

GRANT COUNTY ADMINISTRATION MANUAL

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INTRODUCTION

PURPOSE

This document is the Administration Manual for Grant County. The purpose of this manual is to describe the administrative processes and procedures used to manage the county's departments and resources.

This document will be reviewed and updated as needed as a result of continuous process improvement efforts by the county.

SCOPE

This Administration Manual identifies the processes and procedures used to support each department. The manual discusses such things as fiscal, human resources, employment, and IT management.

1. INFORMATION TECHNOLOGY

1.1 IT BACKUP POLICY

1. Approval and Adoption

County Board; November 10, 2020

2. 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.

3. Policy Scope

All Grant County systems that the Information Technology Department oversees.

4. 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.

1.2 IT WI-FI POLICY

1. Approval and Adoption

County Board, November 10, 2020

2. 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.

3. Policy Scope

All wireless networks in use by the County.

4. 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.

- a.) This is the network that all privately owned devices use for connectivity.
- b.) All users of this network will be subject to domain, DNS and web sanitation of requests.
- c.) 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
 - a. WPA2
 - b. AES encryption

1.3 IT NETWORK DEVICE POLICY

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. Maintenance and Support

Regular Maintenance: Network connected devices shall have scheduled maintenance, per 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. Review and Revisions

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

1.4 ELECTRONIC COMMUNICATIONS POLICY

ELECTRONIC COMMUNICATIONS POLICY

1. Overview

- (a) Employees are prohibited from using any means of electronic communications unless such use is in accordance with this policy. Any violation of this policy will result in discipline proceedings up to, and including, termination. Electronic and telephonic communications include any transmission to or from Email, voicemail, telephone, cell phone, computers, facsimiles, copy machines, Internet, etc.)
- (b) This policy governs the use of Grant County's computers and information systems by its employees. Grant County has implemented electronic communications to enhance the quality of our business communications. We encourage staff to use information technology to its fullest potential in order to enhance the services that we provide. We expect staff to remain current in their knowledge of electronic resources, standards, and protocol.
- (c) Our achievement of that goal includes maximizing the proper business use of Email and Internet access. Grant County's policy applies to anyone (employees, contractors,

volunteers, board members, etc.) who uses the County's computers, networks, or electronic communication resources.

- (d) All electronic and telephonic communications systems and all information transmitted by, received from, or stored in County systems are the property of the County and as such are to be used solely for official County business unless expressly permitted by a designated manager (see section 3).
- (e) The guidelines and prohibitions established in this policy are meant to protect Grant County's computer equipment, software, and data from damage caused by the unauthorized use of the County's computers and networks by County employees or unauthorized access by third parties to the County's computers and networks. This policy is also intended to protect County employees from harm that may result from the improper use of the County's computers and networks by other employees or unauthorized third parties.

2. Information Technology (IT)

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

- (a) Administering and maintaining the various servers and workstations at Grant County that are acquired through grants, donations or various County budgets;
- (b) Establishing standards for the organization of data on the County's shared networks and local hard drives of County users in order to facilitate network administration and upgrades;
- (c) Establishing disaster back-up procedures for storing County data from the County network and servers;
- (d) Installing anti-virus software on servers and workstations, and a firewall between County servers and Internet connections;

- (e) Providing each authorized user on the County network with a user identification (User ID) and providing access for each user to resources available on the network;
- (f) Procuring new hardware and software to meet the County's current and future network needs;
- (g) Monitoring communications, software, and applications on the County computer network and Internet use in order to assess and to identify any abuses or technical issues;
- and
- (h) Redistribution or disposal of used hardware and software.

3. Personal Use of Network and Computers

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

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

4. Prohibited Activities

- (a) County employees are responsible for preserving the integrity of Grant County's computer network and computer systems and agree not to interfere with or disrupt the County's computer network, other network users, services, programs, software, or equipment.
- (b) "Interference or disruption with the Grant County network", other network users, services software or equipment includes, but are not limited to the following:
1. allowing unauthorized users to use County equipment;
 2. the use of the County system and/or networks to gain unauthorized access to remote systems;
 3. use of the County system to copy and/or distribute unauthorized system files or copyrighted material, such as third-party software, pictures, documents;
 4. intentional attempts to "crash" the County computers or computer networks systems or program, attempting to secure unauthorized higher level privileges on the networked systems;
 5. the willful or negligent introduction of computer viruses or destructive programs that could adversely affect the County computers or networks;
 6. sharing User ID's and password information with any other person. If a County employee does share his or her User ID and password with another person, the employee shall be solely responsible for the actions that other person has appropriated and discipline may occur;
 7. deleting, examining, or modifying files or work product belonging to other users without their prior consent; or

8. using the computers or computer networks or any of its authorized software for personal gain or solicitation, to harass or threaten others; to send junk mail or “for-profit” messages.

(c) It is also against Grant County policy for an employee to engage in the following conduct on the County computers or networks:

1. to use the computers or networks for unlawful activities;
2. to use abusive or obscene language in any messages transmitted on the computers or networks, including any internal or external Email messages, sexually explicit messages, cartoons, ethnic or racial slurs, Internet communications, or other transmissions that could be construed as the harassment or disparagement of others;
3. to engage in behavior on the computers or networks that is inappropriate, including pornography or any other inappropriate web surfing;
4. to engage in behavior on the computers or networks that is prohibited under the County Personnel Policies, including but not limited to, harassment, workplace violence, etc.;

or

5. to engage in any other conduct that could cause congestion and disruption of the County’s computers or networks and systems.

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

5. Privacy

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

6. Security

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

employment or at any time based on information indicating the employee has engaged in conduct that could disrupt, interfere or expose the network to damage or to unauthorized use.

7. Prevention of Computer Viruses

- (a) Computer viruses and other debilitating programs present a major threat to the integrity of Grant County's information systems. Viruses are programs that infiltrate a computing environment and disrupt or damage computers, networks, program applications, and data. To prevent such problems from occurring on the County's computer network, authorized persons will install anti-virus software on servers and workstations. Servers and workstations will be scanned for viruses on a regular basis.
- (b) All USB drives (also known as thumb, flash, or pen drives) and workstation hard drives will be presumed to have viruses. Therefore, the anti-virus software will automatically scan every file accessed by a user.

8. Monitoring Communications and Software Use

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

9. Data Storage

- (a) The IT office shall be responsible for organizing all data on the Grant County computer network in a manner that will allow users to readily access files and other information on the network. The IT office shall further establish procedures or protocols governing the deletion and retention of all data on the network, including the development of record retention schedules.
- (b) The Grant County IT department is responsible for backups of all data stored on Grant County servers. Any documents, programs, code, images, or other electronic data that is not stored on the appropriate county server(s) is not considered protected. Recovery of lost files will be very difficult. Electronic records that are not retained on Grant County servers do not conform to Grant County's records retention rules and schedules. Recovery of lost records will be very difficult. If you have any questions as to the protection of your data, immediately contact the IT Department for clarification.

10. Email

- (a) The Communication Decency Act of 1996 prohibits using email without disclosing one's identity with the intent to annoy, harass, abuse, or threaten another.
- (b) The content and maintenance of Grant County's electronic mail and shared file storage areas are the user's responsibility. Employees are expected to communicate in a professional manner that will reflect positively on them and the County. Misuse may result in discipline. Refer to the Social Media policy below, for appropriate use of Grant County social media sites and employee's personal social media / social networking sites as it relates to Grant County business.
- (c) Grant County, as a governmental agency, must comply with various state and federal guidelines concerning open records. Email documents can sometimes be subject to public records requests; depending upon their content. It is the employee's

responsibility to save these messages, whether in electronic format or hard copy, pursuant to records retention statutes and the County's record retention ordinance. The IT office will not be responsible for saving or producing these messages.

11. Internet Access

- (a) The Internet provides access to a wide variety of information or resources that can assist County employees in the performance of their jobs. Grant County is concerned, however, that the availability of this resource on the County computer network may have an adverse impact on employee productivity. The internet is to be used solely for official County business unless expressly permitted by a designated manager. Refer to the Social Media policy below, for appropriate use of Grant County social media sites and employee's personal social media / social networking sites as it relates to Grant County business. The County may monitor Internet usage at workstations and remote sites and maintain a record of employee time on Internet and sites accessed to determine the benefits and potential productivity problems related to Internet use. Potential productivity problems will be brought to the attention of the appropriate Department Head and/or Personnel Department.
- (b) County resources (hardware, software, personnel, supplies, data, facilities, etc.) are intended for authorized business use only. Any individual who copies proprietary software or County data for personal use or unauthorized installation onto personal computers or who uses resources for other than authorized business will be subject to disciplinary action.
- (c) Each system has its own rules and limitations. Grant County employees have an obligation to be aware of computer security, economic, and privacy concerns associated with the use of various systems on the Internet, and to guard against computer viruses and incurring costs while conducting research or communications on the Internet. At no time, however, shall an employee knowingly incur charges for Internet usage without the express consent of their immediate supervisor.

12. Compliance with Laws

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

13. Information Infrastructure

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

14. Disposal of Used Electronic Equipment

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

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.

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

1.5 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.

1.6 SOCIAL MEDIA

Purpose:

Grant County departments may utilize media platforms to further enhance communication with various stakeholder organizations in support of County goals and objectives. County officials and County sponsored organizations have the ability to publish content, facilitate discussions, and

communicate information through various social media related to conducting County business. The purpose of this policy is to ensure the appropriate use of Grant County social media sites and employee's personal social media / social networking sites as it relates to Grant County business. This policy excludes the Grant County Sheriff's Department because they are covered under separate policy.

Grant County Social Media Policy:

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

media platforms should link back to the official Grant County Internet site for forms, documents and other information.

7. Each social media platform account is the sole proprietorship of Grant County. Moderators are authorized to create and post content on behalf of Grant County, but do not own the accounts. When the function of moderator ends, the employee shall surrender all rights, including administrative authority and passwords, to these accounts. The County IT department will maintain a listing of all authorized social media accounts and sites.
8. Grant County social media comments containing any of the following shall **not** be allowed for posting:
 - a.) Non-topically related content
 - b.) Profane language or content
 - c.) Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation
 - d.) Sexual content or links to sexual content
 - e.) Solicitations of commerce, unless authorized for county related purpose ie., WI Surplus, Fair sales, etc.
 - f.) Conduct or encouragement of illegal activity
 - g.) Content that may compromise the safety or security of the public or public systems
 - h.) Content that violates legal ownership interest of any other party
 - i.) External links constituting official endorsement or representative views on behalf of Grant County
 - j.) Content promoting political purposes, a political candidate, or party
 - k.) Content promoting or endorsing any religion or religious organization
 - l.) Content regarding or relating to any private commercial transactions or engagement in private business activities
 - m.) Other non-topically related content outside the limited public forum established to discuss County issues, operations and services

9. All social media platforms shall clearly indicate they are owned and maintained by Grant County and shall have the County Department contact information prominently displayed.
10. All County-related communication through social media tools shall be professional in nature and conducted in accordance with the County's communications policy, practices, and expectations.
11. The Grant County logos, marks, and insignia may be used on County social media platforms owned and maintained exclusively for County business and related County purposes. Do not use Grant County's name, logos, marks and insignia to promote any political party, candidate or for partisan political purposes, to conduct private commercial transactions, endorse or to engage in private business activities.

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

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

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

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

Employee Personal Social Media / Social Networking Sites:

Employees who have personal social media / social networking sites should ensure these sites are personal in nature and used to share personal opinions or non-work related information. The employee must maintain a distinction between sharing personal and official government

views. In addition, employees should never use their Grant County e-mail password or e-mail account in conjunction with personal social media / social networking sites unless authorized to do so by the Department Head for official Grant County business.

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

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

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

Without express permission from Department Head, employees are prohibited from uploading, posting or sharing information in any format (text, images, video, audio, etc.) of County personnel, or clients gained in the course of employment. Department Heads will consult with legal counsel prior to giving approval. This includes images, video, and audio taken at any County sponsored event, inside any County facilities or involving County equipment, or any other work-related documents or e-mail exchanges on a County site or their personal site.

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

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

Employees must comply with the confidentiality and privacy requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and other legal requirements of privacy and confidentiality, including information concerning minors, public assistance recipients

and County employees. It is the responsibility of the employee to not post any HIPAA related information, or any other information that is private, confidential, proprietary, or inappropriate to his/her social media / social networking site.

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

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

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

Posted content has the potential to be shared broadly, including with individuals you did not intend to communicate. Therefore an employee is responsible for ensuring that any content related to a co-worker is consistent with County policy regarding how to treat co-workers. For example, do not post content that would violate the County's policy regarding discrimination and harassment.

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

posted even if the employee has received prior authorization to participate in social media / social networking.

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

Anticipated - 06/20/2017

2. FINANCE

2.5 CAPITOL AND CUSTODIAL ASSETS

County Board Approval	01/19/2010
Effective	01/19/2010
Revision	12/21/2010
Reviewed (no change)	06/01/2019

1. Purpose and Scope

The purpose of this policy is to provide control and accountability over the county's assets and to facilitate gathering and maintaining information needed for insurance purposes and for the preparation of the annual financial statements.

The requirements of this policy regarding capitalization and depreciation apply to all county departments with the exception of Highway and Orchard Manor which shall follow the guidelines of the Wisconsin Department of Transportation and Department of Health Services, respectively. The requirements regarding tracking of assets for inventory and insurance purposes apply to all departments, including Highway and Orchard Manor.

Assets purchased with grant funds shall be treated according to the grant requirements if such requirements are more restrictive than this policy.

2. Definitions

- a) **Capital asset:** Property owned or lawfully held by Grant County with a cost of \$5,000 or greater and an expected useful life of at least two years.
- b) **Custodial asset:** Property owned or lawfully held by Grant County with a cost of at least \$500 but less than \$5,000 and an expected useful life of at least two years.
- c) **Expendable property:** Supplies and small equipment or tools with a cost of less than \$500 and/or an expected useful life of less than two years. These items are not covered by this policy.
- d) **Maintenance and repairs:**
 - i. **Ordinary maintenance and repairs:** Preventive maintenance, normal periodic repairs, replacement of parts and other activities such as painting or equipment adjustments needed to maintain the asset in original operating condition are charged to the maintenance/repairs account and are not included in this policy.
 - ii. **Major repairs:** Relatively large expenditures that benefit more than one year and extend the useful life or significantly increase the efficiency of the asset are to be recorded as a capital asset. For example, the replacement of a roof would be capitalized; repairs to the roof would be ordinary maintenance and repairs.
- e) **Highway infrastructure:** Construction and purchase costs incurred for county roads, bridges, culverts, and right-of-way.

3. Capital Assets Other Than Highway Infrastructure

Departments shall code the purchase of capital assets to the appropriate capital asset account on the voucher. Purchases not meeting the capitalization criteria shall be coded as small equipment or maintenance/repairs as appropriate.

The Finance Department shall maintain depreciation schedules for capital assets for all departments other than Unified Community Services, Highway, Orchard Manor, and Farm which shall maintain their own depreciation schedules.

When a capital asset is disposed of by a sale or other means, including scrapping, the Finance Director shall be notified to remove the item from the depreciation schedule. Proceeds from the sale of capital assets shall be coded to the appropriate revenue account.

Each department head or designee is responsible for reporting all purchases and disposals of capital assets to the County Clerk for inclusion on the inventory and insurance lists. A copy of the title shall be given to the County Clerk, if applicable.

4. Custodial Assets

Each department head or designee is responsible for reporting all purchases and disposals of custodial assets to the County Clerk for inclusion on the inventory and lists.

Groups of like assets that individually are less than \$500 but are significant in total should also be reported as a custodial asset. An example is tables at the Youth and Ag building. The group may be reported as one line item on the inventory report.

At least annually, the County Clerk shall provide each department with a copy of the inventory list. The department head or designee shall review the inventory for accuracy and notify the County Clerk of any changes.

5. Highway Infrastructure

Project costs will be accumulated in construction work in progress (CWIP) until completed. When the project is placed into service and substantially all costs are known, the project will be moved to the appropriate fixed asset category and depreciated.

6. Valuation of Assets

Assets will be valued at the cost to the County at the time of purchase or construction, including any costs necessary to acquire and put the asset into service. Such costs may

include, but are not limited to: freight, installation charges, title fees, appraisals, surveys, and legal fees.

Assets donated to the County will be valued at estimated fair market value at the time of donation.

Assets partially funded by a payment from outside entities directly to the seller will be valued at the total cost of the asset, including the outside funding. The department is responsible for providing documentation of the original cost and the source of the outside funding to the Finance Director.

Assets purchased as a group, which individually do not meet the capitalization threshold will generally not be capitalized. For example, the purchase of five computers for \$1,000 each will not be capitalized. Exceptions may be made if the individual items are an integral part of a system or network.

7. Depreciation

Capital assets other than highway infrastructure:

Depreciation will be calculated using the straight-line method.

Asset Type	Depreciable Life in Years	Salvage Value
Land	Not applicable	Not applicable
Land Improvements (parking lots, lighting, sidewalks, fairgrounds roadway)	20	0%
Buildings	40	0%
Building improvements	10 – 30	0%
- <i>HAVC systems</i>	20	
- <i>Roofing</i>	20	
- <i>Tuckpointing</i>	20	
- <i>Electrical/plumbing</i>	30	
- <i>Carpet replacement</i>	10	

Radio towers	20	0%
Furniture and equipment	5 – 10	05
- Furniture, office equipment	5	
- Computer hardware/software	5	
- Custodial equipment	10	
- Grounds equipment	10	
- Radio and communications equipment	10	
- Digital cameras and recorders	5	
- Kitchen appliances	5	
Vehicles and trailers	5	15%

Highway infrastructure:

Depreciation will be calculated using the straight-line method, half-year convention.

Asset Type	Depreciable Life in Years	Salvage Value
Roadways	30	10%
Bridges	50	0%
Culverts	50	0%
Right-of-Way	Not applicable	Not applicable

2.2 PROCUREMENT POLICY

1. Purpose and Scope

County Board Approval	06/15/2021
Effective	06/15/2021
Revision	02/18/2025

The purpose of this policy is to provide control and accountability over the county's purchasing process and to provide a guide outlining requirements for consistent and fair procurement of assets.

2. Definitions and Process

- a. **Expendable property:** Supplies and small equipment or tools with a cost of less than \$500 and/or an expected useful life of less than one year. These items are not covered by this policy.
- b. **Custodial asset:** Property owned or lawfully held by Grant County with a cost of at least \$500 but less than \$5,000 and an expected useful life of at least one year. May be awarded without soliciting competitive quotations if the entity considers the price to be reasonable.
- c. **Capital asset:** Property owned or lawfully held by Grant County with a cost of \$5,000 or greater and an expected useful life of over one year.

- i. Simplified Bid Process: \$5,000 to \$25,000

Relatively simple and informal procurement methods for securing services, supplies, or other property that does not cost more than the simplified acquisition threshold.

The County will attempt to obtain a minimum of three (3) bids via phone, catalog, internet, fax, etc. The awarded bid must be confirmed in writing.

ii. Formal Procurement Process \$25,000 and up

The appropriate method when more than one source is expected to submit an offer. Must follow State guidance and standards for Procuring Services above \$25,000.

Provide Class 2 notice that you are seeking Competitive Proposals typically when purchasing equipment. Notice is also recommended for professional services, like engineering, studies, surveying, etc. Bids must be solicited from an “adequate number of known suppliers,” providing them sufficient response time before the date of opening of the bids.

All bids will be opened at the time and place prescribed in the invitation for bids. Award to the “responsible” bidder whose bid, conforming with all the material terms and conditions of the invitation for bids (IFB).

- d) Public works will be addressed under Wis. Stat. 59.52(29) and the County will follow those requirements as described in that statute.

Assets purchased with grant funds shall be treated according to the grant requirements if such requirements are more restrictive than this policy.

