their decisions explainable.
- All GenAI systems need to be configured and vetted by Information Technology.

## **7. Monitoring and Compliance**

- The County's IT department will approve GenAI tools for use and compliance with the County's Electronic Communications Policy.
- AI usage must be cited correctly in any work product where GenAI significantly contributed to its creation.
- All GenAI content must be reviewed for accuracy and reliability. Employees bear responsibility for the accuracy and integrity of GenAI materials.

## **8. Policy Review and Approval**

- The County Administrator and the Information Technology Department oversee this policy. It will be reviewed periodically and updated to align with emerging GenAI technologies and regulatory requirements.

## **9. Consequences of Policy Violation**

- Violations of this policy, including the improper use of GenAI tools or failure to follow approval procedures, may result in disciplinary actions up to and including termination, following county policy.

**Effective Date:** 02/18/2025

## **IT Backup Policy**

### **Policy Purpose**

Data backups and restoration services are provided by the Information Technology Department for dependable and timely restoration of computer services supplied by the County. This policy describes the various types of backups used throughout the County.

## Policy Scope

All Grant County systems that the Information Technology Department oversees.

## Policy Statement

**Disaster recovery** - All backups need to be exported offsite with a maximum window of 24 hours from when the backup was created.

**Image backups** - The Information Technology Department will make image backups of all virtual machines on a daily and/or weekly basis.

**SQL Servers** - The Information Technology Department will back up all databases to an external storage unit with compression enabled. The external storage unit is responsible for replication of the stored backups at a maximum interval of 24 hours. The replicated storage partner will be offsite for disaster recovery needs.

**Effective Date:** 11/10/2020

## IT Wi-Fi Policy

### Policy Purpose

The County operates and maintains wireless networking technologies for various County operations and systems. The Information Technology Department is responsible for design, installation and operation of the County's wireless networks. As the County moves forward with wireless networking technologies, it is not acceptable for department, groups or individuals to have independent wireless technologies operating in the County's information technology structure.

### Policy Scope

All wireless networks in use by the County.

## **Policy Statement**

- a) The Information Technology Department will be the overall coordinators and controllers of all County Wi-Fi systems.
- b) All County departments wanting or deploying wireless technologies will coordinate with Information Technology to provide a clean airspace.
- c) Information Technology can grant an exception for departments or staff in need of temporary private wireless network.
- d) Detection of rogue devices such as access points, hot spots or other wireless technologies will result in immediate shutdown of the device.
- e) Physical security of access points should be considered the joint responsibility of all County departments.
- f) Unethical use or hacking of any wireless network will result in immediate isolation of device, possible criminal action, and discipline up to and including termination of employment.
- g) All traffic traversing the County's access points is subject to inspection.
- h) The Information Technology Department maintains the right to reconfigure a wireless network at any time.
- i) Wi-Fi type breakdowns:

### Public

The County's public Wi-Fi is the lowest security network provided by the Information Technology Department.

- i This is the network that all privately owned devices use for connectivity.
- ii All users of this network will be subject to domain, DNS and web sanitation of requests.
- iii Criminal activity on this network will result in permanent disconnection, criminal action actions, and / or termination of employment.

## **Grant County Media**

The County's Media Wi-Fi is a medium security network provided by the Information Technology Department for media use.

- a) This network may be used by vendors for presentation needs.
- b) This is the preferred network for media devices. As the network has been configured to provide QoS support for media type operations.

## Building Wi-Fi

The County's Building Wi-Fi is a high security network provided by the Information Technology Department for County use.

- a) The Information Technology Department will be the sole entity that will configure devices for this set of networks.
- b) All passwords will be kept and maintained by the Information Technology Department.
- c) All building networks will use
  - i. WPA2
  - ii. AES encryption

**Effective Date:** 11/10/2020

## IT Network Device Policy

### Purpose

The purpose of this policy is to define requirements and guidelines for the procurement, deployment, management, and security of network devices within Grant County to ensure a secure, efficient, and reliable network infrastructure.

### Scope

This policy applies to all network devices, including but not limited to IOT, personal computers, laptops, printers, routers, cameras, switches, firewalls, access points, and any other networking equipment used within Grant County and without regard to current state.

## Policy Guidelines

### 3.1 Procurement and Approval

- **Standardization:** Network devices should be standardized, when possible, across the organization to simplify management, lower costs, and provide efficient support.

- **Approval Process:** All network capable device purchases must be approved by the Information Technology (IT) department or a designated authority determined by the IT Department head.
- **Vendor Selection:** The IT department shall give preference to vendors with a proven track record of security, reliability, and expedient support.

### **3.2 Deployment and Configuration**

- **Documentation:** Maintain up-to-date documentation of network device configurations, including IP addresses, passwords, and network maps
- **Configuration Management:** Use configuration management tools when available and best practices to ensure consistent and secure device configurations. Save restorable backups of configurations in geographically diverse locations when possible.
- **Security Baseline:** Identify and apply a security baseline to all network devices, including disabling unnecessary services, changing default credentials, and applying access control lists (ACLs). Baselines should be reviewed annually.

### **3.3 Network Security**

- **Access Control:** IT shall implement appropriate access control measures to restrict access to network devices to authorized personnel only.
- **Monitoring:** Network devices shall be monitored by IT for suspicious activity, performance issues, and compliance with security policies.
- **Firmware and Software Updates:** Firmware and software shall be regularly updated in a timely manner by IT to protect against known vulnerabilities. Devices that are end of life and are not receiving firmware or software security updates shall be replaced or removed from the network.