3. Protest Procedure

Any individual, agency, or business whose direct economic interest has been affected by the County of Grant procurement procedures shall have the right to have their protest heard economically and expeditiously. Protests shall be handled and resolved in the following manner:

- a. **Written Submission:** An interested party wishing to protest a matter involving a proposed procurement or contract award shall file, with the Grant County Administrator, a written submission addressing, at a minimum, the following:

1. The name and address of the interested party and its relationship to the procurement sufficient to establish its interest;
 2. Solicitation or contract number;
 3. Statement of the grounds of the protest, including the federal or state law/regulation or the County of Grant procedure upon which the protest is based;
 4. Statement of the specific relief requested and
 5. Any documents relevant to the protest that the protesting party desires the Grant County Administrator to consider should be attached.
- b. **Procedure for Protests Regarding Solicitation:** Any protest regarding a solicitation by the County of Grant must be filed no later than five (5) business days before the opening of bids. Any protest filed after that date that raises issues regarding the solicitation will not be considered. Upon receipt of a timely filed protest regarding the solicitation, The Grant County Administrator may postpone the opening of Bids until resolution of the protest; no additional bids will be accepted during the postponement period.
- c. **Procedure for Protests Regarding Bid Evaluation:** Any protest regarding the evaluation of bids by the County of Grant must be filed no later than twenty (20) business days after the opening of bids. Any protest filed after that date that raises issues regarding the bid evaluation will not be considered unless the issue arose after the initial twenty (20) business day period and before contract execution. Upon receipt of a timely filed protest regarding the evaluation of bids, the Grant County Administrator will determine if the protestor has established that there is substantial evidence regarding the non-responsiveness of a bid or the non-responsibility of a bidder or doubt regarding the County of Grant's compliance with Federal or State law or these procedures. If the protestor submits sufficient evidence supporting its protest to show that the protest is not vexatious or frivolous, the Grant County Administrator may suspend its evaluation of all bids submitted until the protest is resolved.
- d. **Procedure for Protests Regarding Award of Contract:** Any protest regarding the award of a contract must be filed no later than ten (10) business days after the award date. Any protest regarding the contract award filed after that date will not be considered.

Upon receipt of a timely filed protest regarding the award of a contract, the Grant County Administrator will issue a stop work order, if necessary, until the resolution of the protest.

2.3 FUND BALANCE

County Board Approval	08/21/2018
Effective	08/21/2018
Revision	

I. Purpose

The purpose of this policy is to establish and maintain an adequate level of fund balance to:

- 1) provide working capital,
- 2) help insulate the County from the potential effects of economic slowdowns, uncertain revenue sources, unexpected expenses, and changes in state and federal mandates,
- 3) maintain sufficient reserves to assist the County in maintaining a high-quality bond rating, and
- 4) enable the County to earn interest on its funds in order to provide budgetary resources.

This policy also specifies the process for designating portions of fund balances for specific future purposes.

This policy does not apply to non-lapsing funds which are addressed under the County Non-lapsing Funds Policy.

This policy does not apply to Unified Community Services.

II. Definitions

Non-lapsing Funds: are current year unexpended funds carried over to the following year to complete a project. These funds are governed by the County Non-Lapsing Funds Policy.

Restricted Fund Balance: consists of funds that have external, enforceable limitations on use. Examples include statutory restrictions, specific donor limitations, signed contracts or agreements, and unspent debt proceeds. Restricted funds shall remain in the accounting fund responsible for expending those funds.

Committed Fund Balance: consists of funds that are committed for a specific use by the highest County authority (i.e., ordinance), as defined under GASB Statement No. 54. This balance could include funds to support a project not yet completed, funds identified for a future project, etc., if the funds are designated for that purpose by County ordinance.

Assigned Fund Balance: consists of funds that are designated by the County for a specific use or department by resolution or other County-specified process other than an ordinance.

Unassigned Fund Balance: consists of funds that have not been designated for a specific purpose.

III. Policy Statement

At the close of each year, unspent appropriations will lapse and revenues in excess of expenditures will drop to the unassigned fund balance of the fund the department is in, unless:

- 1) A non-lapsing carryover was approved in accordance with policy, or
- 2) The funds are restricted

Upon approval of the County Board, or as specified in this policy, portions or the entirety of any unrestricted fund balance may be transferred to the general fund.

This policy does not prohibit the County Board from transferring monies between any funds if the transfer is legally allowed.

Flow Assumption

When projects or services are funded from a variety of resources, those resources are assumed to be used in the following order:

1. Restricted
2. Unrestricted
 - a. Committed
 - b. Assigned
 - c. Unassigned

IV. Governmental Funds

A. General Fund

Unless otherwise specified by action of the County Board, Grant County will maintain in the General Fund a minimum unassigned fund balance of not less than twenty percent of all governmental expenditures excluding those in the following funds:

- Sales Tax
- Unified Community Services, which is a component unit
- Debt Service
- Capital Projects, which includes only non-routine projects
- Thrift Shop
- Holiday Project
- Housing
- GCEDC
- Dog licenses

If, following the audit, the unassigned fund balance is less than the minimum required, the Executive Committee shall recommend to the County Board, with the next budget, a plan to increase the balance to the minimum.

A maximum of \$250,000 of the fund balance shall be assigned for the Home Health program and a maximum of \$500,000 shall be assigned for the Hospice program upon implementation of this policy. If the assigned balances for these programs fall below the maximum, the Executive Committee may, following the close of the next year in which these

programs have excess revenue, recommend assigning all or a portion of that revenue to restore the assigned balances to the maximum. The recommendation may not cause the unassigned fund balance to drop below the minimum twenty percent.

The Executive Committee may recommend assigning funds for specific future purposes as outlined in section VI of this policy, provided it does not cause the unassigned balance to fall below twenty percent.

If, upon completion of the audit, the unassigned fund balance exceeds forty percent of General Fund expenditures, the Executive Committee shall make a recommendation to the County Board regarding the excess funds. The recommendations may include:

1. Transferring funds to the Capital Projects Fund
2. Designating funds for future capital equipment purchases
3. Designating funds for future long-term personnel costs (retirement payouts)
4. Other specific, non-recurring costs

The use of excess unassigned funds to support ongoing costs is not prohibited under this policy but is strongly discouraged and should be done only after carefully considering the impact on future budgets.

B. Social Services Fund

The Social Services Fund shall retain unexpended funds up to a maximum assigned fund balance of \$200,000 to allow for the volatility of out of home care costs and changes in state or federal funding. Unrestricted funds in excess of this amount shall be transferred to the General Fund unassigned balance upon completion of the audit. If the Social Services assigned fund balance drops below \$200,000 the Executive Committee shall make a recommendation to the County Board to replenish the fund by means of a transfer from the unassigned general fund, if funds are available, or through future budgets.

C. Aging and Disability Resources Fund

Unrestricted funds in the ADRC fund shall be transferred to the General Fund unassigned balance upon completion of the audit.

D. All other governmental funds

All other governmental funds shall retain unexpended funds with the original fund.

V. Business Type Activities

Unless otherwise specified by the County Board, Highway, Orchard Manor, and Farm, which are business type activities, shall retain all unexpended funds or excess revenue. Such funds shall maintain minimum unrestricted assets of twenty percent of expenditures. If, at the completion of the audit, unrestricted assets are below twenty percent the department's governing committee shall develop a plan to reach the minimum requirement. The governing committees for these departments may designate a portion of unrestricted funds for specific purposes, however, it is the expectation of the County these departments will ensure sufficient undesignated funds remain to meet unexpected revenue shortfalls or expenditures. If the undesignated funds exceed forty percent, the department shall apply the excess funds to the next budget to reduce the levy request.

VI. Procedure for Creating or Adjusting Assigned Fund Balances

When a need arises to assign fund balance for a future specific purpose, the department head shall submit a request to the Finance Director by June 1. Such request shall include:

1. Amount of funds requested to be assigned
2. Reason the funds will be needed
3. Expected length of time for which the funds will be needed

The Executive Committee shall review the requests and make a recommendation to the County Board. The recommendation to the County Board may include additional assignments deemed necessary by the Executive Committee. County Board approval shall be by resolution and the funds shall remain assigned for the specified purpose until fully expended, or the County Board

takes action to change the assignment. Funds may not be used for any purpose other than that originally approved unless the County Board takes action to rescind the assignment.

Unless otherwise specified in this policy, any increase in the assigned fund balance amounts shall follow the same approval process used to create the assignment.

When a department plans to use the assigned funds, the amount shall be included as a funding source in the department's annual budget request.

2.4 NON-LAPSING FUNDS

A. Purpose

This policy identifies the criteria and procedure to request the continuation of an appropriation to the following year's budget.

B. Definition

Non-lapsing funds are funds budgeted but not expended during a budget year which are brought forward as additions to the subsequent year's budget to complete a specific project.

Funds designated for use beyond the next budget cycle are classified as "assigned" or "restricted" fund balances, not non-lapsing funds, and are governed by the County Fund Balance Policy.

C. Policy Statement

At the close of each year, unexpended funds will lapse and revenues in excess of expenditures will drop to the fund balance of the fund the department is in, unless a carryover is authorized by the County Board. No carryover will be authorized unless allowed by law.

To be eligible for consideration as a non-lapsing carryover, both of the following conditions must be satisfied:

- 1) Funds must be available in the requesting department's bottom line for the previous year. Individual line items or programs are not eligible for carryover if the department does not have sufficient unexpended funds in total.
- 2) Carryover is necessary to complete the project or purchase of specific item(s) approved in the previous year's budget but not yet accomplished.

Funds carried over may not be used for a purpose other than originally budgeted. Such needs shall be considered during the budget process. The County may, during the budget process, consider a department's anticipation of lapsing funds in the use of fund balance to support the budget.

Unexpended funds restricted by outside entities which will be used in the subsequent year's budget shall automatically be carried forward and added to that budget. Restricted funds are not subject to the criteria listed above.

D. Procedure

1. At the end of each fiscal year, the adopted budget for that year expires and the amounts appropriated in the adopted budget for the new year will become effective.
2. Departments requesting non-lapsing funds meeting the criteria identified in this policy shall submit a written request to the Finance Director no later than March 31st of the new year.
 - a. For unrestricted funds, the request shall identify:
 - (1) The project or purchase for which the funds were budgeted
 - (2) Amount of requested carryover
 - (3) Anticipated completion or purchase date
 - (4) The account(s) under which these funds were budgeted
 - b. For restricted funds, the request shall identify:
 - (1) The source of the restriction

- (2) Amount to be used in the new year's budget
- (3) The account(s) under which these funds were budgeted

3. The Finance Director shall review the requests to confirm the department has sufficient unexpended funds.
4. The Finance Director shall prepare a resolution to present to the Executive Committee authorizing the carryover of these funds and amending the budget for the new year
5. Upon approval by the Executive Committee, the resolution shall be presented to the County Board for approval.

2.5 CREDIT CARD

A. Purpose

County Board Approval	07/15/2008
Effective	07/15/2008
Revision	08/20/2019

This policy defines the procedures, responsibilities, and limits for the use of credit cards issued in the name of Grant County. The intent of these procedures is to ensure that purchases are in compliance with approved policies and to limit the county's risk due to loss or misuse of credit card information. This is a county-wide policy and applies to all departments using credit cards in the name of Grant County.

B. Policy Statement

Use of credit cards in the name of Grant County will be minimized to the extent possible within the intent and scope of this policy, with credit cards obtained only upon justification of need. It is not intended that every department will have a credit card, or that credit cards will be used on a widespread basis. Use of a credit card is not intended to replace county or departmental purchasing practices, statutory requirements, or contractual agreements. Misuse of any credit card may result in revocation of the card and disciplinary action in accordance with county policy, up to and including termination.

C. Accountability

Elected officials and department heads having credit cards issued to their departments/employees are responsible for the proper administration of the credit cards. The department head is responsible for ensuring that credit cards are returned to the Finance Director to be cancelled when the employee's duties change or the employee transfers to another department or terminates employment. The department head is also responsible to verify that the cardholder has notified the issuer and the Finance Director to cancel the card if lost or stolen.

It is expected that credit cards will generally be assigned to an individual cardholder and used only by that cardholder who will not lend the card nor share the card number with others. However, it is understood that some departments may have need of a "departmental" card for employees to pick up parts or supplies from providers who will not direct bill the county. The number of individuals using a departmental credit card should be limited to the extent possible, as multiple users increase the county's risk. Departments using a "departmental" card shall store the card in a secure place and shall require the card to be signed out and the card and transaction receipts returned promptly after each use.

All transactions must be traceable to the employee making the purchase. Prior to, and as a condition of, card issuance, each employee assigned a credit card shall sign an Employee Credit Card Agreement acknowledging their responsibility. It is the cardholder's responsibility to:

- ensure that purchases are authorized and in accordance with department and county policies,
- safeguard the credit card, the card number, and all receipts and other documents containing credit card information,
- obtain itemized receipts for all credit card transactions,
- promptly return incorrect or defective merchandise for credit,
- ensure that internet purchases are made only from secure sites,
- inform vendors of tax exempt status and provide vendor with tax exempt number, if needed,

- immediately notify the card issuer and the Finance Director if the card is lost or stolen.

D. Procedures

1. Authorization and Issuance of Cards

The county will identify a single source for all county credit cards, with the exception of fleet cards. Fees, interest rates, and reward programs shall be considered in determining the credit card source. Any rewards accruing from card usage shall be redeemed at least annually in the form of a check payable to Grant County.

Upon approval of the department's governing committee, a department head may request authorization from the Executive Committee to obtain credit card(s) in the name of Grant County. The request shall include, at a minimum, the number of cards, credit limit(s), and justification for the request. The number of cards requested and the credit limit(s) should be the minimum necessary to effectively and efficiently carry out county business.

The Finance Director will then obtain the approved credit cards, provide each cardholder with a copy of this policy, and obtain the cardholder's signature on the Employee Credit Card Agreement which shall be retained by the Finance Director. The cardholder shall also be provided with the necessary contact information to immediately cancel the card in the event of loss or theft. The Finance Director shall maintain a record of all credit cards in the name of Grant County, including the cardholders and credit limits.

2. Use of Cards

Cards shall be used only to purchase goods or services necessary to the department's operation and in accordance with standard county and department practices. Cards should be used only when vendors will not bill the county directly, when it is not feasible to have the vendor direct bill, or when time constraints do not permit a check to be generated.

The following uses are not permitted:

- Personal use
- Cash advances
- Gas, other than for county-owned vehicles
- Meals, unless required to be away from home overnight (*exception: Sheriff's Department during transportation of inmates/juveniles*)
- Telephone calls or services
- Purchases subject to 1099 reporting
- Cash refunds for returned items

This list is not all inclusive, nor is it intended to be. It is given as an example of inappropriate uses of the county credit card.

Department heads and governing committees are encouraged to further limit credit card usage, in writing, to the specific needs of the individual department.

3. Reconciliation and Payment of Statements

Cardholders shall obtain an itemized invoice/receipt for all transactions that includes the vendor, date, quantity, price, and description of the item(s) purchased. If, for any reason, a receipt cannot be obtained, cardholder shall document the purchase information in writing, along with the reason a receipt could not be obtained. Items returned for credit shall be noted on the original receipt and a copy of the credit memo attached. Cardholders shall submit transaction receipts to department head or designee promptly, prior to the receipt of the monthly statement.

Upon receipt of the monthly statement or access to an on-line statement, the department head or designee shall match all charges on the statement to the detailed receipts, verify that all charges are appropriate purchases, and resolve any discrepancies or inappropriate charges. The department head and governing committee shall review and approve credit card expenditures in accordance with the department's usual procedure for approving expenditures.

Original receipts must be available for audit by the county's independent auditor, or by the Finance Director upon request of the Executive Committee. The approved monthly statement and original receipts shall be attached to the voucher submitted for payment. Credit card vouchers from all departments will be matched to the county statement and paid on one check.

The department head is responsible to ensure that the voucher and required documentation is submitted by the designated date to avoid any late fees or finance charges.

4. Failure to Comply With Policy/Procedures

Misuse of any credit card, including inappropriate purchases or failure to safeguard the card and information, may result in revocation of the card and disciplinary action in accordance with county policy, up to and including termination. Cardholders shall be responsible for repayment of any inappropriate purchases.

Repeated failure to submit vouchers and/or required receipts in a timely manner that results in the assessment of late fees or finance charges may be grounds for revocation of the card by the governing committee or Executive Committee.

EMPLOYEE CREDIT CARD AGREEMENT

I, *(employee name)* _____, agree to comply with the following terms and conditions regarding my use of the County credit card.

- I understand that I will be making financial commitments on behalf of Grant County and will strive to obtain the best value for the County.
- I understand that Grant County is liable to the card issuer for all charges made on this card. However, I understand that I will be responsible for any inappropriate charges made by me.
- I agree to use this card for approved purchases only and agree not to charge personal purchases. I understand that my department head, governing committee, and the Executive Committee will audit use of this card and take appropriate action on any discrepancies.
- I will follow the established procedures for the use of the card. Failure to do so may result in either revocation of my use of County credit cards and/or other disciplinary actions.
- I have been given a copy of the Grant County Credit Card Policy and understand my responsibilities and the requirements for the card use.
- I agree to return the card immediately upon request or upon termination of employment (including retirement), or transfer to another department.
- If the card is lost or stolen, I agree to notify *(card issuer)* _____ immediately and my department head as soon as possible, but no later than the next working day.

Employee Signature: _____ Date: _____

Department: _____

Card # Issued: _____

2.6 GRANT APPLICATIONS

1. Purpose

County Board Approval	12/20/2005
Effective	01/01/2006
Revision	11/10/2009, 02/19/2019

The purpose of this Policy is to establish a consistent grant application procedure for all departments.

This is a county-wide policy and affects all departments that research, apply for, or administer grants.

2. Authority to Apply for Grant Funding

- a) All grant applications must be approved by the full County Board of Supervisors. The County Board must approve the application and any appropriation of matching funds prior to the grant application being sent in, unless the matching funds were included in the department's budget previously approved by the County Board.
- b) The following departments may apply for state grants without County Board approval, provided the grant does not require matching funds and does not obligate the County to any other financial or legal liability:
 - i. Land Conservation Committee
 - ii. Aging and Disability Resource Center
 - iii. Unified Community Services
 - iv. Grant County Board of Health
 - v. Veterans Office
 - vi. Local Emergency Planning Committee may apply for a state emergency planning grant without County Board approval.

- c) Only the County Board Chair or an authorized designee may sign and submit grant applications on behalf of the County of Grant.

3. Coordination of Grant Policy and Grant Operations

The County of Grant must be able to track and manage grants at all stages of the grant process from application for the grant through project closeout. To accomplish this policy requirement, the following must be adhered to for grants.

- a) All departments need to ensure that they promptly request county board approval (unless the department falls into the exception above) to apply for the grant and further need to insure they promptly apply for the grant in advance of the grant deadline date.
- b) The department shall submit the completed Grant Application Summary form to the Finance Director within one week of board approval. If the grant application does not require board approval, the department shall submit the completed summary within one week of submitting the grant application to the state.
- c) If the grant is awarded, the department shall submit a copy of the award letter or notice to the Finance Director upon receipt. The Finance Director shall provide a copy of the notice to the Treasurer. The department is responsible to notify the Finance Director if the grant is not awarded.
- d) The department shall notify the County Treasurer in advance of receipt of the grant money, including whether the money will be in the form of a check or ACH deposit.
- e) Grant funds received by the department in the form of a check shall be delivered to the County Treasurer's office on the date said monies are received, in accordance with the County's "Deposits with the Treasurer" policy.

- f) The department shall provide a description of the grant program, the amount of the grant money, an estimated date of the deposit if it is an ACH transaction, what agency or organization is paying the grant money, and to what account number the money will be deposited.
- g) Departments are responsible for determining allowable expenditures under the terms of the grant and providing adequate documentation for audit purposes. Departments are also responsible for monitoring expiration dates and grant reporting requirements.
- h) All departments need to ensure that the accounting system of the county is capable of tracking revenue and expenditures associated with every grant award regardless of how grant funding is appropriated. Departments should request new account or project codes from the Finance Director, as needed to assist in tracking grant activity.
- i) Unspent grant funds are eligible as a carryover to the following year, subject to County Board approval, if allowed by the granting authority. It is the department's responsibility to request a carryover.