### 3.4 Maintenance and Support

- **Regular Maintenance:** Network-connected devices shall have scheduled maintenance per the manufacturer's specification or as determined by the IT department.  
Maintenance as used in this section includes for all network devices, including backups, updates, and performance checks.
- **Incident Response:** IT shall develop, maintain and implement an incident response plan for network device failures, security breaches, and other emergencies. Validity testing shall be conducted annually.
- **Vendor Support:** IT shall maintain active support contracts with network device vendors to ensure access to updates and technical support.

### 3.5 Decommissioning and Disposal

- **Data Wiping:** IT shall ensure all data and configurations are securely wiped from network devices before disposal.
- **Environmentally Friendly Disposal:** IT will dispose of network devices in an environmentally responsible manner, adhering to local regulations and best practices.

### 3.6 Documentation and Inventory

- **Inventory Management:** IT will maintain an up-to-date inventory of all network devices, including make, model, serial number, location, and current status.
- **Change Management:** IT shall Document all changes to network device configurations and maintain a change log for auditing purposes.

## 4. Compliance

- **Audits:** IT shall conduct regular audits to ensure compliance with this policy and identify any areas for improvement.



- **Applicability:** This policy applies to Information Technology, users of network connecting devices (IoT), and any external agencies that maintain equipment that can or does connect to the Grant County node devices for general network.
- **Non-Compliance:** Non-compliance with this policy may result in disciplinary action, up to and including termination of employment.

## **5. Training and Awareness**

Employee Training: IT shall provide regular training for IT staff on network device management, operation, best practices, and security protocols.

Awareness Programs: IT shall conduct awareness programs to educate all employees about the importance of network security and their role in maintaining it.

## **6. Review and Revisions**

This policy will be reviewed annually and updated as necessary to ensure it remains relevant and effective.

## **Computer Technology Acquisitions and Verification of Security Protocols**

### **Purpose:**

To establish a standardized policy and procedure for the Information Technology (IT) department to verify that the computer technology and services comply with defined support standards and security safeguards. Examples include but are not limited to, desktop and notebook computers, servers, workstations, printers, software application systems, operating system software, wireless devices, network equipment or specialized networked-based appliances, and technical/functional computer services, including but not limited to: domain names, hosting services, cloud-based software or SaaS. This ensures that all installations and network connections are secure, compliant, standardized, and safe for county operations. All computer technology for Grant County must be purchased through the Information Technology Department. Computer technology purchased for personal use will NOT be reimbursed by the County. Further, the County will not reimburse computer technology purchased with personal funds, regardless of the intended use.

## Scope

This procedure applies to all departments within the county that are:

- Reviewing and verifying security protocols
- Installing software programs or applications
- Installing hardware devices
- Accessing new web-based programs or services through the county network

## Roles and Responsibilities

- **Requesting Department:** The department is responsible for initiating the IT review request and providing all necessary details. This must be done before vendor selection or obtaining funding.
- **IT Department:** Responsible for reviewing and verifying security protocols, providing installation support, and ensuring compliance with county security policies.

## Request Procedure

### 1. Submit Request:

- The requesting department must create an IT helpdesk ticket that includes the department supervisor. The ticket should include:
  - Name of the software, hardware, or web-based program
  - Purpose of the request and justification for county network usage
  - The department contact person responsible for overseeing the installation
  - Any known security requirements or vendor-provided security details

### 2. Submit to IT Department:

- Submit the ticket to the IT Help Desk by email
- The IT Help Desk will log the request and assign it to an IT specialist.

### 3. IT Review and Verification:

- The IT specialist will review the request to verify:
  - Compliance with county security policies
  - Network compatibility and performance impact
  - Vendor security compliance, if applicable
- The IT specialist may require additional information from the vendor or department to complete this review.

**4. Security Protocol Verification:**

- IT will verify any security protocols related to the installation, including data encryption, user access controls, and vendor-provided cybersecurity measures.
- IT will run security diagnostics or assessments as needed.

**5. Installation Scheduling and Support:**

- Once verified, IT will coordinate with the requesting department to schedule the onboarding of the asset or service.
- IT will assist with installation, including any necessary setup, device connections, and initial testing.
- If additional permissions are required, IT will secure them before proceeding.

**6. Post-Installation Testing and Training:**

- IT will conduct initial testing to ensure proper function and network compliance.
- If needed, IT will provide user training or troubleshooting instructions for new software or hardware.

**Documentation and Recordkeeping**

- IT will maintain a record of all installation and security review requests in a centralized system for future audits.
- IT will log any issues, compliance concerns, or troubleshooting details and share them with the requesting department.

**Escalation Process**

- If security concerns or compatibility issues arise during the review, the IT department will escalate the matter to the IT Director and inform the requesting department.
- Additional security reviews or approval may be required based on the severity of the issue.

**Review and Compliance**

- IT will periodically review all installations, ensuring that our operations continue to meet and exceed county security standards.
- Departments are encouraged to report any functionality or security concerns to IT immediately.