GRANT APPLICATION SUMMARY

Department: _____

Name of Grant: _____

Purpose: _____

Source of Grant: _____

CFDA/State ID (if known): _____

Funding Period: _____/_____/_____ to _____/_____/_____

Amount of Grant Request: _____

Amount of County Match Required: _____ Cash _____ In-kind

Source of County Match: _____

Does the grant obligate the county to any other financial or legal liability (e.g.: additional staffing, continuation of program beyond grant funding period, etc.)?

Date approved by Grant County Board of Supervisors: _____/_____/_____ ☐ Not Required

Submit grant summary to Finance Director within 1 week of approval by County Board, or within 1 week of submission to State if approval is not required.

To be completed by Finance Department:

Date received: _____

Date Award letter received: _____ Amount of Award: _____

Copy to Treasurer: _____ ☐ Not awarded

2.7 INVESTMENTS

County Board Approval	08/18/2009
Effective	08/18/2009
Revision	07/19/2022

I. Governing Authority

Investment Policy Statement of Purpose and Legality

This document specifically outlines the investment policies and practices of Grant County and has been developed to serve as the reference point for the management of Grant County's assets. It is the policy of Grant County to invest public funds in a manner which will provide the highest investment return with minimum risk while meeting the daily cash flow demands of the County of Grant. This Investment Policy and related investment program shall be operated in conformance with federal, state and local regulations and legal requirements governing the investment of public funds.

II. Scope

This policy applies to the investment of all financial assets of Grant County.

1. ***Pooling of Funds***

Except for cash in certain restricted and special funds, the County of Grant will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration.

III. General Objectives

The primary objectives, in priority order, of investment activities shall be ***safety, liquidity, and yield***:

1. ***Safety***

Safety of principal is the foremost objective of this investment policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in individual

investments and the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a. Credit Risk

Grant County will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Section VII of this Investment Policy.
- Pre-qualifying the financial institutions and advisers with which Grant County will do business in accordance with Section V.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. Interest Rate Risk

Grant County will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities, money market funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy (see section VIII).

2. **Liquidity**

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. A portion of any portfolio may be placed in money market funds or local government investment pools which offer same-day liquidity for short-term funds.

3. **Yield**

Return on investment is of secondary importance compared to the safety and liquidity objectives described above, however, investment portfolios shall be designed with the objective of attempting to attain a market rate of return (as defined by the Performance

Benchmark defined in section IX) throughout budgetary and economic cycles, taking into account investment risk constraints and liquidity needs. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit quality may be sold prior to maturity to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration (as defined in Section VIII) of the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

4. *Local Considerations*

Where possible, funds may be invested for the betterment of the local economy or that of local entities within the State. Grant County may accept a proposal from an eligible institution which provides for a reduced rate of interest provided that such institution documents the use of deposited funds for community development projects.

IV. Standards of Care

1. *Prudence*

Investments shall be made with judgment and care – under circumstances then prevailing – which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

2. *Ethics and Conflicts of Interest*

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program

that they or their immediate family members might have or which could impair their ability to make impartial investment decisions.

Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business within this jurisdiction and they shall further disclose any large personal financial/investment positions that could be related to the performance of the County, particularly with regards to the time of purchases and sales.

3. *Delegation of Authority*

Pursuant to s. 59.62(1), Wis. Stats., the Grant County Board hereby delegates to the county treasurer the authority to act as the investment officer. The Finance Committee will provide any information and/or recommendations to the treasurer to aid in investment decisions. The investment officer shall act in accordance with established procedures and internal controls consistent with this investment policy as stated in Section VI. The investment officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

V. Authorized Financial Institutions and Depositories

1. *Authorized Financial Institutions, Depositories*

Grant County follows the Wisconsin State Statutes Chapter 34 requirements and designation of depositories. The investment officer may choose to invest in instruments offered by minority and community financial institutions. In addition to this, the listing of Grant County's financial institutions and depositories authorized to provide investment services are as follows:

- Community First Bank
- BMO Harris
- Wisconsin Bank & Trust
- Mound City Bank
- Peoples State Bank
- Clare Bank
- MidWest One Bank

- Heartland Credit Union
- Royal Bank
- Tennyson/Potosi Community Bank
- Dupaco Community Credit Union
- Fidelity Bank & Trust
- Marine Credit Union
- Old National Bank

All financial institutions must supply the following as appropriate:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines.
- Proof of state registration.
- Evidence of adequate insurance coverage or any other documents required by Grant County.

An annual review of the financial condition and registration of all qualified financial institutions will be conducted by the investment officer.

VI. Safekeeping and Custody

1. *Delivery vs. Payment*

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

2. *Safekeeping*

Securities will be held by an independent third-party custodian selected by Grant County as evidenced by safekeeping receipts in Grant County's name. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

3. *Internal Controls*

The investment officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of Grant County are protected from loss, theft or misuse. The internal controls structure shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Dual authorizations of wire transfers
- Development of a wire transfer agreement with the lead bank and third-party custodian

VII. Suitable and Authorized Investments

1. *Investment Types*

Minimal risk tolerance with long-term expectations for each asset classification will guide the strategic decision regarding individual purchases and overall portfolio structure.

Grant County is empowered to invest in certain types of securities by Wis. Statute 66.0603. These include:

- Time deposits in any credit union, bank, savings bank, trust company or savings and loan association that is authorized to transact business in this Public Unit Deposit Letter of Credit (PUD LC), bonds or securities issued or guaranteed as to principal and interest by the federal government or by a commission, board or other instrumentality of the federal government.
- Bonds or securities of any county, city, drainage districts, technical college district, village town or school district of this state.
- Repurchase agreements that are fully collateralized by bonds or securities issued by the federal government or a commission or board thereof or bonds that are guaranteed as to principal and interest by the federal government or a commission or board thereof.
- Money market accounts at banks or other financial institutions.
- The State of Wisconsin Local Government Investment Pool.

2. *Collateralization*

Where applicable, full collateralization will be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit.

3. *Repurchase Agreements*

Repurchase agreements shall be collateralized

VIII. Investment Parameters

1. *Diversification*

The investments shall be diversified by:

- Limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities).
- Limiting investment in securities to only those with the highest credit ratings.
- Limiting stated maturities on individual securities such that the portfolio target duration does not exceed 3 years.
- Investing in securities with varying maturities.
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

2. *Maximum Maturities*

To the extent possible, Grant County shall attempt to match its investments with anticipated cash flow requirements. Grant County will not directly invest in securities maturing more than three (3) years from the date of purchase or in accordance with state and local statutes and ordinances. Grant County shall adopt average maturity limitations (which often range from 90 days to 3 years), consistent with the investment objectives.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight repurchase

agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

3. *Competitive Bids*

The investment officer shall obtain competitive bids from at least two financial institutions on all purchases of investment instruments.

IX. Reporting

1. *Methods*

The investment officer shall prepare an investment report monthly. The report should be provided to Grant County Finance Committee and the Grant County Board of Supervisors. The report will include the following:

- Listing of individual securities held at the end of the reporting period.
- Listing of investment by maturity date.

2. *Performance Standards*

Grant County's cash management portfolio shall be designed with the objective of regularly meeting or exceeding the 3-month U. S. Treasury Bill and the average Fed Funds rate.

X. Policy Considerations

1. *Exemption*

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

XI. Approval of Investment Policy

The investment policy shall be formally approved and adopted by The Grant County Board of Supervisors and reviewed periodically.

2.8 SEMINAR POLICY

County Board Approval	07/15/2008
Effective	07/15/2008
Revision	07/16/2019

1. Purpose

The purpose of this Policy is to establish a procedure for ascertaining the true cost of seminars, training, and conference attendance.

Grant County recognizes the importance of training to maintain and improve the skills and knowledge of our employees. This policy will ensure that county-funded training is appropriate and cost-effective and that employees are paid for training time in accordance with federal and state laws and union contracts.

2. Definition of Seminars, training, and conference attendance

Seminars, training and conference attendance for the purpose of this policy includes any educational forum, including web-based, that is related to the employee's job and meets the approval of a supervisor.

College level educational credits towards a degree of higher learning, such as an Associate's degree, Bachelor's degree, Master's degree, or PHD, are not reimbursable by the county.

3. Policy

Each Department Head or his/her designee may approve employee attendance at seminars, training programs, conferences or other educational programs within the parameters of the department's budget.

The Department Head shall have available for review as requested by the committee, the total cost of each training, such as:

- a) training
- b) travel
- c) lodging
- d) meals
- e) additional payroll costs such as overtime, compensatory time, or replacement staff to cover the employee's schedule
- f) any other costs incurred as a result of sending the employee to training

4. Timekeeping

Grant County may be liable for wages (including overtime) while the employee is traveling to training. It is the responsibility of the department head to ensure that employee hours are reported and paid correctly, and to consult with the Personnel Director if necessary, prior to approving trainings.

2.9 TRAVEL/EXPENSE REIMBURSEMENT

County Board Approval	12/21/1998
Effective	12/21/1998
Revised	07/19/2022

1. Purpose

To provide standard criteria to be used for travel and expense reimbursement when on official County business and to provide mileage for travel above and beyond normal home to work travel while on work time. Volunteers are not subject to the following standard. Volunteers are subject to individual departmental policies.

2. Policy

It is the policy of Grant County to provide, pay or reimburse employees for business related expenses according to the standard below. All Grant County Agencies, Administrators, UW Extension Agents, Board Members and Employees shall comply with the travel and expense reimbursement standard if reimbursement is desired.

Employees must receive prior department head approval for travel and expense reimbursements.

3. Standard

- a) Mileage. IRS approved rate for business travel when using personal vehicles. No mileage will be paid if a county vehicle is available for employee use and they choose to drive their personal vehicle instead. Employees are encouraged to carpool when traveling to the same destination to control costs.
- b) Travel Time. [Reference: Wisconsin administrative code, DWD 272.12 (2) (f) (g)]
 - a. Home to work; ordinary situation. An employee who travels from home before their regular workday and returns to their home at the end of the workday is engaged in ordinary home to work travel which is a normal incident of employment. This is true whether they work at a fixed location or at different job sites. Normal travel from home to work is not work time.
 - b. Home to work in emergency situations. There may be instances when travel from home to work is work time. For example, if an employee who has gone home after completing their day's work is subsequently called out at night to travel a substantial distance to perform an emergency job, all time spent in such travel is working time.
 - c. Home to work on special one-day assignment in another city. If distance from home to other city is less than the ordinary home to work travel, it is not work time. If distance from home to other city is greater than the ordinary home to work travel, it is work time. Departments should subtract

the ordinary home to work time and mileage from the total work time and mileage of the employees travel from home to the other city.

- d. Lectures, meetings and training programs. Attendance at lectures, meetings, training programs and similar activities will not be considered working time if the following 4 criteria are met:
 - a) Attendance is outside of the employee's regular working hours;
 - b) Attendance is in fact voluntary;
 - c) The course, lecture, or meeting is not directly related to the employee's job; and
 - d) The employee does not perform any productive work during such attendance.

If it is necessary for non-exempt employees to travel, a record must be kept for all hours spent in actual travel and for time worked outside normal working hours, in addition to those hours considered as normal working hours. Departments should subtract the ordinary home to work time and mileage from the total work time and mileage of the employees travel from home to the other city.

In the event such travel and work time results in hours over and above normal working hours such hours shall be paid, or compensatory time given, in accordance with the overtime pay policy or labor agreement. Exempt staff, Executive, Administrative, and Professional, do not receive additional compensation for travel time.

- c) Meals. Employees required to travel on County Business may be reimbursed for the cost of out-of-County meals, including a reasonable tip of no more than

20%, during their travel, not to exceed the following levels (or rate established by the County Board):

Breakfast.....	up to \$7.50 per receipt
Lunch.....	up to \$10.00 per receipt
Supper.....	up to \$20.00 per receipt
Banquets.....	per receipt

Breakfast is reimbursed if the employee leaves home prior to 6:00 a.m. Lunch is reimbursed if the departure is prior to 10:30 a.m. and return is not possible prior to 2:30 p.m. Supper is reimbursed if the return is after 7:00 p.m.

- d) Lodging. Reasonable expenses per receipt.
- e) Other employment expenses. Authorized conferences, seminars or other business, such as registration, tolls, telephone or parking fees.
- f) Reimbursement. Employees are required to submit documentation of actual expenses with itemized receipts and prepare an Expense report for supervisory approval and signature. Alcoholic beverages are not reimbursable. A single receipt covering the meal cost of more than one employee is acceptable as long as it remains within the reimbursement amounts listed above per employee.

2.10 DEPOSITS WITH THE TREASURER

County Board Approval	12/19/2006
Effective	01/01/2007
Revision	06/18/2019

1. Purpose

State Statute 59.25 states that the County Treasurer's Office is responsible for receiving all moneys belonging to the county. This includes all monetary deposits in financial institutions for Grant County.

The purpose of this policy is to establish a procedure regarding daily deposits in the Treasurer's Office in the County of Grant. This is a county-wide policy and affects all departments that make deposits with the Grant County Treasurer.

2. Policy

- a) Deposits must be delivered to the Treasurer's office prior to 2:00 p.m. each day for banking purposes with the exception of the last working day of each month when deposits must be in the Treasurer's office no later than 12:00 p.m. (noon).
- b) Departments are **required to make deposits daily** when they receive money unless their total deposit is less than \$500.00, but may not hold any deposits longer than one week.
- c) Departments must ensure amounts received but not yet deposited with the Treasurer are safeguarded (including restrictively endorsed) and kept in a secure location.
- d) Deposits must include the Cash Receipts Proof List with the deposit.
- e) When a department is submitting more than one check or is submitting a combination of cash and check(s) or cash and money order(s), then the department must also submit to the County Treasurer with the deposit, a calculator tape showing the individual deposits to be made and the total.
- f) Deposits must be recorded in the deposit log when they are brought in the Treasurer's Office.

Failure to follow this standard may result in depository errors.

2.11 FINANCIAL INQUIRIES AND GARNISHMENTS

Revised	08/20/2019
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FINANCIAL INQUIRIES

Written financial inquiries from business concerns and recognized credit bureaus will be processed through the Finance Department, on behalf of employees.

GARNISHMENTS

Employees are encouraged to handle their personal financial obligations in such a way that the County is not involved in garnishing wages for employees. The County will deduct fees as permitted by federal and state law.

2.12 BANK ACCOUNT

County Board Approval	06/20/2017
Effective	06/20/2017
Reviewed – No changes	08/20/2019

1. Purpose

The purpose of this policy is to safeguard County funds through appropriate controls over the establishment and use of checking or investment accounts under the County's tax identification number.

2. Scope

This policy applies to all accounts established under the County's tax identification number regardless of the source or purpose of the funds unless otherwise stated in this policy.

3. Policy

Bank accounts may be established only in the authorized financial institutions identified in the County's Investment Policy. It is expected that most financial transactions will be

processed through the County disbursement account and other accounts will be established and used only for specific, limited purposes.

Prior to establishing a new account, the department requiring the account must contact the County Treasurer for approval. Upon establishing the account, the department shall provide the following information to the Treasurer and Finance Director:

- (1) Bank name and account number
- (2) Authorized signers
- (3) Employee who will serve as custodian for the account
- (4) Purpose of the account

The department must notify the Treasurer and Finance Director when the above information changes.

Finance will establish necessary account(s) within the County financial software to record activity.

The designated account custodian is responsible for the following (either through actual performance or delegation):

- (1) Maintain a record of all transactions, including the reason for each check and supporting documents where applicable
- (2) Safeguard all blank check stock and voided checks
- (3) Reconcile the bank statement monthly
- (4) Provide a copy of the bank statement and reconciliation to the Finance Director monthly
- (5) Write off stale checks at least annually

The department head is responsible for ensuring that the account is used appropriately and only for the designated purpose.

All accounts must require two signatures on checks.

2.13 COST ALLOWABILITY FOR CHARGES AGAINST FEDERAL AWARDS

1. Purpose

All costs incurred by Grant County under a grant award from the U.S. Department of Transportation, Federal Transit Administration, shall be subject to the cost allowability standards articulated in OMB's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

2. Procedure

Before entry into the general ledger, the accountant shall determine the nature of the expense and determine if the expense:

Allowability – meets the general requirements established in 2 CFR § 200.403(a) through §200.403(g). Grant County will maintain a system of internal controls over Federal expenditures to provide reasonable assurance that Federal awards are expended only for allowable activities and that the costs of goods and services charged to Federal awards are allowable and in accordance with the above-referenced cost principles.

Those controls will meet the following general criteria:

- Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
- Be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the district.
- Be accorded consistent treatment.

- Be determined in accordance with generally accepted accounting principles.
- Not be included as a cost or used to meet cost-sharing or matching requirements of any other federally-financed program in either the current or a prior period.
- Be adequately documented.

Selected Items of Costs – is consistent with one of the allowability factors for selected items of costs articulated in 2 CFR § 200.420 through § 200.475.

Grant Budget – is consistent with the allowable expenses provided for in the grant agreement.

This procedure will be employed regardless of whether Grant County classifies the expense as a direct or indirect (F&A) cost. If deemed allowable, the accountant shall code the expense in accordance with the account code established for the FTA grant and record the amount in the general ledger. If the Accountant cannot establish the allowability of an expense, consultation with the Finance Director shall be required to make the determination before any cost is entered in the general ledger. If the Finance Director cannot resolve this, Grant County shall seek clarification from the Federal awarding agency or pass-through agency.

If deemed ineligible for reimbursement under the Federal award, the finance director will deny the expense and send it back to the department. The department head will then be responsible for finding another source of funds. This method ensures that no unallowable cost will be posted to a federal award.

Effective Date: 02/18/2025

2.14 VEHICLE

County Board Approval	03/17/2009
Effective	03/17/2009
Revision	08/20/2019

Purpose

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.

1. Definitions

- (a) County-owned vehicle - means a vehicle owned by Grant County for use on public streets, roads and highways. The Grant County Administrative Committee oversees the county vehicle policies, insurance and other vehicle responsibility on behalf of Grant County.
- (b) 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.
- (c) Employee - a person employed by Grant County and its subdivisions and its elected officials.
- (d) Law Enforcement Officer – A law enforcement officer is a full-time employee of the Grant County Sheriff's Office Department responsible for preventing or investigating crimes involving injury to persons or property.
- (e) Sheriff's Office Department Vehicle – means a marked or unmarked Sheriff's Department vehicle owned by Grant County or its subdivision or agencies which are used for official law enforcement purposes. A marked Sheriff's Department

vehicle is a vehicle that's marked with rooftop emergency lights and or decals, symbols or words which indicate that it is a police vehicle. A marking on a license plate is not a clear marking for this purpose. An unmarked Sheriff's Office Department vehicle is a vehicle which has dashboard or grill emergency lights but does not otherwise have emergency lights, decals, symbols or words which indicate that it is a police vehicle.

- (f) 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.

2. Policy Regarding County-Owned Vehicles that are not Grant County Sheriff's Office Vehicles.

- (a) General Statement of Policy - It shall be the policy of Grant County to prohibit employee use of County-owned vehicles for personal purposes.
- (b) Commuting Rule Exception – Grant County employees which includes without limitation the Grant County Highway Commissioner, Highway Engineer, Patrol Superintendents, Emergency Management employees, Coroner, 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.

3. Vehicle Identification

- (a) All Grant County owned or leased vehicles, with the exception of those vehicles specifically designated as unmarked squad cars and Emergency Management vehicles also used by Grant County Sheriff's Department for undercover work shall have a clearly identifiable Grant County logo on the left and right front doors.
- (b) All Grant County owned or leased vehicles, with the exception of those vehicles specifically designated as unmarked squad cars of the Sheriff's Department for undercover purposes, shall be registered as municipal vehicles.

5. Acquisition, Purchase or Lease of Vehicles

- (a) County-provided vehicles shall be acquired, purchased or leased through the annual budget process with the home committee approval. The County will attempt to reassign used vehicles when practical.
- (b) The County Highway Commissioner shall be authorized to purchase and sell County road machinery as authorized by the Highway Committee pursuant to Ss. 83.015(2) (1) and (b). The Highway Department and Law Enforcement will report to their committees on the purchase and/or sales of vehicles.
- (c) A copy of vehicle titles will be filed in the County Clerk's office as soon as title has been received by the County department.

6. Personally Owned Vehicles Used for County Business

- (a) 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.

- (b) 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.
- (c) 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.

3. HUMAN RESOURCES

3.1 NONDISCRIMINATION OBLIGATIONS

RESOLUTION NO. 41.18

RESOLUTION RESTATING NONDISCRIMINATION OBLIGATIONS OF GRANT COUNTY, WISCONSIN

WHEREAS, it is the policy of Grant County to provide equal employment opportunity for properly qualified individuals without regard to age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, gender identity or arrest and conviction record; and

WHEREAS, it is the policy of Grant County to meet obligations of non-discrimination under Wisconsin and Federal Laws and therefore not to unlawfully discriminate against

any employee or applicant for employment because of race, creed, religion, color, sex, national origin, ancestry, age, physical appearance, disability, arrest or conviction record, marital status, military status, political affiliation, sexual orientation or any other characteristic protected by law; and

WHEREAS, Grant County is exempt from the affirmative action plan requirements of Wis. Stat. § 16.765, and the affirmative action requirements of Chapter ER 43 of the Wisconsin Statutes and all federal affirmative action requirements under Executive Order No. 11246, the Rehabilitation Act of 1973 and the Vietnam Era Veteran's Readjustment Assistance Act of 1974 and all implementing regulations;

NOW THEREFORE, BE IT RESOLVED that Grant County restates its obligations of equal employment opportunity and non-discrimination as expressed in its personnel policies, and

FURTHER, that Grant County hereby repeals the Grant County Affirmative Action Resolution 55-06 dated November 13, 2007.

Recommended for passage this 11th day of June, 2019, by the Executive Committee of the Grant County Board of Supervisors.

s/John Patcle, Chair

s/Mark Stead, Vice Chair

s/Gary Ranum, Secretary

s/Robert Keeney

s/Mike Lieurance

s/sDonald Splinter

/sCarol Beals

I, Linda Gebhard, Clerk of Grant County, hereby certify that the above resolution was duly presented and passed by the Grant County Board of Supervisors on June 18, 2019.

s/Linda Gebhard

3.2 AT-WILL EMPLOYMENT (reviewed 6/2019)

Decisions as to whether or not to dismiss an employee shall be discussed with the Personnel Director, or his/her designee, prior to taking action.

3.3 DISCIPLINE (reviewed 6/2019)

DISCIPLINE

Rules and standards should be consistently applied. Penalties should be uniform and match the infraction. Persons administering corrective discipline should systematically document the issues. Records of reprimands and copies of written warnings, suspensions, demotions or terminations should be provided to the employee, to the employee's supervisor, and be kept in the employee's personnel file. Demotions, suspensions and terminations will be discussed with the Personnel Director, or his/her designee, before such actions are taken. In the event that immediate dismissal is required and the department head or Personnel Director, or his/her designee, cannot be reached the employee shall be suspended by the person in charge of the department at that time, pending investigation.

3.4 EXIT INTERVIEW/SURVEY (reviewed 6/2019)

EXIT INTERVIEWS/SURVEY

The exit interview is used to gain insight into the effectiveness of County personnel and managerial practices, to determine where personnel policies and procedures are in need of review or revision, and to determine where supervisory/managerial practices need modification or improvement. An exit interview/survey may be conducted by the Personnel Department with employees who are separating from County employment, regardless of his/her length of service, position, or circumstances of separation.

3.5 EMPLOYMENT PAPERS (reviewed 6/2019)

Each employee will be required to complete and/or cause to be placed in their personnel files, the following employment forms/papers:

1. Employment application/resume
2. Payroll Change Notice
3. W-4 Federal Tax Withholding form
4. Appropriate health, and/or life insurance forms, if applicable, or signed declination forms for those coverage's
5. Any other benefit sign-up forms or declinations as appropriate
6. Immigration and Naturalization Service (I-9 form) (for all new hires after November, 1986 within three days of hire)
7. Any and all other forms which may, from time to time, be required

3.6 GRANDFATHERED SICK LEAVE SCHEDULES (reviewed 6/2019)

GRANDFATHERED SICK LEAVE POLICIES

FOR EMPLOYEES HIRED PRIOR TO JUNE 29, 2011

1. There is no limit set for a maximum number of sick leave days one may accumulate for the following:
 - a. Employees that were members of AFSCME Local Units 918 (General), 3377 (Orchard Manor), or 3377-A (Professional) on June 28, 2011

- b. Employees that were hired prior to January 1, 1996 and were Non-Represented on June 28, 2011
 - c. Employees that were hired prior to January 1, 1997 and were members of the Teamsters (Highway) union on June 28, 2011
 - d. Employees that were hired prior to January 1, 1998 and were non-protected WRS (Wisconsin Retirement System) members of the WPPA (Law Enforcement) union on June 28, 2011
- 2. The maximum accrual limit and Catastrophic Sick Leave Account language in the Grant County Employee Handbook applies for the following:
 - a. Employees that were hired on or after January 1, 1996 and were Non-Represented on June 28, 2011
 - b. Employees that were hired on or after January 1, 1997 and were members of the Teamsters (Highway) union on June 28, 2011
 - c. Employees that were hired on or after January 1, 1998 and were non-protected WRS (Wisconsin Retirement System) members of the WPPA (Law Enforcement) union on June 28, 2011
 - d. Employees hired on or after June 29, 2011
- 3. Employees sick leave payout upon retirement is as follows:
 - a. Employees that were members of the AFSCME Local Unit 3377 (Orchard Manor):
 Fifty percent (50%) of up to 240 days of accumulated sick leave shall be paid in cash to the employee at the time of retirement at age 62 or older. In the event the employee retires prior to age 62 with an unreduced retirement benefit, the

employee shall also receive a cash payment fifty percent (50%) of up to 240 days of accumulated sick leave. A separation benefit is not a retirement annuity. Employees receiving a separation benefit are not eligible for the sick leave pay out. (Revised 10/04/2016, Revised 11/08/2016 - Effective 01/01/2017)

- b. Employees that were members of the AFSCME Local Units 918 (General) and 3377-A (Professional) on June 28, 2011:

Fifty percent (50%) of up to 240 days of accumulated sick leave shall be paid in cash to the employee at the time of retirement with an annuity. A separation benefit is not a retirement annuity. Employees receiving a separation benefit are not eligible for the sick leave pay out. (Revised 10/04/2016, Revised 11/08/2016 - Effective 01/01/2017)

- c. Employees that were Non-Represented on June 28, 2011:

Fifty percent (50%) of the accumulated sick leave shall be paid to an employee who retires with an annuity from the Wisconsin Retirement System. A separation benefit is not a retirement annuity. Employees receiving a separation benefit are not eligible for the sick leave pay out. (Revised 10/06/2016, Revised 11/08/2016 - Effective 01/01/2017)

- d. Employees that were members of the Teamsters (Highway) union on June 28, 2011:

Upon retirement, one-half (1/2) of the accumulated sick leave will be paid to the employee.

- e. Employees that are non-protected WRS (Wisconsin Retirement System) members of the WPPA (Law Enforcement) union on June 28, 2011:

Upon retirement, at or beyond age sixty-two (62), one-half (½) of the accumulated sick leave shall be paid to the employee.

4. Employees sick leave payout upon death is as follows:

- a. Employees that were members of the AFSCME 3377-A (Professional) on June 28, 2011:
Fifty percent (50%) of up to 240 days of accumulated sick leave shall be paid in cash to a current employee's spouse or designee, or the employee's estate at the time of death.
- b. Employees that were members of the AFSCME Local Unit 918 (General) and 3377 (Orchard Manor) on June 28, 2011:
One-half (1/2) of up to 240 days of accumulated sick leave shall be paid to the spouse if married or if unmarried to the employee's beneficiary or estate upon the death on a currently employed individual.
- c. Employees that were members of the Teamsters (Highway) union on June 28, 2011:
Upon death, one-half (1/2) of the accumulated sick leave (100% if death occurs when performing assigned duties) will be paid to the employee's beneficiary, if known, or the estate of said employee.
- d. Employees that are non-protected WRS (Wisconsin Retirement System) members of the WPPA (Law Enforcement) union on June 28, 2011:
Upon the death of a currently active employee, fifty percent (50%) of the accumulated sick leave (one hundred percent [100%] if death occurs when performing assigned duties) shall be paid to the employee's beneficiary, if known, or to the estate of said employee.

3.7 LAYOFF (review 7/2019)

Employees will be laid off by position and by department based primarily upon job performance, ability, and aptitude. Departments are to discuss any proposed layoffs with the Personnel Director prior to any layoffs. The Employer shall notify each laid off employee of his/her right to be recalled to his/her position in his/her department. Laid off employees shall be held in a

layoff pool for a period of time equal to their length of departmental seniority, but no longer than one year.

3.8 NON-REP PAY POLICY AND EVALUATIONS

1. Purpose

County Board Approval	01/05/2006
Effective	01/01/2006
Revision	04/18/2023 11/12/2024

The purpose of this Policy is to establish a procedure for the administration of the Grant County Pay Plan and evaluations for non- represented employees.

2. Performance Evaluation

- a) Every Grant County employee shall have his or her work performance reviewed annually in writing. The performance evaluation and the determination of satisfactory or unsatisfactory work performance will be completed by employee's department head or designee. The County Administrator shall conduct performance appraisals of Department Heads with input from the Department's Oversight Committee. Performance appraisals of statutorily appointed Department Heads will be conducted jointly by the Oversight Committee, board or commission, and the County Administrator. Unsatisfactory performance requires a performance improvement plan with follow-up. Employees will not be considered for a wage step or across-the-board increase unless they have had their performance reviewed and confirmed on a payroll change notice
- b) All increases shall be withheld for a period not to exceed 6 months should an employee fail to receive a satisfactory performance evaluation review. Employees who receive 2 consecutive unsatisfactory performance evaluations may be subject to termination of employment.
- c) A copy of the Department Head's performance review shall be forwarded to the Human Resources Department for inclusion in the employee's file. Notice of

satisfactory or unsatisfactory performance review from other non-represented employees will be sent to the Human Resources Department. It is the department's obligation to keep a written copy of the evaluation.

d) Evaluation forms and training are available through the Personnel Department.

e) For employees placed on the pay schedule on or before January 1, 2018, step increases will be effective on January 1 of each subsequent year. For employees hired after January 1, 2018, step increases, if any, become effective on an employees' position anniversary date of subsequent years. If an employee is reclassified, they shall be placed at that step in the pay grade that results in a pay increase and shall progress through the schedule consistent with the time between the increment step, thus, their step increase date changes to their reclassification date.

3. New Employees

a) Approved positions that have been filled will be placed at the minimum rate on the pay plan. Any alternative start rate shall be determined by the Department Head and Personnel Director not to exceed step 6 in the pay scale based on knowledge, skills, experience, and internal equity subject to final approval of the department committee chair and the County Board Chair. Any alternative start rate above a step 6 shall be brought forth to the Executive Committee for approval.

4. Annual Pay Grade Adjustments

a) Each year the Executive Committee shall make a recommendation as to whether an across-the-board adjustment shall be made on the pay plan and granted to employees' subject to final approval of the County Board of Supervisors.

- b) Any across the board increases shall be effective January 1 of each year unless the County Board of Supervisors dictate otherwise.

3.9 EXEMPT EMPLOYEES

1. Overtime pay for supervisory employees exempt under the Fair Labor Standards Overtime Regulations.

No Grant County employee who has been determined by the Grant County Corporation Counsel or the Grant County Personnel Director to be exempt under the Fair Labor Standards Overtime Regulations shall receive overtime pay for working in excess of 40 hours per week. No Grant County department head shall authorize overtime pay or any other extra pay for working in excess of 40 hours per week for the department head or a Grant County employee who has been determined by the Grant County Corporation Counsel or the Grant County Personnel Director to be exempt under the Fair Labor Standards Overtime Regulations.

Grant County employees who have been determined by the Grant County Corporation Counsel or the Grant County Personnel Director to be exempt under the Fair Labor Standards Overtime Regulations shall be paid on a salary basis only which is to be paid bi-weekly.

If an exempt employee is absent from work for one or more full days in a week for personal reasons, other than for sickness, disability, approved vacation time off, approved discretionary time off, or approved funeral leave, the exempt employee will receive a reduction from his or her salary for that particular pay period for each full work day that he or she did not appear for work; which deduction for each full day off shall equal his or her gross bi-weekly salary divided by ten.

If an exempt employee is absent from work for one or more full days due to sickness, the exempt employee shall be paid sick pay for said sick days only to the extent that the exempt employee has not used up the employee's accrued sick leave allowance pursuant to Grant County's sick leave policy. If the exempt employee has exhausted his or her sick leave

allowance under Grant County's employment policies, he or she shall not be paid for any full day absences due to sickness during the time for which the exempt employee is not entitled to be paid for sick leave as he or she has exhausted his or her sick leave allowance under Grant County policies and the employee will receive a reduction from his or her salary for that particular pay period for each full day that he or she did not appear for work; which deduction for each full day off shall equal his or her gross bi-weekly salary divided by ten.

Deductions shall be made from an exempt employee's salary for unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace policies pursuant to Grant County policies. For disciplinary suspensions, the exempt employee will receive a reduction from his or her salary for the particular pay period for each full work day that he or she was suspended from work; which deduction for each full day off shall equal his or her gross bi-weekly salary divided by ten.

Deductions from an exempt employee's salary shall be made for a partial absence from work of less than one work day for personal reasons or because of illness or injury when accrued sick leave, vacation pay or discretionary pay is not used by an employee because: (a) Permission for its use has not been sought or has been sought and denied; (b) Accrued allowances for the employee's sick leave, accrued discretionary time off, or accrued vacation time off has been exhausted; or (3) The employee chooses to use leave without pay. In these instances, an employee's salary for the particular pay period shall be reduced by an amount equal to the employee's bi-weekly salary divided by 80 hours and multiply that amount by the number of hours (or portion thereof) of work missed for that particular pay period. This policy does not preclude an exempt employee from being paid for a partial sick day if the employee has not exhausted his sick leave allowance under Grant County's sick leave policy.

If an exempt employee takes unpaid leave under the federal or state Family and Medical Leave Acts, the exempt employee shall receive a deduction from the employee's salary equal to the employee's bi-weekly salary divided by 80 hours and multiply that amount by the number of hours (or portion thereof) of work missed for that particular pay period.

Employees who are exempt under the Fair Labor Standards Act regulations as determined by the Corporation Counsel or Personnel Director shall not be allowed to take compensatory time off at the rate of one and one-half times their bi-weekly salary divided by 80.

If an exempt employee feels that a deduction in violation of this policy has wrongfully been made from his or her salary, the exempt employee can file a written complaint with the Grant County Personnel Director requesting an appeal or review of this matter and the decision of the Personnel Director on the matter shall be final.

This policy does not expand the sick leave allowance, vacation time, or discretionary time granted to Grant County employees under Grant County policies as provided in the Grant County Employee Handbook. This policy also does not expand an employee's pay who is on leave due to a worker's compensation injury and who is receiving worker's compensation pay.

This policy supersedes and replaces all prior Grant County and departmental policies and practices regarding overtime and compensatory time for exempt employees.

2. Deductions from salary for supervisory employees exempt under the Fair Labor Standards Overtime Regulations who normally work less than 40 hours per week. The salary schedule adopted by the county board contains the set salaries of exempt county employees for full time positions. If a Grant County employee who is exempt under the Fair Labor Standards Overtime Regulations normally works a work week less than 40 hours, said employee shall receive a reduction from his or her salary for the following for each pay period involved:

A. A reduction for the number of hours not worked (or portion thereof) by the employee each pay period due to the fact that the employee works a normal work week less than 40 hours per week; which reduction shall be based upon the difference between 80 hours and the number of hours actually worked by the employee during the two week pay period; plus

B. A reduction for time missed from work due to personal reasons, or due to illness or injury when accrued sick leave, vacation pay, or discretionary pay is not used by said employee because (a) Permission for its use has not been sought or has been sought and denied; (b)

Accrued allowances for the employee's sick leave, accrued discretionary time off, or accrued vacation time off has been exhausted; or (3) The employee chooses to use leave without pay; plus

C. A reduction for time missed from work due to unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace policies pursuant to Grant County policies; plus

D. A reduction for time missed from work due to the employee taking unpaid leave under the federal or state Family and Medical Leave Acts; plus

A reduction for time missed from work due to an unapproved funeral leave.

Each pay period, if said employee has not worked 80 hours during each bi-weekly pay period, the employee's time missed from work for any of the above reasons shall be deducted from his or her salary; which deduction shall be computed by dividing the employee's salary for the bi-weekly pay period by 80 and multiplying said amount by the time missed from work due to all of the above factors.

Exempt employees who normally work less than 40 hours a week shall be paid only on a salary basis and shall be paid bi-weekly. The same prohibitions contained in Grant County's overtime policy against exempt employees receiving overtime pay or compensatory time off at the rate of one and one-half times their rate and the complaint process shall also apply to exempt employees working less than 40 hours per week.

3.10 PERSONNEL RECORDS (reviewed 7/2019)

A. Purpose. The development and maintenance of an effective personnel process and records management system is essential to a sound personnel program. The primary purpose of these systems and procedures is to:

1. Establish and maintain clear lines of authority of the processing of personnel issues and management of personnel records
2. Establish and maintain uniform, easily accessible and complete employment records of all County employees and employee transactions in each respective employing unit
3. Establish and maintain a secure central personnel file, with separate medical files, for each County employee, in each respective employing unit
4. Advise, assist, and instruct Department Heads on all County personnel matters

B. Position Descriptions. The Personnel Director shall oversee the development and modification of position descriptions for all positions within the county organization. Department heads shall modify position descriptions or job titles subject to the approval of the Personnel Director. The Personnel Department shall maintain current position descriptions for all positions within the county organization. Position descriptions are not to be construed as an exhaustive list of all job duties performed by personnel so classified. They are written to detail the major activities of the job, along with the more general job functions. Supervisors have the right to assign, direct, and modify job duties and responsibilities.

3.11 VACANCY REPLACEMENT

Purpose

To provide a straightforward recruitment and selection process for filling vacant county positions. The County observes all equal employment opportunity laws and regulations in its recruitment and selection efforts. The selection process includes evaluating the applicant's education, abilities, skills, knowledge, and experience.

Responsibility

The Human Resources Manager shall develop an active recruitment program to meet current and projected county employment needs. Recruitment shall be tailored to the position determined by the Human Resources Manager or designee.

Department Heads, managers, and other hiring officials are responsible for adhering to all recruitment and onboarding procedures.

Vacancy Management

When a position becomes vacant, the Department Head must contact the Human Resources Manager for guidance before taking action. Approval from the Human Resources Manager is required to begin the recruitment process for a vacant position.

The vacant position should be reviewed for effectiveness and necessity. The job description must also be reviewed and, if needed, updated before posting it.

The County Administrator has the discretionary authority to approve or deny the following:

1. Requests to fill a vacancy for a full-time or part-time position.
2. Requests to change the status of an existing position from full-time to part-time.
3. Requests to change an existing position's title or job responsibilities that may result in a fiscal impact.
4. Requests to fill a vacant Limited-Term Employment (LTE) position.

Position Announcements

When the County determines a vacancy shall be filled, the position may be advertised on the County website, bulletin boards in county buildings, and other platforms to yield the most qualified candidates.

Position announcements may include:

- Minimum qualifications required
- Date the position is to be filled
- Rate of pay and benefits package

- Application process
- Current position description or position summary

A Grant County application is required of all applicants, regardless of their current employment status, unless the Human Resources Manager approves an exception. Applications can be located under the Employment Opportunities tab on the County website: www.co.grant.wi.gov.