**Effective Date:** 02/18/2025

## **Accounts and/or Passwords**

It is the responsibility of the supervisor of a former employee to notify IT to revoke the former employee's password and/or accounts the last day of work. This includes, but is not limited to usernames (accounts) for websites, email, network login, software, voicemail system, etc.

## **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 Office because they are covered under separate policy.

### **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 i.e., 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 includes various forms of information sharing, and uses technology to create web content communication and conversations. Examples include, but are not limited to, Facebook, Instagram, Snapchat, 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.

## **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.

My signature indicates that I read and understand the County's Electronic Communications Policy. I understand that the Electronic Communication Policy can be found on the county's website and in the Personnel Office. 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.

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Signature

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Date

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Printed Name

## **Concealed Carry Policy**

### **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.

### **Notice to Employees and the Public**

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.”*

### **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.

## **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.

## **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.

## **Telecommute Policy**

### **Purpose:**

The County Telecommute Program provides a work arrangement for authorized employees to perform assigned work at an employee's approved home location during regularly scheduled work hours that is apart from the central worksite but is an allowable alternative worksite. The County recognizes that telecommuting may provide mutual benefits for employees and the county as a whole in areas related to recruitment and retention, productivity, workspace flexibility and reduced consumption of commuting resources.

This policy does not address work that is conducted in the field as a result of the employee's work assignment.

### **Definition:**

Telecommute is to work from home for approved periods. In telecommuting, the employee utilizes technology to complete their tasks and communicate with customers, clients, service providers, co-workers, and managers/supervisors.

### **Policy:**

It is the policy of Grant County that approval to telecommute shall be granted on an individual basis by the department head if an employee meets the eligibility criteria and his or her work situation is suited to such an arrangement.

Grant County is committed to creating a work environment and culture where the needs of our clients, employees, and organization are aligned. Telecommute work arrangements are intended to serve as a means of achieving administrative efficiencies, reducing office space congestion, recruiting and retaining a highly qualified workforce by enhancing work/life balance, and mitigating the spread of contagion.

Telecommuting may be appropriate for some employees and jobs but not for others. It is not an entitlement or a countywide benefit. The option to participate in the Telecommute Program is entirely

at management's discretion on a case-by-case basis. Department heads may elect not to participate in the Telecommute Program for their staff and have the discretion to remove approval at any time. It is not an employee's right or entitlement, and it in no way changes the terms and conditions of employment with Grant County.

The telecommute arrangement shall be for a specified period of time stated within the agreement not to exceed three months, at which time the arrangement can be renewed after review. A renewed arrangement has a maximum duration of an additional 6 months, at which time a new arrangement can be made.

**Eligibility:**

Before approving telecommute working arrangements, the department head shall assure that there is adequate staffing coverage in the office to meet the program and public needs including the ability to respond to critical or emergency situations.

1. Requests to telecommute may be considered when:
  - a. The employee's duties can be fulfilled within the telecommuting structure.
  - b. Telecommuting fits with the needs of the department.
  - c. The employee has demonstrated sustained high performance, and the supervisor believes the employee can maintain the expected quantity and quality of work while telecommuting.
  - d. The department can maintain quality of service for clients, employees, and members of the public.
2. Requests to telecommute should not be considered when:
  - a. The job requires the employee's physical presence or if telecommuting would impair the department's efficiency or productivity.
  - b. The employee's current job duties require frequent supervision, direction or input from others who are onsite and where electronic methods of direction would not be sufficient.

- c. The employee's job duties require that the employee provide frequent supervision, direction or input to others who are onsite and where electronic methods of direction would not be sufficient.
  - d. The employee's performance evaluations do not indicate sustained high performance or the ability to work independently.
  - e. The employee has a documented attendance problem.
- 3. The department head and the IT Department shall verify, prior to approving the arrangement and at any time thereafter, the following.
  - a. The employee has the necessary capabilities to work independently and manage the unique requirements of off-site work arrangements;
  - b. The home work setting has the needed infrastructure and technology capabilities to support the telecommute work (i.e. county computer, high speed internet connection, and appropriate workspace). If at any time the infrastructure fails to provide the required capabilities, the employee returns to the office until such time the infrastructure meets minimum requirements determined by IT.
- 4. The department head shall ensure a telecommute work arrangement has been documented into an agreement that outlines the timeline, parameters of the arrangement, and expected outcome or deliverable work product. Other specifications shall include:
  - a. The understanding that the alternate worksite is considered an extension of the county and that during the hours that the employee is performing work functions all agency policies and procedures are applicable;
  - b. The agreed upon work schedule;
  - c. The department head/supervisor shall regularly review the telecommute work arrangement in order to determine if it is appropriate and effective to continue.
  - d. At their sole discretion, the department head/supervisor may terminate the Telecommute Agreement which will result in the employee returning to the routine office worksite arrangement. Such a decision is not considered disciplinary.
  - e. If the employee is unable to work due to illness, he or she shall report the need to be absent from work to his or her supervisor and shall use leave time as appropriate.
  - f. If the travel begins or ends at the employee's home while working from home, travel time and mileage shall be calculated from the work site or home, whichever is less.