Interview Process

Meeting minimum qualifications does not guarantee an interview. The selection process includes evaluating the applicant's qualifications based on the County application. Once the position has been filled, all applicants shall be notified via email of the outcome.

Interview panels may include:

- Department Head
- Department Supervisor(s)
- Home committee member(s)
- Human Resources Manager
- Internal or external stakeholders who may work regularly with the new employee

For Department Head vacancies, interview panels shall include at least one home committee member (typically the Chair), the County Administrator, and the Human Resources Manager.

Skills Testing / Pre-Employment Testing

Any department conducting skills testing or pre-employment shall provide the Human Resources Manager with all the information and processes used. This would include the type of testing, who receives the results, and what weight the testing is given during the process. Once the process is established, it only needs to be initially provided to the HR Department. If the process changes, HR will need to be notified. If testing is required beyond a Personnel Evaluation Profile (PEP) test, it shall be noted in the job description.

Background Screening

The Human Resources Manager shall determine the structure of background screening for each position. The Human Resources Department shall administer or delegate the screening process to the hiring department. The county administrator will conduct background screening for Department Head applicants.

Hiring

Except for Department Head and County Administrator positions, all recommendations for hire are subject to review and approval by the Department Head or Elected Official.

The County Administrator shall appoint Department Head positions pending confirmation by the County Board in compliance with County ordinance and Wis. Stats. § 59.18.

The Executive Committee oversees the County Administrator and recommends a candidate for the position and an employment agreement pending County Board confirmation.

3.12 CLASSIFICATION REVIEW AND NEW POSITION CREATION

Purpose

To provide a standard for reviewing changes and the need for efficiency within a department regarding job processes and duties.

The county recognizes the importance of rigorous adherence and discipline regarding the underlying assumptions and principles on which the county's pay plan was developed. Therefore, all reviews for classification changes and new positions will be submitted to the county's wage schedule consultant for analysis. In addition, this allows the county to maintain an unbiased review of the jobs in question. All job changes shall be documented, and no reclassification requests shall be granted unless the job evaluation system indicates as such or there is a demonstrated market condition determined by the consultant that would warrant such an adjustment.

New Position Creation Process

This procedure shall apply to any new positions funded in whole or in part by county tax levy and any positions funded in whole or in part by grant funds.

Any Department Head requesting the creation of a new position shall review the request with the County Administrator. The County Administrator shall make an initial determination whether to forward the request for further consideration. The County Administrator shall not forward the request unless they support it. The County Administrator should appear with the Department Head and be prepared to defend the decision to support the request.

The Department Head will present the request to the appropriate Home Committee for its approval.

Upon approval of a new position request from the appropriate home committee, the Department Head shall present the request to the Executive Committee. The Executive Committee shall form a recommendation regarding the position(s) request and forward the same under the procedure set forth below.

If the new position is to take effect before the next budget year, the Executive Committee will place the position(s) request on the next County Board agenda. The County Board will make the final decision regarding creating the position(s). In some cases, an amendment to the budget will be required. If it is for the following year's budget cycle, it should be indicated and included during that year's budget process.

Classification Review

The County Administrator's authority shall include reviewing vacant positions and identifying positions that are currently filled and can be reclassified, eliminated, combined, or reduced. This process will consist of creating a strategy for reassigning employees to different positions to meet identified operational and financial goals. The transition to a more efficient workforce must be managed consistently with our core values and commitment to continuous improvement.

Process

For a classification review, contact the Human Resources Manager to review the process in detail and the criteria used to determine whether or not a review is necessary. The Department Head and the HR Manager will work together to prepare proper documentation.

A reclassification review may only be considered for a position in which duties change to such a degree that the supervising Department Head and the HR Manager agree that reclassification will likely result in a change in the position's placement on the county's pay schedule. The review will coincide with the budget process to allow the County to plan for any change in compensation.

Management-initiated reorganization or new position creation could occur at any point in the year, but it is recommended to coincide with budget planning. As noted above, all duties—or changes in duties—must be documented before being evaluated.

Upon completion of proper documentation, the HR Manager will submit the request to the consultant for analysis. The consultant will evaluate the responsibilities, rate the job, and recommend a pay grade allocation to the County Administrator. The County Administrator will review the recommendation and decide whether to forward it to the Executive Committee. The County Administrator's decision is final. All consultant fees incurred for the request will be borne by the department of the job in question.

If the County Administrator proposes to reclassify an approved and allocated position, the Executive Committee must approve the reclassification.

If an employee is reclassified, they shall be placed at the pay grade step that results in a pay increase and shall progress through the schedule consistent with the time between the increment steps.

Revised: 02/18/2025

3.13 REFERENCES/EMPLOYMENT VERIFICATION (reviewed 7/2019)

Departments receiving requests are to assure proper reference releases are obtained prior to responding in detail to such requests. Contact the Personnel Director for assistance.

3.14 TIME CARDS (reviewed 7/2019)

All time sheets need to be retained by the department at least three years and made available upon request by the County.

3.15 TRAINING (reviewed 7/2019)

It is generally believed that new employees will sufficiently learn their job duties and responsibilities from fellow employees as they continue in employment. Exceptions will occur where a new employee will need to have specialized training because of the demands of a particular job. A request for training of a new employee must be submitted to the department head.

In addition, department heads shall determine what training is appropriate for the current department employees and send the employee for training. Funding for training is normally considered in department budgets and approved by the County Board on an annual basis.

3.16 FAMILY AND MEDICAL LEAVE (reviewed 8/19)

Purpose

Grant County's Family and Medical Leave Act Policy is intended to conform to, and not exceed, the requirements of the federal Family and Medical Leave Act of 1993 (FMLA), and the Wisconsin Family and Medical Leave Act (WFMLA). This Policy is intended to comply with applicable laws and does not necessarily incorporate all provisions of such laws directly into the County's personnel policies. This Policy does not repeat every provision of the FMLA's or the WFMLA's statutory or regulatory requirements. Posters summarizing the benefits required to be provided under federal and state law may be found with other employment-related postings. In addition, you may contact the Personnel Department if you have specific questions.

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

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

1. Eligibility Requirements

To be eligible for leave under federal law, you must have been employed by the County for at least twelve months, within the preceding seven years (even if there was a break in employment), must have worked at least 1,250 hours during the twelve-month period immediately preceding the commencement of the requested leave, and be employed at a

work site where 50 or more employees are employed by the County within a 75-mile radius. To be eligible for leave under state law, you must have been employed for more than 52 consecutive weeks and have been paid for at least 1,000 hours during the previous 52 weeks. The kind and amount of leave available to you under this Policy, as well as your rights during leave, depend on whether you meet the above requirements.

2. Types of Leave Available

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

- a. For the birth of the eligible employee's child and to care for a newborn child;
- b. For placement with the eligible employee of a child for adoption (or foster care for federal FMLA only);
- c. To care for an eligible employee's spouse, child, parent, domestic partner (only under WFMLA), or domestic partner's parent (only under WFMLA) with a serious health condition.

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

"Parent" under this paragraph includes parents in-law only if you are requesting leave under the WFMLA.

"Domestic Partner" under this paragraph includes individuals who file "declarations of domestic partnership" in their county of residence and individuals in less formal "domestic partnerships" that satisfy the requirements set forth in the WFMLA.

- d. Because of a serious health condition that makes the eligible employee unable to perform any of the essential functions of the employee's job.
- e. Time off for a spouse, son, daughter, parent or next of kin to care for an injured military service member only if you are requesting leave under federal FMLA.
- f. Time off (exigency leave) to address non-medical issues arising out of the fact that a spouse, son, daughter or parent is on active duty or has been notified of an impending call or order to active military reserves only if you are requesting leave under federal FMLA.

3. Certification by Health Care Provider

If leave is requested due to your own serious health condition or the serious health condition of your spouse, child, parent, domestic partner or domestic partner's parent, the County requires that the leave request be supported by certification issued by your health care provider or the health care provider of your spouse, child, parent, domestic partner or domestic partner's parent. The County reserves the right to certify all information permitted by law. A Medical Certification Form is available in the Personnel Department.

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

4. Definition of Serious Health Condition

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

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

A. Hospital Care

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

B. Absence Plus Treatment

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

1. Treatment two or more times by a health care provider, by a nurse or physicians assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under order of, or referral by, a health care provider; or
2. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under direct supervision of a health care provider.

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

C. Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care.

D. Chronic Conditions Requiring Treatment

A chronic condition which;

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

E. Permanent/Long-Term Conditions Requiring Supervision

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

F. Multiple Treatments (Non-Chronic Conditions)

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

5. Amount of Leave Available

Under federal law, if you meet the eligibility requirements spelled out in Section 1, you are entitled to a total of twelve work weeks of leave during a twelve month period for any of the reasons stated in Section 2, above, with the exception of twenty six work-weeks to care

for a covered servicemember with a serious injury or illness. The twelve month period utilized by the County in applying this Policy is defined as the 12 month period measured forward from the date any employee's first federal FMLA leave begins. Wisconsin FMLA is calendar year.

Under state law, if you meet the eligibility requirements spelled out in Section 1, you are entitled to:

- a. Total of six weeks of leave for the birth of your natural child and/or the placement of a child with you for, or as a precondition to, adoption;
- b. A total of two weeks of leave to care for a covered family member with a serious health condition; and
- c. A total of two weeks of leave if you cannot perform your employment duties due to a serious health condition, as described in Section 4, above.

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

6. Manner In Which Leave Can Be Taken

Leave available under this Policy may be taken in full, and, under certain circumstances, may also be taken intermittently (e.g., one week at a time) or on a reduced leave schedule (e.g., consecutive hours at a time). Contact the Personnel Department for more information.

7. Compensation During Leave

Generally, leave taken under this policy is unpaid. However, for leaves governed exclusively by federal law, you must use the following leaves provided by the County, if available:

- a. Vacation, discretionary leave, or compensatory time, if available, for any family or medical leave; and
- b. Accrued paid sick leave, if available, to care for a seriously ill family member, or for the employee's own serious health condition.

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

For leaves governed by state law, you may substitute paid or unpaid leave, which you have earned and accrued for leave taken under this Policy, if available. The County reserves the right to deny substitution as permitted by law.

8. Continuation of Benefits

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

During leave taken under this Policy, the County will continue to pay any portion of group health insurance premiums for coverage that the County was responsible for paying immediately prior to leave as required by law. You are responsible for paying your portion of health insurance premiums regardless of whether your family and medical leave is paid or unpaid. It is your responsibility to make arrangements with the Personnel Department for making premium payments for group health insurance during leaves.

To the extent permitted by law, the County reserves the right to require you to place up to eight weeks health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty days late.

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

9. Accrual of Benefits

You will not continue to accrue seniority or any other employment benefit during leave taken under this Policy, except that such benefits shall accrue if you elect to use other leave provided by the County pursuant to Section 7, above, and if such benefits would normally accrue during such leave.

10. Employment Restoration

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

11. Required Advance Notice

You must provide the County with notice in a reasonable and practicable manner before leave taken under this Policy is to begin, if the need for leave is foreseeable, e.g. an expected birth, placement or adoption or foster care, or planned medical treatment for your own serious health condition or that of a family member. When requesting partial or intermittent leave in connection with child birth or adoption, you must provide at least as much notice as required for taking other non-emergency or non-medical leave, as a definite

schedule for leave. Where advance notice is not practicable due to uncertainty as to when leave will be required to begin, a change in circumstances, or medical emergency, notice must be given as soon as practicable.

You must provide a written request for leave, the reasons for the requested leave, and the anticipated beginning date and duration of the leave by submitting a completed Leave Request Form, which is available in the Personnel Department.

When planning medical treatment, you should consult with the County and make a reasonable effort to schedule the leave so as not to disrupt unduly the County's operations, subject to the approval of your health care provider. You are ordinarily expected to consult with the County in order to work out a treatment schedule which best suits your needs, as well as the County's.

12. Enforcement

An employee may file a complaint with the U.S. Department of Labor (1-866-4US-WAGE or WWW.WAGEHOUR.DOL.GOV) or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede only State or local law or collective bargaining agreement which provides greater family or medical leave rights.

4. SAFETY/OTHER

County Board Approval	05/19/1998
Effective	05/19/1998
Revision	

4.1 HAZARD COMMUNICATIONS

1. Purpose

The State of Wisconsin has adopted the Occupational Safety and Health Administration hazard Communication Standard 29 DFR 1910.1200 as of April 1, 1991. This standard now applied to public sector employers and employees. It is designed to ensure that hazards of all chemicals produced or imported are evaluated, with hazard information then transmitted to affected employers and employees. Actions are then taken to protect employees and third parties to reduce and/or eliminate harmful exposures to chemical hazards. Successful application of the standard requirements can also reduce liability to Grant County through prevention of chemical-related incidents.

2. Policy

All Grant County agencies and administrators shall comply with all requirements of 29 CFR 1910.1200 Hazard Communication Standard to ensure that:

- (a) Hazardous substances present in the work place are identified and labeled.
- (b) Employees have ready access to information on the hazards of these substances.
- (c) Employees are given information on how to prevent injury or illness due to chemical exposure.

3. Hazardous Chemical Inventory

- (a) Grant County administrators will ensure that a complete inventory of all hazardous chemicals is taken throughout all facilities, operations and work sites.

Hazardous chemicals are broken down into two categories: those that can cause a physical hazard and those that can cause health hazards.

- 1. Physical hazard chemicals are those which may cause a fire, explosion or a violent reaction.
- 2. Health hazard chemicals are those which can cause a change in

body function.

- (b) All hazardous chemicals produced by an operation or activity (for example welding fumes from a welding process), shall also be included on chemical inventory list.
- (c) The inventory list by location shall include the name and address of the product manufacturer, importer and/or distributor (as applicable), product name, specific storage location, and quantity in storage.
- (d) The chemical inventory shall be updated on an ongoing basis, with new chemicals and quantities added. Chemicals on the inventory list which become no longer used should be noted as such with the date of non-use and no longer stored information recorded. Chemicals on the inventory list which are used should be recorded. Chemicals on the inventory list which are used should be recorded by date and quantity used, with the quantity used deducted from the inventory quantity.
- (e) Listing the hazardous chemicals alphabetically by product name is recommended for ease of information access. Chemical names should be the same as they appear on the appropriate Material Safety Data Sheet.
- (f) A master file of the Material Safety Data Sheets for each chemical listed in the inventory shall be maintained for each facility, operation or work site.

4. Hazard Determination

- (a) It is the responsibility of the chemical manufacturers, distributors and/or importers to evaluate the chemicals they produce or sell. If the product is determined to be hazardous, a Material Safety Data Sheet must be developed by the manufacturer, distributor and/or importer.

- (b) Where a product is manufactured, whereas normal use by a customer's employees may lead to hazardous substance exposures, a Material Safety Data Sheet and an appropriate label must be developed and accompany the product(s) shipped to the user. Grant County administrators shall determine if such products are being manufactured in County operations. Where it is determined that such products are being manufactured, administrators will contact the Personnel Director at 723-2045. The Personnel Director will assist in the development of the Material Safety Data Sheet and label for the product.

5. Material Safety Data Sheets

- (a) The Material Safety Data Sheet (MSDS) is the means by which written or printed material concerning a product containing hazardous chemicals is developed and reported. Grant County administrators shall ensure that MSDS's are gathered from Manufacturers, Importers and/or Distributors for each product containing hazardous chemicals as inventoried. Procured hazardous chemicals and materials shall only be accepted if the appropriate MSDS has been received. Departments will not receive materials which contain or may produce a hazardous substance without first having the product MSDS.
- (b) MSDS's should be no more than one year old. New updated MSDS's should be gathered on an annual basis. When received, MSDS's should be date-stamped. Chemical manufacturers, distributors and/or importers are required by law to provide current Material Safety Data Sheets on request.
- (c) Material Safety Data Sheets shall be complete with each section filled out. The checklist for MSDS information in the exemplified written program that follows should be utilized in reviewing MSDS/s received for each hazardous chemical inventoried.

- (d) The manufacturer of the hazardous substance is responsible for the accuracy of the information on the MSDS. As an administrator, you are responsible for ensuring that the MSDS's are complete. Where they are found to be incomplete, written documentation of the discrepancy is necessary, and a request to the manufacturer in the letter form should be made. In situations where the MSDS is needed right away, the manufacturer can be contacted by telephone, and a copy can be facsimile transmitted.
- (e) Administrators shall ensure that MSDS's are "readily accessible" to all employees. This means that copies of the appropriate MSDS/s must be located close to the appropriate work area(s) for employee review whenever necessary.

6. Labels

- (a) The chemical manufacturer, importer, or distributor shall ensure that each container of hazardous chemical(s) is properly labeled, tagged or marked with:
 - 1. Identity of the hazardous chemical(s);
 - 2. Appropriate hazard warnings;
 - 3. Name and address of the chemical manufacturer, importer, or other responsible party.
- (b) Administrators are responsible to ensure that all hazardous chemicals are properly labeled with the above information at the time of receipt.
- (c) Administrators are also responsible to ensure that all hazardous chemicals which grant County produces either for in-house use or for shipment are properly labeled with the above information.
- (d) Labels on containers used in-house are exempt from labeling only if the container is used by one employee during one shift. Still the best way to ensure safety is to label all containers of hazardous substances.

- (e) Containers which have been emptied and/or which have been safely cleaned out and will be used to store another substance, should have all previous label information removed and placed with a proper label for the new product.

WARNING: Residue from one material when combined with another incompatible material can cause an adverse reaction. For this reason, using old containers from differing materials is not a recommended practice.

- (f) Use of incorrectly labeled containers is prohibited.
- (g) All containers which a hazardous chemical or material is transferred to are required to be labeled.

7. Training and Information

- (a) Administrators are responsible for ensuring that all employees have been properly trained in all aspects of the Hazard Communication Program including:
 - 1. “Generic” training elements of the standard, how to read a Material Safety Data Sheet, and explanation of the labeling system.
 - 2. “Specific” training on the health effects of the substances in the work place and methods to reduce or eliminate exposure.
- (b) Employees are to be provided with information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new hazard is introduced into their work area.
- (c) A list of job activities where hazardous substances are used on a “non-routine” basis should be compiled. Training for such job activities should be repeated just prior to performing the non-routine work.

- (d) Training should also include providing information to employees on all operations within their work area where hazardous substances are present.
- (e) Employees are required to be informed of the location of the Written Hazard Communication program, including the required listing(s) of hazardous chemicals and corresponding Material Safety Data Sheets.

Training assistance is available through the grant County Personnel Director, 723-2045.

8. Written Program

- (a) A written Hazard Communication Program is required to be developed for each Grant County location or department to include departmental policies and procedures necessary to ensure that the Hazard Communication Standard requirements are met. It is recommended that each requirement of the Standard be assigned to a departmental job position.
- (b) Appendix A refers to an example written program which administrators can utilize for their respective departments. This example written program can be used directly from this policy and procedure. A properly completed written program will include all blank areas of the sample program filled in with necessary information.
- (c) Appendix B refers to example written forms to be used for the appropriate Hazard Communication topic area. The example written program guidelines refer to when these forms are to be used.
- (d) The inventory of the hazardous chemical substances and the list of non-routine hazardous job activities is part of the written program. Therefore, the inventory and written program should be kept together for easy reference.

9. Outside Contractors And Other Third Parties

- (a) Outside contractors and other third parties that could be affected by a county work process where hazardous substances are being utilized must be given information on the specific chemical hazards which they may encounter.
- (b) All contractors and other third parties that may create chemical hazards covered under the Hazard Communication Standard are required to inform the County of all chemical hazards to which County employees or County facility visitors may be exposed to as a result of the Contractor or other third-party activities.
- (c) It is recommended that Hazard Communication Standard information be requested in contracts and/or other project procurement processes, with requests for Hazardous Substance information included as part of the contract. Hazardous Substance and Hazard Communication information is required to be submitted by the contractor prior to job start. A log of contractor or third-party Hazard Communication activities should be maintained.