### **Telecommute Work Setting**

1. The employee shall be responsible for establishing and maintaining a designated, safe, secure and adequate workspace at the alternate worksite that is conducive to meeting his or her position responsibilities.
2. The employee shall be responsible to maintain a workplace in a professional and secure manner that is free from health or safety hazards.
3. The employee shall immediately notify his or her supervisor of any injury while working.
4. Health or safety hazards at the alternate worksite may result in suspension of the Telecommute Work Agreement until such issues are addressed.
5. No employee engaged in a telecommute work arrangement shall be allowed to hold meetings with consumers, service providers, members of the public, or co-workers at the alternate worksite if such location is in the employee's home.
6. An employee that works from an alternate worksite shall comply with the County's privacy and security policies; and shall adequately safeguard and dispose of confidential information as described in the department policies and procedures.

### **Communication and Accessibility**

1. Because communication is critical to successful telecommute work arrangements, employees shall be as accessible as their on-site counterparts during their agreed upon telecommute work hours, regardless of work location.
2. Communication: Employees shall utilize the various technologies available to them (i.e. telephone, email, and video application software) in order to maintain regular effective communication with supervisors, agency staff, other professionals, and clients.



3. Meetings and Trainings: Employees shall attend required in-office meetings and trainings as determined by the department head/supervisor. The employee shall also be available to remotely attend scheduled meetings when working off site with Supervisor permission. This may be done via telephone or use of video calling applications such as Zoom.
4. Leave Time: Employees shall follow the regular practices for notifying department head/supervisors and the office of the need to be absent from work when telecommuting.
5. Time Sheet: The employee shall document all time spent telecommuting in the description field of the Time Sheet noting date(s) and hours worked. In compliance with Federal and State Regulations all hours worked will be recorded and compensated by hourly (non-exempt) employees. Failure to properly work within authorized hours or report all hours worked shall lead to disciplinary action.
6. Supplies: Office supplies necessary to complete work assignments should be obtained during the employee's in-office time. Employees shall not be reimbursed for supplies normally available in the office.

**Request Process:**

1. An employee requesting a telecommute work arrangement should complete a Telecommute Work Request Form.
2. The employee's direct supervisor must review and approve the request prior to the review and approval of the Department Head.
3. The IT Department must confirm that the minimum technology requirements are met.
4. Approved signed form is sent to the Human Resources Department.

**Telecommuting Equipment Policy:**

1. The County will provide one workspace configuration, which may include a computer, software and other equipment that it determines is necessary for Employee to do his or her job. All items will remain the property of the County and must be returned to the County in good working condition upon request, including but not limited to such cases as Employee's extended illness, resignation, transfer, termination, or if the telecommuting arrangement terminates. The replacement cost of unreturned items will be invoiced to the employee.
2. The County may choose to allow Employee to use personal equipment. The decision as to the type, nature, function, and/or quality of the equipment shall rest entirely with the County. The County has the right to install diagnostic and performance monitoring software on personal equipment if deemed necessary by the County. The County shall not assume liability for loss, damage, depreciation, or wear and tear of Employee-owned equipment. It is the Employee's responsibility to insure that the virtual desktop infrastructure (VDI) works properly at their workspace. It is Employee's responsibility to contact his or homeowner's insurance carrier to find out to what extent his or her policy covers the personal property.
3. Computer access to County systems, if needed, must be approved by Employee's Department Head or direct supervisor prior to beginning the telecommuting arrangement.
4. If malware, virus or crypto infections are found on the remote workstation, IT will immediately disconnect that remote workstation until the infections have been removed.
5. The remote device is an extension of the County's computer network. Therefore, all of the County's IT policies and procedures apply to that remote device.
6. County equipment is for business purposes only. The equipment must not be used by family or friends. The County owned software may not be duplicated except as formally authorized in advance and provided employee agrees to comply with all terms and conditions of software licensing agreements. Failure to adhere to this policy will result in immediate computer lock until a resolution has been reached. A review of conduct will be investigated by the Department Head and HR to determine appropriate discipline action.

7. The security of County property in Employee's remote work location is as important as in the office. Employee is expected to take reasonable precautions (such as maintaining current computer virus protection approved by IT to protect the equipment from theft, damage, or misuse. In addition, Employee is responsible for any damage to County property that is the result of Employee's willful negligence or misuse. Failure to adhere to this policy will result in immediate computer lock until a resolution has been reached. A review of conduct will be investigated by the Department Head and HR to determine appropriate discipline action.
8. In the event of County equipment failure or malfunction, Employee must notify the IT Department and his /her manager within 24 hours of discovery to arrange for immediate repair or replacement of such equipment. In the event of delay in repair or replacement of County or personal equipment, or any other circumstances in which it would be impractical for Employee to work at home, Employee will be assigned to work in the office. When using Grant County equipment or software, the employee agrees to follow all software-licensing provisions agreed to by Grant County.
9. The County may pursue recovery costs from the employee for any county property deliberately or negligently damaged or destroyed while in employee's care, custody, and control.
10. If IT detects a bad home internet configuration, the employee returns to work until such time the infrastructure meets minimum requirements.

**Other Conditions:**

1. Employees may, at the discretion of their Department Head or direct supervisor, be called to work at their centrally located worksite on their regular telecommute day during their regular work hours to meet county requirements.
2. Either party may terminate Employee's participation in the telecommuting program, with or without cause, upon reasonable notice to the other party. If the telecommuting program is terminated, Employee will be required to perform his or her job duties at the office location. If Employee fails to return on the expected date, Employee will be considered to have voluntarily

resigned his or her employment with the County. The County will not be held responsible for costs, damages or losses resulting from cessation of participation in the telecommuting program. This Agreement is not a contract of employment and may not be construed as such.

**Salary, Job Responsibilities, Benefits:**

Employee's compensation, job responsibilities, career opportunities, and other benefits will not be impacted because of Employee's election to participate in the telecommuting program.

**Policies and Procedures:**

All County's policies and procedures, including those governing employee conduct, performance, and safety, are in full force and effect during work hours.

**Communications:**

All communications created, sent or retrieved over the Internet or on the County's electronic system are the property of the County, and should not be considered private. The County reserves the right to retrieve and read any message composed, sent or received on its equipment or electronic mail system.

**Worker's Compensation:**

The County will be responsible for any work-related injuries under the Wisconsin's Workers Compensation laws, but this liability is limited to injuries directly from work and only if the injury occurs in the designated work area. Any claims will be handled according to the normal procedure for Worker's Compensation claims.

**Liability for Injuries:**

1. Employee must immediately report to his or her manager in writing any injuries related to work Employee does for the County in his or her designated work area. Employee must also contact The County Personnel Director to report his or her injury.

2. Employee understands that he or she remains liable for injuries to third persons and/or members of Employee's household that occur in the designated work area or outside the designated work area and the county is held harmless.

**Dependent Care:**

Telecommuting is not a substitute for dependent care. Employee shall not be available during their agreed upon work hours to provide dependent care. It is Employee's responsibility to ensure that he or she is fully able to complete his or her work assignments in an acceptable and timely manner.

**Income Tax:**

It is the Employee's responsibility to determine any income tax implications of maintaining a home office or a remote work location. The County will not provide tax guidance nor will the County assume any additional tax liabilities. The employee is encouraged to consult with a qualified tax professional to discuss income tax implications.

**(Approved 07/20/2021, Revised 12/2021, 10/2022)**

## GRANT COUNTY TELECOMMUTE REQUEST ARRANGEMENT

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Employee Name: \_\_\_\_\_ Department \_\_\_\_\_

Reason to telecommute: \_\_\_\_\_  
\_\_\_\_\_

My position is: Salary ☐ Hourly ☐

My telecommute work arrangement will begin on (effective date): \_\_\_\_\_ and end on \_\_\_\_\_.

I will work at the following home location: \_\_\_\_\_  
*I have ample space for a designated workstation, (i.e., chair, table, desk, etc.), to place my equipment and is conducive for working comfortably and safely.*

I will work from home \_\_\_\_\_ days per week or \_\_\_\_\_ hours per week.

My specific weekly schedule will be: \_\_\_\_\_

My work hours will be from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

I can be contacted by the following phone number \_\_\_\_\_  
[ ] County provided cell phone [ ] Personal phone number

1. I will test telecommuting by accessing my home network/wireless and connecting to the Grant County VPN.
2. It is the employee's responsibility to insure that the virtual desktop infrastructure (VDI) works properly at their workspace.
3. Grant County **requires** no less than 15 Mbps internet connection and recommends 100 Mbps per speeds shown by fast.com.
4. Grant County does not recognize Hughes Net, VIACom, hotspots, or tethering as internet service providers that are compatible with telecommuting. If discovered these are being used, the telecommute agreement will be voided and employee must return to the workplace.
5. If discovered that the Fast.com report is shown to be incorrect, or falsified, the telecommute agreement is voided and will result in discipline leading up to and/or include termination of employment.

I understand the requirements as stated above. My Internet Service Provider is \_\_\_\_\_.

I will be using county-owned equipment, at the work location shown above and understand that I am responsible for said equipment, as stated in the County's Remote Work Policy.

Note: If technical support is needed with county owned hardware and/or software, please create a ticket with the Grant County IT Helpdesk. Information Technology Department will not be able to support your home network / wireless / Internet.

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

Employees are reminded during working hours they must comply with all existing policies as defined in the Grant County Employee Handbook including meal/break periods, confidentiality, and electronic communications. Work hours are not expected to change during the telecommuting program. Non-exempt Employees are required to track all work hours in accordance with County policy. If overtime is anticipated, non-exempt Employees must obtain prior approval from their Department Head or direct supervisor prior to accruing overtime in accordance with County policy.

Employee agrees to defend, indemnify and hold harmless the County, its affiliates, employees, contractors and agents, from and against any and all claims, demands or liability (including any related losses, costs, expenses, and attorney fees) resulting from, or arising in connection with, any injury to persons (including death) or damage to property, directly or indirectly, by the services provided herein by Employee or by Employee's willful misconduct, negligent acts or omissions in the performance of the Employee's duties and obligations under this Agreement.

All County policies, including those relating to job performance, remain in effect. That means that Employee's performance will be monitored by his or her manager and Employee will be expected to comply with any and all productivity and quality standards that are applicable to Employee in the office. Disciplinary action, up to and including termination of employment, may result for failure to meet established or expected performance standards

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*Please complete the signature page below.*

Grant County Telecommute Request Arrangement Signature Page

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*By signing below, I am indicating I have read and received a copy of the November 15, 2022 updated Grant County Remote Work Policy and agree that the work schedule complies with Grant County policies and procedures, Fair Labor Standards Act (FLSA), and state regulations. I understand this Remote Work arrangement may be terminated at any time by my employer.*

*I understand it is the Employee's responsibility to insure that the virtual desktop infrastructure (VDI) works properly at their workspace.*

*I further understand that inappropriate internet or county computer use found while monitoring or servicing county property will be reported immediately to the department head for further investigation. This includes personal shopping sights, personal social media, personal email, etc.*

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval:**

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IT Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A signed copy of this form must immediately be sent to the Grant County Human Resources Department for tracking purposes. (via fax, email, drop off, etc.)**



## **IV. PERSONAL CONDUCT AND DISCIPLINE**

### **Discipline**

#### **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.

#### **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.

## 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.
- 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.

- 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.