10. Penalties

Continued non-compliance with the Hazard Communication Standard requirements can result in referral to the Attorney General's office for possible prosecution and/or substantial monetary penalty. These penalties for violations will be charged to the responsible departments.

Non-compliance with the Hazard Communication Standard is a violation of the State adopted SHA Standard 29CFR 1910.1200. County Departments are subject to citation and monetary penalty up to \$100 per day per citable infraction. Where non-compliance results in serious injury or death, the District Attorney's office will investigate to determine if there was nay willful intent from a county department or individual that lead to or contributed to the incident, whereby prosecution would be warranted.

11. County Hazardous Materials Contact

Hazardous Materials questions and concerns should be directed to the Emergency Management/Disaster Services Department, Telephone: (608)723-7171.

APPENDIX A

EXAMPLE WRITTEN PROGRAM

The following section refers to an example written program. It can be photocopied and used to satisfy the Hazard Communication Standard requirements. Simply fill in all appropriate areas with correct information and insert it into each location's Hazard Communication binder.

Example forms are referred to in the written program. They are located in Appendix B of this procedure.

HAZARD COMMUNICATION PROGRAM

Department _____

Location/Address _____

Program Contact Person _____

Telephone # _____

The following Hazard Communication program has been designed to ensure that:

1. Hazardous substances present in the work place are identified and labeled.
2. Employees have ready access to sublimation on the hazards of these substances.
3. Employees are given information on how to prevent injury or illness due to chemical exposure.

The program will be available to all employees for review and a copy will be located in the following areas:

I. HAZARD DETERMINATION

Manufacturers, importers and distributors will be relied upon to perform the appropriate hazard determination for the substances they produce or sell. (If substances are manufactured which, during normal use by the customers employees, may lead to exposure to hazardous substances, a Material Safety Data Sheet (MSDS) must be developed. If the product is chemically the same as the raw materials, the MSDS's received for them may simply be passed on.)

II. HAZARDOUS SUBSTANCE INVENTORY

- A. An inventory of hazardous chemicals has been compiled. The master inventory

will be located _____.

Copies of the master inventory of hazardous chemicals will be located

_____.

- B. _____ (position desired) is responsible for maintaining the master list of hazardous substances. The substance inventory will include the common identity and trade name of the product and the name and address of the manufacturer. Hazardous substances will be listed alphabetically by manufacturer. The products will be numbered consecutively and these numbers will also be placed on the corresponding MSDS. As new products are added to the list, they will be inserted with letters added after the number, e.g., 1a, 1b, etc. (This practice provides an additional method of tracking the inventory with the data sheets.) (Substances which are not in containers must also be included on the inventory list, e.g., welding flames, carbon monoxide from the fork lift, and etc.

III. LABELING

- A. _____ (position designated) is responsible for evaluating labels on incoming containers. Each label will be checked for:
1. Identity of the Substance
 2. Appropriate Hazard Warning
 3. Name and Address of the Manufacturer
- B. 1. If the label is not appropriate, _____ (position designated) will notify _____ (position designated) who is responsible for notifying the manufacturer that the label is not appropriate (Example Form Number 3663).
2. _____ (position designated) will send a second request to the manufacturer if the label is not received within 30 days (Example Form Number

3664). The product manufacturer is required by law to prepare and provide appropriate label information.

3. A container will not be released for use until an appropriate label is affixed.

C. _____ (position designated) is responsible for updating labels when new information is received.

D. 1. Piping systems shall be painted at access points and every (10) feet where the piping is (8) feet or closer to employee contact.

2. Piping shall be painted as follows:

a. (substance) (color)

b. (e.g., oxygen) (e.g., green)

E. Labels shall be removed if they are incorrect and when the container is empty. Containers are to be properly cleaned if they will be used for other materials and/or if they are to be disposed of.

F. Each department supervisor is responsible for seeing that all containers used in their departments are labeled properly and remain legible. Defacing labels or using them improperly is prohibited.

G. Unlabeled transfer containers, like pails and buckets, will only be used by one employee and will be emptied and properly cleaned at the end of each shift.

IV. MATERIAL SAFETY DATA SHEETS

A. 1. An MSDS will be available on all hazardous substances to which there is potential or actual exposure. _____ (position designated) is responsible for assuring that an MSDS is available on all incoming products. A product will not be received or released for use until a completed MSDS is on

file.

2. If an MSDS is not available, _____ (position designated) will notify _____ (position designated) who is responsible for notifying the manufacturer that an MSDS is needed (Example Form Number 3666).

3. _____ (position designated) will send a second request to the manufacturer if the MSDS is not received within 30 days (Example Form Number 3667).

4. _____ (position designated) is responsible for arranging to have MSDS prepared, if necessary.

B. 1. _____ (position designated) is responsible for review of all incoming data sheets. If the MSDS is not complete, it will be returned to the manufacturer with a request for the missing information (Example Form clamber 3668 and 3669).

2. _____ (position designated) will send a second request for the missing information if a completed MSDS is not received within 30 days (Example Form Number 3670).

C. The procurement department will request an MSDS on the purchase orders of all new products.

D. 1. _____ (position designated) is responsible for compiling and updating the master MSDS file. This file will be kept _____ . Copies of MSDS will be kept in the following areas:

- E. Employees will have access to these MSDS during all work shifts. Copies will be made available upon request to _____ (position designated).
- F. _____ (position designated) is responsible for updating the data sheets to include new information as it is received. A notice will be posted to inform employees that revised information has been received.

V. EMPLOYEE TRAINING

- A. Before starting work with hazardous substances, each employee will attend a Hazard communication Training Session where they will receive information on:
1. Policies and procedures related to the Hazard Communications Standard.
 2. How to read and interpret an MSDS.
 3. Physical and health hazards of hazardous substances in their work area.
 4. Work practices that may result in exposure.
 5. How to prevent or reduce exposure.
 6. Procedures to follow if exposure occurs.
- B. _____ (position designated) is responsible for conducting the training sessions which will consist of: (e.g., videotape, slide tape, lectures, etc.) (Outline Form VB).
- C. Each employee will sign a form documenting that they have received the training (sample Form Number 3678).
- D. When a new substance is added, _____ (position designated) is responsible for reviewing the MSDS for health effects. If the product presents

a new hazard (causes health effects unlike those covered in the training sessions) _____ (position designated) is responsible for conducting training on the health effects. This training will be presented prior to the use of the substance. The employees will sign a form documenting that they have had the training (Example Form Number 3678).

- E. _____ (position designated) is responsible for identifying and listing the non-routine hazardous tasks. _____ (position designated) will conduct training on the specific hazards of the job and protective measures to be taken. Documentation of this training will also be made (Example Form Number 3679).

IV. INFORMATION TO NON-EMPLOYEES

- A. _____ (position designated) is responsible for providing out-side contractors with the following information:
1. Hazardous chemicals to which they may be exposed as a result of working in this facility.
 2. Suggestions for appropriate protective measures.
- B. Contractors will not be allowed to begin working in an area until they have been given this information and have signed a form to document this exchange (Example Form Number 3680).
- C. _____ (position designated) is responsible for obtaining information from contractors on all hazardous substances to which county employees may be exposed as a result of the contractor's work at the facility.
- D. Information MSDS's will be made available to former employees, designated employee representatives, or ILHR Compliance Officers upon request following the State adopted OSHA Medical and Exposure Records Standard 29 CFR 1910.

1020. _____ (position designated) is responsible for providing this information.

VII. PERSONNEL POLICIES

- A. When an employee is not following safety and health rules when working with a hazardous substance, disciplinary action may be taken according to the following procedure: _____

- B. If an employee refuses to work with a substance on which information has been given, the following procedure will be used: _____

VIII. RECORD KEEPING

- A. All MSDS's will be kept for a period of 30 years after the use of the substance has been discontinued.
- B. The inventory lists will be kept for 30 years. (The OSHA Standard 1910.20, Access to Employee Exposure and Medical Recorder requires that "exposure records" on employee be kept for a period of 30 years beyond the duration of employment. If the MSDS is the only exposure information available, these become "exposure records." The actual MSDS does not have to be kept but is strongly advised. A record of the identity and manufacturer of the substance [enough information to track down the MSDS] must be kept. The manufacturer may go out of business, therefore, consider keeping some form of the MSDS.)

IX. COMMUNITY HAZARD COMMUNICATION

_____ (position designated) is responsible for handling requests for information from members of the community on hazardous substances used in the facility. _____ (position designated) should contact the office of Emergency Management/Disaster Services at 723-7171 for more information regarding the Superfund Amendments and Re-authorization Act requirements.

X. EMERGENCY RESPONSE PROCEDURES FOR HAZARDOUS CHEMICAL

SPILLS

- A. When hazardous chemical spill occurs follow these procedures:
1. Move all employees and others away from spill to a safe environment.
 2. Call 9 11 from a telephone to notify the necessary response team for the hazardous chemical spill.
 3. Retrieve the Hazard Communication Information Binder, if possible.
 - a. Locate the MSDS for the hazardous chemical which spilled.
 - b. If requested, provide the MSDS to the Emergency Response Team.

NOTE: Do not try to contain the spill. The Emergency or Hazardous Material Response Team is trained to deal with hazardous chemical spills.

XI. EVALUATION AND PROGRAM MAINTENANCE

_____ (position designated) is responsible for program evaluation and maintenance. An evaluation of the program will be conducted annually. The individual responsible for the items identified for improvement will be notified in writing. It is expected that action will be taken to correct the item within three working days (Example Form Number 3681).

APPENDIX B

EXAMPLE WRITTEN FORMS

The following section refers to example written forms for the use as necessary as part of complying with the Hazard Communication Standard. Departments will need to apply written form information onto their own letterhead and fill in specific appropriate departmental information.

HAZARD COMMUNICATION PROGRAM STANDARD FORMS

LABELS

Form 3663 letter to Request a Label

Form 3664 Second Request for a Label

MATERIAL SAFETY DATA SHEETS (MSDS)

Form 3666 Letter to Request a MSDS

Form 3667 Second Request for a MSDS

Form 3668 MSDS Evaluation

Form 3669 Letter to Request a Complete MSDS

Form 3670 Second Request For a Complete MSDS

TRAINING

Form 3671-1, 3671-2, 3671-3 Training Outline

Form 3678 Employee Training Documentation

Form 3679 Non-Routine Hazardous Tasks

INFORMATION TO NON-EMPLOYEES

Form 3680 Contractor Notification Documentation

EVALUATION

Form 368 1 Program Evaluation

Example Form 3663

LETTER TO REQUEST A LABEL

TO: Chemical Manufacturer, Importer, Distributor

FROM:

DATE:

RE: Chemical Labels

We are using (number) of your products and in evaluating the labels on these products, we determined that the labels are not appropriate for the following reasons:

<u>Product Name</u>	<u>Reason Label Is Not Appropriate</u>
---------------------	--

Please clarify, the wording on these labels or send a revised label. Your prompt attention is necessary for us to fully implement our Hazard Communication Program. Please respond to this request no later than (date fourteen days after the date of this letter).

Example Form 3664

SECOND REQUEST FOR A LABEL

TO: Chemical Manufacturer, Importer, Distributor

FROM:

DATE:

RE: Chemical Labels

On (date) we notified you that the labels on your products were not appropriate. We requested that you clarify your wording or supply us with a different label.

We have not received your reply. Please respond to this second request by (fifteen days after the date of this letter).

The labels that needs clarification or revision are:

<u>Product Name</u>	<u>Reason Label Is Not Appropriate</u>
---------------------	--

Example Form 3666

LETTER TO REQUEST A MATERIAL SAFETY DATA SHEET

TO: Chemical Manufacturer, Importer, Distributor

FROM:

DATE:

RE: Chemical Material Safety Data Sheets

We are using your products and need current Material Safety Data Sheets in order to complete our Hazard Communication Program.

Please send Material Safety Data Sheets on the following products:

Your prompt attention is necessary for us to implement our Hazard Communication Program. Please send the MSDS's no later than (date fifteen days after the date of this lettered).

Example Form 3667

SECOND REQUEST FOR A MATERIAL SAFETY DATA SHEET

TO: Chemical Manufacturer, Importer, Distributor

FROM:

DATE:

RE: Chemical Material Safety Data Sheets

On (date) we requested a current Material Safety Data Sheet on the following products:

We have not received them. Your prompt attention to this is necessary for us to complete our Hazard Communication Program. Please respond to this second request by (fifteen days after the date of this letter).

Example Form 3668

CHECKLIST OF REQUIRED MSDS INFORMATION

The Hazard Communication Standard 1910. 1200 requires that 14 items of information be included in Material Safety Data Sheets provided to purchasers. There is no specified order for these items. They may be found anywhere on the MSDS. If the preparer of the MSDS has found no relevant information for a given item, the MSDS must be marked to indicate that no applicable information was found. This check list should be used to determine the completeness of the MSDS. It does not assess the accuracy of the information.

Check Box

1. ☐ The identity used on the label.
2. ☐ Chemical and common names - may be the same as # 1 .
3. ☐ Chemical Abstract Service (CAS) numbers for each chemical contained in the product.
4. ☐ Physical and chemical characteristics of the hazardous ingredients (e.g., flash point, appearance and odor).
5. ☐ Physical hazards (e.g., combustibles denotable).
6. ☐ Health hazards (e.g., corrosive, cancer-causing) plus signs and symptoms of exposure, medical conditions aggravated by exposure.
7. ☐ Primary route of entry (e.g., inhalation).
8. ☐ Air exposure limits (e.g., PEL, TLV).
9. ☐ Carcinogenicity.
10. ☐ Precautions for safe handling and use (e.g., storage, waste disposal).
11. ☐ Control measures (e.g., personal protection).
12. ☐ Emergency and first-aid procedures.
13. ☐ Date of preparation of MSDS.
14. ☐ Name/address/phone number of responsible party.

PRODUCT _____ CHECKED BY _____
DATE OF MSDS _____

Example Form 3669

LETTER TO REQUEST A COMPLETE MSDS

TO: Chemical Manufacturer, Importer, Distributer

FROM:

DATE:

RE: Chemical Material Safety Data Sheets

In reviewing the Material Safety Data Sheets for your products the following required information (according to the OSHA Hazard Communication Standard I 910. 1200) was not on the MSDS:

<u>Product</u>	<u>Information Needed</u>
----------------	---------------------------

Please supply us with this information. Your prompt attention to this is necessary for us to implement our Hazard Communication Program. Please send this information by (date fifteen days after the date of this letter.

Example Form 3670

SECOND REQUEST FOR A COMPLETE MSDS

LETTER TO REQUEST A COMPLETE MSDS

TO: Chemical Manufacturer, Importer, Distributor

FROM:

DATE:

RE: Chemical Material Safety Data Sheets

On (date) we notified you that the Material Safety Data Sheets for your product was incomplete. The following required information was not on the MSDS:

<u>Product</u>	<u>Information Needed</u>
----------------	---------------------------

We requested that you supply us nitric this information by (date). We have not received this information. Your prompt attention to this is necessary for us to complete our Hazard Communication Program.

Please respond to this second request by _____ (date fifteen days after the date of this letter).

Example Form 367 I - I

HAZARD COMMUNICATION TRAINING

I. Hazard Communication Standard

- A. Hazard Determination
- B. Material Safety Data Sheets
- C. Labels
- D. Written Program

II. Physical Hazards

III. Health Hazards

A. Local

- 1. Irritants
- 2. Corrosives

B. Systemic

- 1. Toxics
 - a. Acute/chronic
 - b. Nervous System Effects
 - c. Respiratory System Effects
 - d. Reproductive System Effects

2. Sensitizers

IV. Route of Exposure

- A. Inhalation
- B. Skin Absorption
- C. Ingestion

V. Amount of Absorption

- A. Gasses/vapors
- B. Particulates
 - 1. Dust
 - 2. Mist
 - 3. Fume

VI. Emergency Procedures

Example Form 3671-2

PERSONAL PROTECTIVE EQUIPMENT TRAINING

I. Eye Protection

A. Selection

1. Chemical Protection
2. Impact Protection

B. Proper Fitting and Use

C. Contact lenses

D. First Aid

II. Skin Protection

A. Selection

1. Type of Work Performed
2. Type of Glove Material

B. Proper Fitting and Use

C. Barrier Creams

D. First Aid

III. Respiratory Protection

A. Selection

1. Disposable
2. Half Mask

B. Proper Fitting and Use

1. Medical Surveillance
2. Fit Testing
3. Cleaning/Storage
4. Inspection/Maintenance

C. First Aid

IV. Hearing Protection

A. Selection

1. Plugs
2. Muffs
3. Noise Reduction Rating

B. Proper Fitting and Use

V. Dose

- A. Work Practices
 - B. Personal Hygiene
 - C. Weight
 - D. Personal Protective Equipment
 - E. Environmental Controls
- VI. Duration of Exposure
- VII. Exposure Limits
 - A. Definition
 - B. Established By:
 - 1. Chemical Similarity
 - 2. Animal Studies
 - 3. Human Studies
- VIII. Air Sampling
 - A. Required by OSHA
 - B. Employee Reports of Illness
 - C. Confined Space Work
 - D. Other
- IX. Response
 - A. Age
 - B. Gender
 - C. Body Size
 - D. Health Status
 - E. Personal Habits
 - F. Other Exposures
- X. Employee Concerns
 - A. Symptoms Limited/Many Causes
 - B. Documentation
 - C. Referral
 - D. Refusal to Work

Example Form 3678

TRAINING DOCUMENTATION

TOPIC _____ DATE: _____

NAME

DATE

(Attach outline of material covered.)

Example Form 3679

NON-ROUTINE HAZARDOUS TASKS

Department

Hazardous Task

Training Required

Example Form 3680

DOCUMENTATION OF INFORMATION GIVEN TO CONTRACTORS

Access Given to:

Date

Contractor (Departments)

Information Given

Example Form 368 I

HAZARD COMMUNICATION PROGRAM EVALUATION

Department _____ Date _____

Evaluated by _____

ITEM

YES

NO

Labels

All containers are appropriately labeled.

☐☐

Evaluation Procedure: Tour department. All containers must have a legible label listing the identity, health effects, and if it is a shipping container, the manufacturer 's name and address.

If no, labels not appropriate or missing:

Action taken for correction _____

Material Safety Data Sheets

Complete MSDS are available on all hazardous substances.

☐☐

Evaluation Procedure: Choose three products from the department inventory. Locate the MSDS in the file closest to the departments and check for completeness.

If no, MSDS's missing or incomplete:

Action taken for correction: _____

Employee Training

Employees are able to identify hazardous substances

and list their health effects and the required protective measures.

☐☐

Evaluation Procedure: Ask three employees to name a hazardous substance in their work area and list the health effects and protective measures. They may do this from memory, by reading the label, or by finding and reading the MSDS.

If no, number of employees unable to do so: _____

Action taken for correction: _____

4.2 BLOODBORNE PATHOGEN STANDARD & PROGRAM

County Board Approval	03/17/2009
Effective	03/17/2009
Revision	

Purpose

Employees who may be reasonably anticipated to be occupationally exposed to blood and/or other potentially infectious materials from human, animal or other sources must be protected as per the Occupational Safety and Health Administration (OSHA) Regulation 29CFR1910.1030, State of Wisconsin Statute 101.055, and the U.S. Public Health Service.

Examples of job classifications or activities whereby occupational exposure can be anticipated include but may not be limited to:

Health Care
Jail and Correctional
First Aid and CPR
Garbage Collection
and etc.

Law Enforcement
Custodial/Cleaning
Building Maintenance Activities
Laundry Operations

Occupational exposure may occur from work-related skin, eye, mucous membrane or parenteral contact with blood, body fluids visually contaminated with blood, or other potentially infectious fluids or materials.

Harmful exposures to unprotected individuals can result in transmission of HIV (Human Immunodeficiency Virus, HBV (Hepatitis B Virus) or other infectious "Bloodborne Pathogens." Bloodborne Pathogens are defined as pathogenic organisms present in blood that can cause disease in humans.