- 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.

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 Human Resources Manager and a copy of the original document is to be retained by the reporter.

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

The report may be submitted on an 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.

### **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.

## 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 to resolve disputes regarding employee termination, employee discipline, or workplace safety issues covered by this policy. This policy shall not apply to matters of employee discipline or employee termination if governed by a collective bargaining agreement or by specific provisions of Wisconsin Statute Ch. 59, such as matters governed by Wis. Stat. § 59.26(8).

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** - 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, those appointed by the County Administrator.

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

**Working day** - generally means a regularly scheduled workday (Monday through Friday), excluding County-recognized holidays when County offices are closed.

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

**Impartial Hearing Officer (IHO)** - An attorney licensed to practice law in the State of Wisconsin, with whom the Grant County Corporation Counsel has an agreement to hear these cases. The IHO shall not be an employee of the County nor have any prior knowledge of the grievance.

## **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 Human Resources Manager 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. To be considered complete, the remedy sought and the discipline/termination grieved must be addressed in the Grievance.
- b. A Grievance may only be filed by the employee who is the subject of the discipline or termination. The Grievant must sign and date the Grievance. A Grievance will not be considered filed until the Grievant signs the Grievance, provides all of the required information, and delivers the Grievance to the Human Resources Manager.
- c. If a Grievance is untimely or incomplete, the Human Resources Manager shall issue a written notice to the Grievant indicating it is untimely or identifying the information needed to complete the Grievance. The Grievant shall have five (5) working days from receipt of the written request to provide the Human Resources Manager with the requested information. In the case of an untimely Grievance, the Grievance must provide a statement as to why the Grievance should be considered timely. In the case of an incomplete Grievance, the Grievant must provide the information identified by the Human Resources Manager. Upon receipt of the Grievant's response, the Human Resources Manager shall refer the response to the County Administrator to determine whether the response is sufficient. Failure of the Grievant to timely provide the requested information within five (5) working days of the Human Resources Manager's request or a finding by the County Administrator 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 and therefore the Grievance will no longer be processed under this Policy.
- d. By signing the Grievance, the Grievant acknowledges and affirms that the statements contained in the Grievance are true and accurate to the best of the Grievant's knowledge.

- e. A Grievant shall not be allowed to amend the Grievance.
- f. Throughout the grievance process, the Grievant may represent himself or herself or the Grievant may be represented by legal counsel.

**2. Decision by County Administrator**

Upon the receipt of the Grievance and following a determination that the Grievance is timely and complete, the County Administrator may attempt to informally resolve the Grievance. If the Grievance cannot be resolved, the County Administrator will deliver a written response to the Grievant with a brief explanation as to why the Grievance is denied. If the County Administrator is aware of other similar pending grievances, the County Administrator may consolidate those matters and process them as one grievance.

**3. Hearing Before an Impartial Hearing Officer**

An employee shall have ten (10) working days from the date the Grievance was denied by the County Administrator to file a written request for a hearing. The employee shall submit a written statement to the County Administrator requesting the hearing and specifically describing the reason(s) for the appeal of the Personnel Director's decision.

- a. When the County Administrator receives a properly filed request for hearing, the County Administrator 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 ten (10) 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 an 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 in Section 3.b. above. 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; however, such statements shall not 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. In determining whether the Grievant has satisfied this burden, the Impartial Hearing Officer shall only consider the matter presented in the initial grievance filed by the employee and the evidence presented in the Hearing.

- i. Any hearing conducted hereunder shall be recorded by use of an audio recorder or other means as designated by the Impartial Hearing Officer. A copy of the audio recording, if used, shall be provided to the Grievant at no charge. The County Administrator shall preserve all 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 parties no later than twenty (20) working days from the date of the hearing. 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 both parties 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 Human Resources Manager in writing on the form attached as Appendix B.

- b. Upon receiving a properly filed 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 the County 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, then no Grievance for Workplace Safety may be initiated.

## **2. Action by Committee**

If the County determines that the condition does not constitute a Workplace Safety violation, the Human Resources Manager 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 Human Resources Manager 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 all of the information set forth in Appendix C to be considered complete, including the remedy sought and the condition being grieved. The Grievant and Human Resources Manager shall follow the provisions of Section "Initiating a Grievance Relating to Discipline or Termination" Section1, subsections b.–d. identified above for purposes of initiating the Grievance and determining timeliness and sufficiency.

- b. 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.
- c. A Grievant shall not be allowed to amend a Workplace Safety Grievance.

#### **4. Decision by County Administrator**

Upon the receipt of the Grievance and following a determination that the Grievance is timely and complete, the County Administrator may attempt to informally resolve the Grievance. If the Grievance cannot be resolved, the County Administrator will deliver a written response to the Grievant with a brief explanation as to why the Grievance is denied. If the County Administrator is aware of other similar pending grievances, the County Administrator may consolidate those matters and process them as one grievance.

#### **5. Hearing before an Impartial Hearing Officer**

An employee shall have ten (10) working days from the date the Grievance was denied by the County Administrator to file a written request for a hearing. The employee shall submit a written statement to the County Administrator requesting the hearing and specifically describing the reason(s) for the appeal of the County Administrator's decision.

- a. When the County Administrator receives a properly filed request for hearing (i.e., a timely and complete Grievance), the County Administrator shall assign the Workplace Safety Grievance a case number and provide the Grievant with the name of the Impartial Hearing Officer selected by the County. The Grievant shall be responsible for half of the cost of the hearing officer. If the County Administrator is aware of other similar pending grievances, the County Administrator may consolidate those matters and process them as one grievance.
- b. An Impartial Hearing Officer shall be assigned no later than twenty (20) working days after the date a Grievance is properly filed.

- c. Any hearing conducted hereunder shall be recorded by use of an audio recorder or other means as designated by the Impartial Hearing Officer. A copy of the audio recording, if used, shall be provided to the Grievant at no charge. The County Administrator shall preserve all recordings for the period required by law following completion of all proceedings related to a Grievance.

- d. Hearing procedure

The hearing shall be conducted in accordance with the impartial hearing officer procedure set forth for above in Section 3 a. – g. for Grievances involving Discipline and Termination.

- e. 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.

## 6. Impartial Hearing Officer Decision

- a. If the Workplace Safety Grievance is sustained, the Impartial Hearing Officer may issue an order that includes a statement as to the particular required provisions of Wis. Admin. Code Chap. SPS that are violated by the Workplace Safety grievance and recommend the County take corrective action in compliance 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, then the Impartial Hearing Officer shall issue a written report that identifies the basis for denying the Grievance. The Impartial Hearing Officer shall file any written decision and order or written report with the County Clerk within twenty (20) working days of the close of the hearing. If no written



decision is received by the County Clerk within twenty (20) working days following completion of the hearing, the Grievance shall be considered denied.

**7. 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 County Administrator, 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 County Administrator's office no later than five (5) calendar days from the date of receipt 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. A request for an appeal must be filed on Appendix D and set forth all information required by Appendix D to be considered complete. To be considered complete, the remedy sought by the appeal must be covered by the Grievance Procedure.
- c. Upon the filing of an appeal, the County Administrator shall forward a copy of the appeal and of the recording of the hearing before the Impartial Hearing Officer to the County Clerk.

**2. County Board Appeal Process**

- a. When the County Administrator receives a properly filed request for appeal (Appendix D), the Director shall forward the appeal to the chairperson of the County Board.
- b. The Chairperson shall review the appeal to determine if it is complete (i.e., if all information required by Appendix D was provided and if the remedy requested is covered by the Grievance Procedure). If the Chairperson determines the appeal is incomplete, the Chairperson shall dismiss the appeal and the Impartial Hearing Officer's decision shall be final and binding upon the parties.
- c. If the Chair determines the appeal is complete, the Chairperson shall schedule a meeting of the County Board to review only the written decision of the Hearing Officer, the reasons for the appeal and the reply. The role of the County Board in reviewing the decision of the Impartial Hearing Officer is to address the following questions:
  - i. Did the Impartial Hearing Officer follow a fair and impartial process?
  - ii. Is there evidence of corruption, fraud or misconduct by the Impartial Hearing Officer?
  - iii. Did the Impartial Hearing Officer make an error of law which makes his/her award invalid?
  - iv. Did the Impartial Hearing Officer make an error of fact which makes his/her award invalid?

After answering the above questions, the County Board may uphold, modify, or reverse the decision of the Impartial Hearing Officer.

- d. 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.
- e. The County Board may deliver a written decision to the Employee and the Employer no later than seven (7) days from the date of the Grant County Board Meeting. The written decision shall contain:
  - i. A statement of the issues;

- ii. Findings, along with an explanation as to why any findings differ from the Impartial Hearing Officer; and
- iii. A remedy along with an explanation as to why any remedy differs from the remedy granted by the Impartial Hearing Officer.

**3. 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. 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 or 75 working days, whichever is less.
- 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.

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

**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.*

<b>Name of Grievant:</b> <b>Job Title:</b>	<b>Work Phone:</b> <b>Home Phone:</b>
<b>Home Mailing Address:</b>	<b>DATE AND TIME RECEIVED</b> <i>(for County use only)</i>
<b>1. Discipline/Termination Being Grieved.</b> Provide a detailed description of the discipline/termination being grieved.	
<b>2. Basis for Grievance.</b> 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.	
<b>3. Witnesses.</b> 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.	
<b>4. Documents.</b> 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.	
<b>5. Remedy Requested.</b> Describe in detail how you believe the County's disciplinary action or termination should be modified.	
<b>3. Certification and Signature.</b>  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.  <b>Signature of Grievant:</b> _____ <b>Date Signed:</b> _____	

**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 Human Resources Department.
- Submit completed forms to the Human Resources Manager for consideration by the Grant County Safety Committee.

Employee's Name: _____	<b>DATE AND TIME RECEIVED</b> <i>(for County use only)</i>
Job Title: _____	
Date of Report: _____	

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).