It is the purpose of the Bloodborne Pathogen Standard and this program to prevent and/or reduce exposure and the potential for exposure to Bloodborne Pathogens. It is also the purpose of this program to comply with applicable Federal OSHA and State of Wisconsin regulatory requirements, and U.S. Public Health Service guidelines.

Policy

Affected Grant County Agencies, Administrators and Employees shall comply with all Bloodborne Pathogen Standard and Program requirements for all activities where by it could be reasonably anticipated that contact with blood or other infectious Bloodborne materials may occur as the result of job duties being performed. The Grant County Orchard Manor Nursing Home and the Grant County Public Health Department have a detailed policy which describes their specific departmental procedures.

Exposure Control Plan

A written Exposure Control Plan is required to be established and implemented to identify those tasks and procedures where occupational exposure may occur, and to identify positions whereby activities performed include tasks and procedures which may result in occupational exposure.

Administrators shall ensure that all tasks, procedures and/or job classifications where occupational exposure to blood or other infectious materials is reasonably anticipated are identified in writing.

Upon identification of tasks, procedures and/or job classifications where occupational exposures can be anticipated, Administrators shall ensure that Bloodborne Pathogen program compliance will be implemented.

Implementation is required to include development of a schedule and specific procedures for Bloodborne Pathogen training, communication, engineering and workplace controls, recordkeeping, and other topics as appropriate for specific exposure activities and standard requirements. The plan is also required to include provisions and procedures for evaluation of circumstances regarding exposure incidents.

The Exposure Control Plan should be updated annually and more often as necessary to accommodate workplace and activity changes. The plan is required to be made available to affected employees.

The Plan is also required to incorporate additional Bloodborne Pathogen Standard programming to include:

- a) Implementation of Universal Blood and Fluid Precautions or Universal Precautions.

Universal Precautions refer to treating, handling and working with all body fluids or other materials potentially containing Bloodborne Pathogens as if they were infectious, whether they are or not. Universal Precautions are required to be taken to protect employees from exposure to all human blood and other potential infectious and/or Bloodborne Pathogen containing materials.

- b) Establishment and implementation of Engineering and Workplace Controls.

Engineering and Workplace Control precautionary measures are required to be instituted as a first line of prevention of Bloodborne Pathogen and Infectious Material Transmission for employees. Engineering controls can reduce exposure or potential for exposure through hazard removal or isolation, or by isolating the employee from the hazard. Engineering and Workplace Controls refer to such things as:

- i Protecting Wounds, Breaks in Skin. Cover cuts, scratches and other potential skin entry areas prior to starting work.

- ii Hand Washing. Adequate hand and skin washing facilities shall be provided for the anticipated exposure to infectious materials immediately after exposure to body fluids, blood or other infectious materials and upon removal of protective gloves, and/or other protective clothing; upon handling contaminated equipment or other articles, and as otherwise deemed necessary to prevent and control infection (i.e., before and after eating, before and after using the rest room, etc.). The following is a recommended handwashing procedure:
 - 1. Wet hands thoroughly under warm running water; use cold water only if warm water is unavailable.
 - 2. Dispense soap into wet hands. Bar soap should be used only when dispensed soap is unavailable.
 - 3. Vigorously rub hands together for one minute covering all of hand to wrist, paying particular attention to nails, cuticles, spaces between fingers and under any jewelry that hasn't been removed.
 - 4. Thoroughly rinse hands.
 - 5. Dry hands using a disposable towel.
 - 6. Use towel to turn off water after drying hands, then dispose of towel in waste receptacle.

Where established hand or skin washing facilities are not available for use at a time immediately following an exposure, portable antiseptic wash facilities and sanitary cloths/towelettes are required to be utilized. Portable washing should

be followed up as soon as possible by adequate soap and water washing of all affected bodily areas.

- iii Personal Protective Equipment. Personal Protective Equipment is required to be supplied to and be properly worn by affected employees to adequately protect them from exposure to Bloodborne pathogens or infectious materials. The specific type(s) of protective equipment (i.e., gloves, gowns, face shield, safety eyewear, resuscitation devices, etc.) to be worn will depend upon the anticipated activity exposure to the Bloodborne pathogen or infectious material.

All personal protective equipment devices must protect each wearer, preventing blood or infectious materials from passing through to the wearer. Protective equipment should be stored, worn, re-used inspected, and safely disposed of in accordance with the manufacturer's specifications, and as necessary to ensure safer use. The following is a procedure for using disposable gloves:

1. Slip each hand into a clean latex glove, pulling it snugly over the finger to ensure a good fit. Pull glove onto wrist as far as it will go to maximize coverage.
2. DO NOT reuse gloves! Replace as needed.
3. To remove gloves:
 - a. Grasp contaminated surface of first glove (left) near wrist with other gloved hand turning the glove inside out as removing. Continue to hold the removed glove in gloved hand (right).
 - b. Right glove removal - insert left hand fingers between glove and wrist of gloved hand being careful to not touch outside of glove. Peel off encasing both gloves together with inside of right glove exposed.

4. Dispose of used gloves in lined waste container

5. Wash hands thoroughly following Handwashing Procedures.

- iv. Handling of Sharps. Needles, sharps and other contaminated equipment, materials, articles, etc., are required to be properly and safely handled whereby accidental exposure is prevented.

Needles and sharps should not be bent, broken, recapped or similarly handled whereby a wound could be inflicted. Specific procedures for safe use, handling and disposal should be established and performed.

- v. Cleaning of Spills. Personnel performing cleaning functions shall always wear proper protective equipment including impermeable gloves, eye and face protection (for when splashes or sprays occur), and other equipment as necessary to ensure exposure prevention.

Spills of blood, body fluids or other infectious materials should be cleaned up with disposable towels saturated with a properly prepared disinfecting solution. The area should then be wiped with clean towels and allowed to air dry. Infected materials for disposal should be placed in leak-proof biohazard labeled containers, for disposal as medical waste.

Gloves should be removed and safely disposed of as medical waste after all clean up activities have been performed. Hands and skin should then be washed as per the hand washing procedure described in section (3)(b)(ii) of this procedure.

- vi Contaminated Materials Disposal. Proper and safe handling and/or disposal of contaminated articles, clothing, equipment, and waste is required to be performed.

Sharps, needles and similar devices shall be properly disposed of in puncture-proof labeled biohazard containers. Disposal containers should be immediately disposed of prior to becoming full and replaced with new containers. Please refer to the section viii for container labeling information.

Where leakage of blood, body fluids, or other infectious materials is possible, waste shall be stored in leak proof containers prior to disposal.

Bloodborne and/or infectious waste materials are considered regulated waste, and are required to be disposed of in accordance with Federal EPA and State of Wisconsin DNR requirements.

- vii Contaminated Clothing, Equipment. Clothing contaminated or potentially contaminated with infectious materials should be removed as soon as possible after the contamination incident or activity. Contaminated laundry shall be handled by protected personnel utilizing a minimum of movement. Laundry is required to be bagged and/or contained immediately upon being soiled and not rinsed or sorted. Laundry containers are to be sufficient to prevent leak through, if any, of the contaminant. Containers shall be properly labeled to communicate the biohazard. Laundry shall be cleaned by an agency knowledgeable in the safe handling and washing of pathogen contaminated clothing.

Personnel handling contaminated laundry shall wear proper Personnel Protective Equipment, such as gloves, etc.

Contaminated clothing shall not be taken home, reused, or utilized in any other way prior to being safely laundered.

A change of clothing is recommended to be available for personnel who may sustain blood or infectious material soiled clothing during performance of duties

or activities.

Disposable gloves, gowns, face shields, face masks and etc. should be properly disposed of immediately after use as a contaminated waste. Disposable items shall not be cleaned for reuse.

Reusable articles are required to be properly and safely disinfected immediately after use. Universal precautions are to be followed during each process.

- viii Labeling and Signage. Containers for infectious or potentially infectious materials are required to be properly labeled with a fluorescent orange or orange-red Universal Biohazard Symbol, with the word BIOHAZARD written under the symbol. Refer to figure 1, which shows the biohazard symbol.

Figure 1. BIOHAZARD Symbol



Labels are required for:

- ☐ Regulated Waste Containers.
- ☐ Refrigerators and freezers containing blood and/or other potentially infectious materials.
- ☐ Containers used to store, transport, ship, or otherwise hold blood and/or other potentially infectious materials.

Please refer to Table I, Labeling Requirements.

Labels are required in all instances except:

- ☐ When red bags or red containers are used.
- ☐ When blood, blood components, or blood product containers are labeled as to contents and have been released for clinical uses.
- ☐ When individual containers have been placed in a labeled container for storage, transport, shipment, disposal, etc.

Labels are required to be adequately adhered, affixed or otherwise attached to all waste containers and containers holding infectious or potentially infectious materials. Containers should be of a contrasting color scheme, so the label can be easily recognized and identified.

Biohazard signage should be placed on all entry areas to biohazard storage rooms or locations. Additional entry area signage stating "No Unauthorized Personnel Allowed" is also recommended to be posted.

Table 1: Labeling Requirements

Item	No Label Needed if Universal Precautions Are Used and Specific Use of Container or Item is Known to All Employees	Biohazard Label	Red Container
Regulated waste container (e.g., contaminated sharps containers)		x	or x
Reusable contaminated sharps container (e.g., surgical instruments soaking in a tray)		x	or x
Refrigerator/freezer holding blood or other potentially infectious material		x	
Containers used for storage, transport or shipping of blood		x	or x
Blood/blood products for clinical use	No Labels required		
Individual specimen containers of blood or other potentially infectious materials remaining in facility	x	or x	or x
Contaminated equipment needing service (e.g., dialysis equipment; suction apparatus)		x Plus a label specifying where the contamination exists	
Specimens and regulated waste shipped from the primary facility for another facility for service or disposal		x	or x
Contaminated laundry	*	or x	or x

Contaminated laundry sent to another facility that does not use <u>Universal</u> Precautions			x		or	x
<p>* Alternative labeling or color coding is sufficient if it permits all employees to recognize the containers as requiring compliance with Universal Precautions.</p> <p>Please note specific requirements under shipping regulations: DOT 49CFR, USPS 39CFR and CDC 42CFR</p>						

- ix Housekeeping. Work areas and work surfaces where blood or other infectious materials contamination can occur are required to be kept clean and sanitary. Administrators shall ensure that an activity-specific, written cleaning and decontamination schedule for exposure areas and associated equipment is established and maintained. Contaminated areas, surfaces and associated equipment are required to be cleaned and disinfected immediately following spills of blood or other infectious materials, or as soon as feasible thereafter; and at the end of each work shift.

The schedule shall include appropriate decontamination methods for the type of surface or equipment to be cleaned, type of contamination present and specific tasks or procedures to be performed.

- x Hepatitis B Vaccination. Administrators shall ensure that the Hepatitis B Vaccination is made available to all employees who may be occupationally exposed to bloodborne pathogens. The vaccine is to be made available to employees:

- ☐ Within (10) work days of initial assignment to tasks which may include occupational exposure to bloodborne pathogens;
- ☐ at no cost to the employee;
- ☐ at a reasonable time and place;
- ☐ under the supervision of a licensed physician or licensed health care professional;
- ☐ according to the most current recommendations of the U.S. Public Health service;

- ☐ after the affected employee has received training in occupational exposure;

EXCEPTIONS to vaccination include the following reasons:

- ☐ if the employee has already received the complete Hepatitis B Vaccination series;
- ☐ if the employee is immune, as shown through antibody testing;
- ☐ if the vaccine is, for some reason, medically not recommended.

Occupationally exposed employees who decline vaccination are required to sign the Mandatory Hepatitis B Vaccine Declination Statement, found in Appendix A of the OSHA 29 CFR1910.1030 Bloodborne Pathogen Standard. An example form containing the exact statement from the OSHA standard can be found in **Figure 2** of this procedure.

Figure 2

APPENDIX A - 29 CFR 1910.1030

The following statement of declination of hepatitis B vaccination must be signed by an employee who chooses not to accept the vaccine. The statement can only be signed by the employee following appropriate training regarding hepatitis B, hepatitis B vaccination, the efficacy, safety, method of administration and benefits of vaccination, and that the vaccine and vaccination are provided free of charge to the employee. The statement is not a waiver; employees can request and receive the hepatitis B vaccination at a later date if they remain occupationally at risk for hepatitis B.

DECLINATION STATEMENT

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

_____	_____
Employee signature	Date

Print Employee Name

- xi Exposure, and Post-Exposure Evaluation. Employees shall immediately report to their supervisor all exposures or potential exposures from blood and/or all other infectious materials. Occupational exposure of an individual to a bloodborne pathogen is a determination that requires verification by a licensed physician or licensed health care professional, knowledgeable in bloodborne pathogen exposure criteria.

Administrators and supervisors shall ensure that all employees who may have had an exposure incident be referred to a licensed physician or licensed health care provider for a confidential medical evaluation.

As per the State of Wisconsin Workers Compensation Act, exposure alone is not compensable. Occupational exposure that is proven to lead to an occupational injury or diseases may be compensable.

(Orchard Manor and the Health Department should refer to specific departmental policy regarding post exposure.)

- xii. Information and Training. Blood and other infectious or potentially infectious hazards are required to be communicated to occupationally exposed employees as part of the Bloodborne Pathogens Program and the "Hazard Communication" process, which is detailed in Grant County Administrative Procedure.

Administrators shall ensure that affected employees are given information and training:

- ☐ at the time of initial assignment to tasks where occupational exposure may occur and annually thereafter;
- ☐ wherever tasks or job activities are modified;
- ☐ whenever new tasks involving occupational exposure to blood or infectious materials are added.

Detailed information and training criteria can be found in the Example Written Exposure Control Plan that follows this program.

Administrators or department representatives interested in training assistance can contact the Grant County Personnel Director, telephone 723-2045.

- xiii. Recordkeeping. Administrators shall ensure that medical and training records are maintained in accordance with the State of Wisconsin adopted OSHA 29 CFR 1910.20 Recordkeeping Requirements, and the 29 CFR 1910.1030 Bloodborne Pathogen Standard.

Confidential medical records shall be preserved and maintained for each occupationally exposed employee for the duration of the individuals employment plus 30 years.

Training records are required to be maintained for three years, but recommended to be maintained along with medical records in the event that future reference is necessary.

Specific Medical and Training record information as required can be found in the example Exposure Control Plan that follows this program and procedure.

4. Program Review

Administrators shall ensure that the Bloodborne Pathogen program is formally reviewed annually, and more often as necessary, to accommodate workplace changes and to maintain program effectiveness, as well as to maintain up-to-date programming criteria. Reviews should be documented by the designated individual assigned the responsibility to perform the program review and update.

5. Outside Contractors. Vendors, or Other Third Parties

Administrators shall ensure that outside contractors, vendors, or other third parties that may sustain exposure to blood or infectious materials from a Grant County operation or activity are given information on the bloodborne pathogen hazard, and are referred to the OSHA Bloodborne Pathogen Standard 29 CFR 1910.1030 for information on protection from the hazard. Where the contractor, vendor or other third-party personnel are not adequately protected from the hazard, exposure area or activity access shall be denied and prevented.

All outside contractors, vendors, or other third parties that may create bloodborne pathogen hazards per the 29 CFR 1910.1030 Standard are required to inform the County of all such hazards that County employees or County facility or operation frequenters may be exposed to as a result of the contractor, vendor or other third-party activities. Administrators shall then ensure that measures are taken to protect County employees or facility frequenters from the hazard, as required in the Bloodborne Pathogen Standard.

6. Example Written Exposure Control Plan

The following section refers to an Example Written Exposure Control Plan for Bloodborne Pathogen Standard compliance. Affected departments can use the generic information directly from this procedure to establish and maintain individual Exposure Control Plans.

All blanks should be filled in with appropriate information. Where information does not pertain, simply draw a line through the item, and indicate "N/A" in the right margin next to the line, to indicate Not Applicable.

Please Note:

The Example Written Exposure Control Plan does not take the place of additional compliance requirements of the Bloodborne Pathogen Standard, or State of Wisconsin established/adopted Bloodborne Pathogen Programming directives.

7. Disclaimer

The Bloodborne Pathogen Standards refers to minimum acceptable practices. Simply meeting the minimum requirements may not ensure compliance or Safety and Loss Prevention. Where additional or preferred practices, programs or activities are available in addition to standard requirements, consideration should be made to incorporate them into Bloodborne Pathogen programming to ensure Safety and Loss Pre

APPENDIX

EXAMPLE WRITTEN PLAN

The following section refers to an example written plan. It can be photocopied and used to satisfy the Bloodborne Pathogen Exposure Control requirements. Simply fill in all appropriate areas with correct information and insert it into each location's Bloodborne Pathogen Exposure Control binder.

GRANT COUNTY

Example Written

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

FOR: _____ **DEPARTMENT**

DATE ISSUED: _____

REVISED: _____

BLOODBORNE PATHOGENS

EXAMPLE WRITTEN EXPOSURE CONTROL PLAN

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INTRODUCTION

This example written Exposure Control Plan is provided as a guide for assistance in complying with 29 CFR 1910.1030, OSHA'S Bloodborne Pathogens Standard as enforced by the State of Wisconsin DILHR Safety and Buildings Section. Administrators should review the Bloodborne Pathogen Standard for particular requirements which are applicable to their specific situation.

It should be noted that this example plan does not include provisions for HIV/HBV laboratories and research facilities which are addressed in section (e) of the standard. Administrators operating these laboratories need to include provisions as required by the standard.

Employers will need to add information relevant to their particular facility in order to develop an effective, comprehensive Exposure Control Plan. Employers should note that the Exposure Control Plan is expected to be reviewed at least on an annual basis and updated when necessary.

The information contained in this document is not a substitute for any provision of the standard.

**BLOODBORNE PATHOGEN
EXPOSURE CONTROL PLAN**

Department/Facility Name: _____

Address: _____

Date of Preparation: _____

Preparer Name Title,
and Telephone Number: _____

The following exposure control plan has been developed in accordance with the OSHA
Bloodborne Pathogen Standard, 29 CFR 1910.1030.

A. Purpose

The purpose of this exposure control plan is to:

1. Eliminate or minimize employee occupational exposure to blood or other body fluids;
2. Comply with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030, and additional State of Wisconsin Compliance Provisions.

B. Exposure Determination

OSHA required employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear personal protective equipment). This exposure

determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At this facility, the following job classifications are in this category:

(list job classifications) _____

(Attach additional page as necessary to supplement numerous classification.)

In addition, OSHA requires a listing of job classifications in which some employees may have occupational exposure. Since not all the employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, task or procedures that would cause these employees to have occupational exposure are also required to be listed in order to clearly understand which employees in these categories are considered to have occupational exposure. The job classifications and associated tasks for these categories are as follows:

Job Classification

Task/Procedure

(Attach additional page as necessary to supplement numerous classification).

C. Implementation Schedule and Methodology

OSHA also requires that this plan include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement:

1. Compliance Methods

Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized.

At this facility, the following engineering controls will be utilized (*list all controls, such the sharps containers, biosafety cabinets, etc.*):

The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows (*list schedule such as daily, once/week, etc., as well as a list of who has the responsibility to review the effectiveness of the individual controls, such as the supervisor for each department, etc.*):

Handwashing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. At this facility, handwashing facilities are located *(List locations such as patient rooms, procedure area, etc. If handwashing facilities are not feasible, the employer is required to provide either an antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. If these alternatives are used then the hands are to be washed with soap and running water as soon as feasible. Employers who must provide alternatives to readily accessible handwashing facilities should list the location, tasks, and responsibilities to ensure maintenance and accessibility of these alternatives.):*

Supervisors shall ensure that after the removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water. Supervisors shall ensure that if employees incur exposure to their skin or mucous membranes then those areas shall be washed or flushed with water as soon as feasible following contact.