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

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

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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.

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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?

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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?

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

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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 Human Resources Manager 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 Human Resources Manager.
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 Human Resources Manager.
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 Human Resources Manager 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.

**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.*

<b>Name of Grievant:</b> <b>Job Title:</b>	<b>Work Phone:</b> <b>Home Phone:</b>
<b>Home Mailing Address:</b>	<b>DATE AND TIME RECEIVED</b> <i>(for County use only)</i>
<b>1. Identification of Condition Being Grieved.</b> Provide a detailed description of the Workplace Safety condition being grieved.	
<b>2. Basis for Grievance.</b> 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.	
<b>3. Witnesses.</b> 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.	
<b>4. Documents.</b> 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.	
<b>5. Remedy Requested.</b> Describe in detail the remedy you request.	
<b>6. Certification and Signature.</b> 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.  <b>Signature of Grievant:</b> _____ <b>Date Signed:</b> _____	

Appendix D

GRANT COUNTY GRIEVANCE PROCEDURE APPEAL FORM

**INSTRUCTIONS:** This form is to be used by and the Grievant 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 County Administrator within five (5) calendar days of the date of receipt 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.

<b>Name of Grievant:</b> <b>Job Title:</b>	<b>Work Phone:</b> <b>Home Phone:</b>
<b>Address:</b>	<b>DATE AND TIME RECEIVED</b> <i>(for County use only)</i>
<b>1. Decision from Which an Appeal Is Being Taken.</b> 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.	
<b>2. Basis for Appeal.</b> Describe why you believe the decision of the impartial hearing officer was incorrect.	
<b>3. Remedy.</b> Describe what you believe the impartial hearing officer should have ordered and why.	
<b>Signature of Appealing Party:</b> _____ <b>Date Signed:</b> _____	



## **V. BENEFITS**

### **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, grandchild, or in-law (mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent-in-law, daughter-in-law, son-in-law). 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, 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 07/18/2023

### **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 (FSA)**

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.

## 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 3<sup>rd</sup>. Your insurance starts on December 1<sup>st</sup>. Your hire date is October 30<sup>th</sup>. Your health insurance starts December 1<sup>st</sup>. Your hire date is October 1<sup>st</sup>. Your insurance starts November 1<sup>st</sup>.*

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 Additional Benefit (Rollover)

On January 1, 2012, the county implemented a Health Reimbursement Arrangement (HRA) with an additional benefit.

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 Additional Benefit** – 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 Additional Benefit** - (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 taxed and 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.

### **Life Insurance and Accidental Death and 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.

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.

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.

## **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.

## **Holidays**

The following shall be observed holidays in each year:

- New Year's Day
- Friday Afternoon before Easter (12:30 p.m. to 4:30 p.m.)
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- December 24<sup>th</sup>
- December 25<sup>th</sup>.

Note: Conservation, Sanitation, and Zoning (CS&Z) employees will observe the following holidays: New Year's Day, Dr. Martin Luther King Jr's Birthday, George Washington's Birthday (Presidents' Day), Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Day after Thanksgiving, and December 25<sup>th</sup>.

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 per 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.

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

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.

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.

## **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.

### **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. The sick leave payout will be deducted from the employee's regular sick leave balance and not from the catastrophic sick leave account.
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.
8. Upon death of a current employee, one-half (1/2) of the accumulated sick leave shall be paid either to the employee's 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.

## **Vacation**

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. New Employees: Full-time employees will enjoy 40 hours of vacation to be used within their first year of employment; prorated for regular part time. Any alternative vacation schedule shall be determined by the Department Head, and Human Resources Manager not to exceed 3 weeks of vacation based on knowledge, skills, experience, and internal equity subject to final approval of the County Administrator. Anything beyond 3 weeks shall be brought forth to the Executive Committee for approval.

Employees granted more than one week of vacation at hire shall move through the vacation schedule once the schedule catches up to them.

*For example: Employee is hired with 80 hours of vacation. Employee will receive 80 hours of vacation until they completed 4 years of service, at which time, they will move to the next increment at year 5 of 100 hours.*

An employee who resigns from employment or is terminated prior to completing one year of continuous service, shall reimburse the county for vacation used pro-rated based on time in position.

*For example: Employee is hired with 40 hours of vacation and leaves employment after 10 months. The employee used 35 hours of vacation. Pro-rated vacation would be 10 / 12<sup>th</sup> times 40 hours of vacation (33.25 hours). The employee used 1.75 hours more than their pro-rated amount and needs to pay that back to the County.*

5. 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.

At Hire	40 hours
After the completion of each anniversary year, the 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.



6. 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 and shall reimburse the county for vacation used pro-rated based on time in position.
7. 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.
8. In the event of resignation, retirement, or death of an employee after one year of employment and 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.
9. 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.
10. Department heads are responsible for ensuring that each employee is provided an opportunity to schedule and take vacations.
11. 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. Holidays falling in a vacation period will not be considered as counting against vacation time.

### **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.

## **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.

## **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 effect 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.

## **Acknowledgment Form**

I have received a copy of the revised Grant County Employee Handbook and I understand that the employee handbook is updated when needed and is available on the county's website for my review. 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.

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Employee's Name (please print)

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Employee's Signature

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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 Human Resources Department and a copy retained in your department. Thank you for your cooperation.