2. Needles

Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared or purposely broken. OSHA allows an exception to this if the procedure would require that the contaminated needle be recapped or removed and no alternative is feasible and the action is required by the medical procedure. If such action is required, then the recapping or removal of the needle must be done by the use of a mechanical device or a one-handed technique. At this facility, safe recapping or removal is only permitted for the following procedures (list the procedures and also list the mechanical device to be used alternately if a one-handed technique will be used):

3. Containers for Reusable Sharps

Contaminated sharps that are reusable are to be placed immediately, or as soon as possible after use into appropriate sharps containers. At this facility the sharps containers are puncture-resistant, labeled with a biohazard label and are leak proof. OSHA DOT and CDC shipping standards apply. *(List here where reusable sharps containers are located as well as who has responsibility for removing sharps from containers and how often the containers will be checked to remove the sharps):*

(Attach additional page as necessary to supplement numerous location/information).

4. Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.

Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

All procedures will be conducted in a manner which will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials. Methods which will be employed at this facility or in this activity to accomplish this goal are *(list methods, such as covers on centrifuges, usage of dental dams if appropriate, etc.)*:

5. Specimens

Specimens of blood or other potentially infectious materials will be placed in a container which prevents leakage during the collection, handling, processing, storage, and transport of the specimens.

The container used for this purpose will be labeled or color-coded in accordance with the requirements of the OSHA standard. *(Please note that the standard provides for an exemption for specimens from the labeling/color coding requirement of the standard provided that the facility*

utilizes universal precautions in the handling of all specimens and the containers are recognizable as containing specimens. This exemption applies only while the specimens remain in the facility. If the department qualifies to use this exemption, it should be stated here):

Any specimens which could puncture a primary container will be placed within a secondary container that is puncture resistant.

If outside contamination of the primary container occurs, the primary container shall be placed within a secondary container which prevents leakage during the handling, processing, storage, transport, or shipping of the specimen.

6. Contaminated Equipment

_____ (*insert name of position/person*) is responsible for ensuring that equipment which has become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary unless the decontamination of the equipment is not feasible.

7. Personal Protective Equipment

PPE Provision

_____ (*insert name of position/person*) is responsible for ensuring that the following provision are met.

All bloodborne pathogen personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials.

The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used. *(Indicate how clothing will be provided to employees, including for example, who has responsibility for equipment distribution, which procedures would require the protective clothing, and the recommended type of protection required.)*

(Attach additional page as necessary to supplement the listing of Personal Protective Equipment Information.)

PPE Use

_____ *(insert name of position/person)* shall ensure that the employee uses appropriate PPE unless the supervisor shows that employee temporarily and briefly declined to use PPE when under rare and extraordinary circumstances, it was the employee's professional judgment that in the specific instance its use would have prevented the delivery of healthcare or posed an increased hazard to the safety of the worker or cc-worker. When the employee makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

PPE Accessibility

_____ *(insert name of position/person)* shall ensure that appropriate

PPE in the appropriate sizes is readily accessible at the work site and is issued without cost to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

PPE Cleaning, Laundering and Disposal

All personal protective equipment will be cleaned, laundered, and disposed of by the employer at no cost to the employees. All repairs and replacements will be made by the employer at no cost to employees.

All garments which are penetrated by blood shall be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the work area.

When PPE is removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

Gloves

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes; when performing vascular access procedures and when handling or touching contaminated items or surfaces.

Disposable gloves used at this facility or in this operation are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided that the integrity of the gloves is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration, or when their ability to function as a barrier is compromised.

Eye and Face Protection

Masks in combination with eye protection devices, such as goggles or glasses with solid-side shield, or chin-length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated. Situations at this facility which would require such protection are as follow:

(Attach additional page as necessary to Supplement Situations Information.)

Additional Protection

Additional protective clothing (such as lab coats, gowns, aprons, clinic jackets, or similar outer garments) shall be worn in instances when gross contamination can reasonably be anticipated (such as autopsies and orthopedic surgery). The following situations require that such protective clothing be utilized:

8. Housekeeping

At this facility, affected areas will be cleaned and decontaminated according to the following schedule (*list area and schedule*):

<u>Area</u>	<u>Schedule</u>	<u>Cleaner</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Decontamination will be accomplished by utilizing the following materials (list the materials which will be utilized, such as bleach solutions or EPA registered germicides):

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning (*employers should add in any information concerning the usage of protective coverings, such as plastic wrap which they may be using to assist in keeping surfaces free of contamination*):

All bins, pails, cans, and similar receptacles shall be inspected and decontaminated on a regularly scheduled basis (*list frequency _____ and by position/person _____*).

Any broken glassware which may be contaminated will not be picked up directly with the hands.

Reusable sharps that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.

9. Regulated Waste Disposal

Disposable Sharps

Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are closable, puncture-resistant, leak-proof on sides and bottom and labeled or color-coded.

During use, containers for contaminated sharps shall be easily accessible to personnel and located as close as feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (for example, laundries).

The containers shall be maintained upright throughout use and replaced routinely and not allowed to overfill.

When moving containers of contaminated sharps from the area of use, the containers shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

The container shall be placed in a secondary container if leakage of the primary container is possible. The second container shall be closeable, constructed to contain all contents and prevent leakage during handling, storage and transport, or shipping. The second container shall be labeled or color-coded to identify its contents.

Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner which would expose employees to the risk of percutaneous injury.

Other Regulated Waste

Other regulated waste shall be placed in containers which are closeable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transportation or shipping.

The waste must be labeled or color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

NOTE: Disposal of all regulated waste shall be in accordance with applicable Federal, State and local regulations. (The DNR is the regulatory agency in Wisconsin.)

10. Laundry Procedures

Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in appropriately marked (biohazard labeled, or color-coded red bag) bags at the location where it was used. Such laundry will not be sorted or rinsed in the area of use.

Please note: If your facility utilized Body Substance Isolation or Universal Precautions in the handling of all **soiled laundry** (i.e., all laundry is assumed to be contaminated) no labeling or color-coding is necessary if all employees recognize the hazards associated with the handling of this material.

Laundry from this facility or operation will be cleaned at

Please Note: If your facility ships contaminated laundry off-site to a second facility which does not utilize Universal Precautions in the handling of all laundry, contaminated laundry must be placed in bags or containers which are labeled or color-coded. One possible solution is to include a requirement in the contract

laundry scope of work requiring the laundry to utilize the equivalent of
Universal Precautions.

11. Hepatitis B Vaccine and Post-Exposure Evaluation and Follow-up

General

The *(insert department name)* _____ shall make available the Hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and post exposure follow-up to employees who have had an exposure incident.

The *(insert position/person)* _____ shall ensure that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post-exposure follow-up, including prophylaxis are:

- a. Made available at no cost to the employee;
- b. Made available to the employee at a reasonable time and place;
- c. Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional; and
- d. Provided according to the recommendations of the U.S. Public Health Service.

All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

Hepatitis B Vaccination

_____ *(insert name of position/person)* is in charge of the Hepatitis B vaccination program. *(where appropriate: We contract with _____ to provide this service.)*

Hepatitis B vaccination shall be made available after the employee has received the training in occupational exposure (see information and training) and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee had previously been diagnosed with Hepatitis B, or the vaccine is contraindicate for medical reasons.

Participation in a pre-screening program shall not be a pre-requisite for receiving Hepatitis B vaccination.

If the employee initially declines Hepatitis B vaccination but at a later date, while still covered under the standard, decides to accept the vaccination, the vaccination shall then be made available.

All employees who decline the Hepatitis B vaccination offered shall sign the OSHA required declination statement indicating their refusal. Please refer to the Declination Statement on Appendix – page 22.

If a routine booster dose of Hepatitis B Vaccine is recommended by the U.S. Public Health Service at a future date, such booster doses shall be made available.

Post-Exposure Evaluation and Follow-up

All (even if previously vaccinated) exposure incidents shall be reported, investigated, and documented. When the employee incurs an exposure incident, it shall be reported to *(list the name and title of the individual who has responsibility for investigation of exposure incidents):*

Following a report of an exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

- a. Documentation of the route of exposure, and the circumstances under which the exposure incident occurred;
- b. Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law. (Departments may need to modify this provision in accordance with applicable local laws on this subject. Modifications should be listed here:

- c. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infection. If consent is not obtained, the (*insert name of position/person*) _____
_____ shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
- d. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- e. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Collection and testing of blood for HBV and HIV serological status will comply with the following:

- a. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained;
- b. The employee will be offered the option of having blood collected for testing of the

employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard. All post-exposure follow-up will be performed by *(insert name of clinic, physician, department)*

_____.

Information Provided to the Healthcare Professional

The *(insert name of position/person)* _____ shall ensure that the healthcare professional responsible for the employee's hepatitis B vaccination is provided with the following:

- a. A copy of 29 CFR 1910.1030;
- b. A written description of the exposed employee's duties as they relate to the exposure incident;
- c. Written documentation of the route of exposure and circumstances under which exposure occurred;
- d. Results of the source individuals blood testing, if available; and
- e. All medical records relevant to the appropriate treatment of the employee including vaccination status.

Healthcare Professional's Written Opinion

The *(insert name of position/person)* _____ shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion

within 15 days of the completion of the evaluation.

The healthcare professional's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for an employee, and if the employee has received such vaccination.

The healthcare professional's written opinion for post-exposure follow-up shall be limited to the following information:

- a. A statement that the employee has been informed of the results of the evaluation; and
- b. A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

NOTE: All other findings or diagnosis shall remain confidential and shall not be included in the written report.

12. Labels and Signs

_____ (*insert name of position/person*) shall ensure that biohazard labels be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious materials, and other containers used to store, transport or ship blood or other potentially infectious materials.

The universal biohazard symbol shall be used. The label shall be fluorescent orange or orange-red.

Red bags or containers may be substituted for labels. However, regulated wastes must be handled in accordance with the rules and regulations of the organization having jurisdiction.

Blood products that have been released for transfusion or other clinical use are exempted from

these labeling requirements.

13. Information and Training

_____ (*insert name of position/person*) shall ensure that training is provided at the time of initial assignment to tasks where occupational exposure may occur, and that it shall be repeated within twelve months of the previous training. Training shall be tailored to the education and language level of the employee, and offered during the normal work shift. The training will be interactive and cover the following:

- a. A copy of the standard and an explanation of its contents;
- b. A discussion of the epidemiology and symptoms of bloodmobile diseases;
- c. An explanation of the modes of transmission of bloodborne pathogens;
- d. An explanation of the _____ (*insert department name*) Bloodborne Pathogen Exposure Control Plan (this program), and a method for obtaining a copy.
- e. The recognition of tasks that may involve exposure.
- f. An explanation of the use and limitations of methods to reduce exposure, for example, engineering controls, work practices and personal protective equipment (PPE).
- g. Information on the types, use location, removal, handling, decontamination, and disposal of PPEs.
- h. An explanation of the basis of selection of PPEs.
- i. Information on the hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be opened free of charge.

- j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- k. An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up.
- l. Information on the evaluation and follow-up required after an employee exposure incident.
- m. An explanation of the signs, labels, and color-coding systems.

The person conducting the training shall be knowledgeable in the subject matter.

Employees who have received training on bloodborne pathogen in the twelve months preceding the effective date of this policy shall only receive training in provisions of the policy that were not covered.

Additional training shall be provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure.

14. Recordkeeping

Medical Records

_____ (*insert name of position/person*) is responsible for maintaining medical records as indicated below. These records will be kept

(*insert location*) _____

_____.

Medical records shall be maintained in accordance with OSHA Standard 20 CFR 1910.20. These

records shall be kept confidential, and must be maintained for at least the duration of employment plus 30 years. The records shall include the following:

- a. The name and social security number of the employee.
- b. A copy of the employee's HBV vaccination status, including the dates of vaccination.
- c. A copy of all results of examination, medical testing, and follow-up procedures.
- d. A copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances of the exposure.

Training Records

_____ (*insert name of position/person*) is responsible for maintaining the following training records. These records will be kept (*insert location*)

_____.

Training records shall be maintained for three years from the date of training, but are recommended to be maintained along with medical records as retained. The following information shall be documented:

- a. The dates of the training sessions;
- b. An outline describing the material presented;
- c. The names and qualifications of persons conducting the training;
- d. The names and job titles of all persons attending the training sessions.

Availability

All employee records shall be made available to the employee in accordance with 29 CFR 1910.20.

All employee records shall be made available to the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health upon request.

Transfer of Records

If this facility is closed or there is no successor employer to receive and retain the records for the prescribed period, the Director of the NIOSH shall be contacted for final disposition.

15. Evaluation and Review

_____ (*insert name position/person*) is responsible for annually reviewing this program and its effectiveness, and for updating this program as needed.

16. Dates

All provisions required by this standard will be implemented by (*insert date for implementation of the provisions of the standard*) _____.

DECLINATION STATEMENT

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be

at risk of acquiring hepatitis B, a serious disease. In the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee signature

Date

5.

5. DEPARTMENT SPECIFIC POLICIES

In the event a County department policy or rule conflicts with the County policies in this handbook, the County policy shall be controlling.

Departments may develop work rules consistent with these personnel policies. We understand that some departments have unique needs. Any policies not consistent with the policies herein, have to be approved by the Executive Committee.

5.1 ORCHARD MANOR

Personnel Policies and Procedures

Purpose:

To provide a consistent, fair, and FLSA-compliant system for managing overtime and compensatory time at Orchard Manor by implementing a standardized 40-hour weekly pay structure and introducing supplemental incentive pay to support operational needs and staff flexibility.

Overtime Eligibility and Compensation

All non-exempt (hourly) employees at Orchard Manor are eligible for overtime pay under the following conditions:

- Overtime will be paid at one and one-half (1.5) times the regular rate of pay for any hours worked over 40 hours in a single workweek.
- The previous 8/80 overtime structure will be eliminated, and all employees—regardless of department or job title—will be paid under the 40-hour weekly (4/40) pay structure.
- Compensatory time may be granted in lieu of overtime pay only with prior supervisor approval and must be calculated at the same 1.5 rate.
- Paid leave time (e.g., vacation, holiday, sick leave) does not count as time worked for purposes of overtime calculation.
- Only actual worked hours are included in the computation of overtime.

Overtime Authorization

- Employees must receive prior approval from their direct supervisor before working any overtime hours.
- Unauthorized overtime may result in disciplinary action.

Shift Differentials

- Any shift beginning before 10:00 a.m. is considered a day shift.
- Employees do not qualify for a PM shift differential for working past 3:00 p.m. unless they work beyond their regularly scheduled shift.

Incentive Pay Program (Non-Overtime Hours)

To support staffing needs and reduce overtime expenses, the following incentive programs apply for non-overtime hours worked beyond regular shifts:

A. E-Pay (Extra Shift Incentive)

For hours worked beyond 8.5 in a single shift, up to 16.5 hours, when the employee is not in overtime.

Position	Incentive Rate
RN/LPN	\$8.75/hour
CNA	\$5.00/hour

Eligibility:

- Applies when employees voluntarily cover last-minute or open shifts.
- Must not exceed 40 hours in the workweek.

B. CSI (Critical Staffing Incentive)

Applies to short-notice or mandated coverage, including after-hours and weekend shifts, pre-approved by designated supervisory staff.

Position	Incentive Rate
RN/LPN	\$10.00/hour
CNA	\$6.25/hour

Eligibility:

- Must be pre-approved by the Charge Nurse (weekends/after-hours) or the Scheduler/DON (weekdays).
- Applies to:
 - Mandated extra hours
 - Call-ins
 - FMLA coverage
 - Other urgent coverage needs

Note:

- Incentive pay does not affect shift differentials and is not paid on top of overtime.

5. Compliance and Oversight

- This policy complies with the Fair Labor Standards Act.
- Supervisors and department heads are responsible for monitoring and approving overtime and incentive hours.
- Scheduling practices, including roles such as the CNA Transport responsible for scheduling, will be reviewed regularly to reduce avoidable overtime.

SUMMARY:

This updated policy supports a consistent, equitable, and financially sustainable approach to scheduling and overtime management at Orchard Manor. By transitioning to a single 4/40 pay structure and implementing strategic incentives, the organization aims to promote fairness, reduce overtime costs, and maintain flexibility in staffing.

Revised 06/17/2025

Compensatory Time

A non-exempt employee required to work in excess of 40 hours per week shall receive compensatory time on the basis of one and one-half (1 ½) hours for every one (1) hour worked in excess of the 40 hour work week. 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 the 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. Compensatory time is expected to be used in a timely basis within a month of accumulation unless administrative approval to extend its use. Their supervisor may choose to pay compensatory time in lieu of time off.

Salary Status Employees/Supervisory Staff exempt from Overtime

Refer to the Grant County Administration Manual for further definition and description of deductions for FMLA, vacations, time off without pay, etc.

Salary or Exempt status employees are expected to work at least 40 hours per week. In the event above designated employees find it necessary to deviate from their normal work schedule, approval must be obtained from their supervisor so the needs of the nursing home and the staff may be mutually met.

Said employees are expected to normally perform their assigned duties within the 80-85 hour pay period. Occasionally job duties require additional time during a pay period. Flex time is available for any adjustments in time the employee finds necessary in the pursuit of completing their duties and must be approved by their supervisor. Flex time must be taken within the pay period earned or the following two payrolls. The purpose or objective of flex time is not to work ahead and take blocks of time off.

Monitoring

The Department head shall monitor compensatory and flex time earned and used on a monthly basis by an employee. Approved by County Board on 09/20/2011

5.2 SHERIFF'S OFFICE

The following policies differ from the general personnel handbook policies. The differences are described below and apply to the Sheriff's Department (excluding the clerical staff).

Overtime

POLICY: To provide a consistent system for distributing overtime/compensatory time in compliance with the overtime-pay provisions of the Fair Labor Standards Act. This policy applies to Jailers, including Jail Corporals, and Dispatchers who are regularly scheduled eighty-four hour pay periods.

Time and one-half the regular rate of pay will be paid or earned in compensatory time off for all hours worked in excess of a regularly scheduled work day.

Of the regularly scheduled eighty-four-hour pay period, Jailers and Jail Corporals will be paid four hours at time and one-half the regular rate of pay if all hours are actual worked hours.

Dispatchers will be paid at time and one-half the regular rate of pay for regularly scheduled hours worked in excess of forty (40) actual worked hours in one week.

Revised 12/12/2023

Sick Leave

Sick leave is accumulated at 8 hours per month. Jailers and Dispatchers can use sick leave equal to the hours regularly scheduled for a day. For example: A jailer is scheduled a 12-hour shift and calls in sick. He is allowed to use 12 hours from his sick leave bank.

Holiday Pay

Jailers, dispatchers, and clerical staff will follow the county's observed Holiday Schedule, which is found in the employee handbook. Those who are scheduled to work New Year's Eve between 6:00 p.m. and Midnight will receive time and half pay during that time.

Clothing Allowance

The purpose is to establish a reimbursement policy for required uniforms worn by Sheriff's Office employees.

The Grant County Sheriff's Office will reimburse full time permanent employees required to wear uniforms up to \$370 per year. Employees required to wear uniforms include Jailers, Dispatchers, Sergeants, Chief Deputy, and Captain. The Deputies will follow the clothing allowance outlined in their union contract. Part-time employees are reimbursed for shirts only. To be eligible for such reimbursement, the employee must submit a paid receipt for such uniforms to the Chief Deputy.

Bereavement Leave

Bereavement leave pay is for scheduled work hours only.

5.3 HIGHWAY DEPARTMENT (reviewed 7/2019)

The following policies differ from the general personnel handbook policies. The differences are described below and apply to the Highway Department.

Hours of Work

The normal workweek for all employees at the highway department shall be forty (40) hours, consisting of five (5) consecutive eight (8) hour days, Monday through Friday. However, due to the nature of the work, deviation from the employee(s) normal schedule of hours, 7:00 a.m. to 3:30 p.m., may occur. Saturday and Sunday are normal days off.

Employees will work a modified summer work schedule beginning the first week of April through the second full week of October. (This period may be extended by up to two (2) additional weeks by the Employer.) The modified schedule will be:

Monday through Thursday – 6:00 a.m. through 4:00 p.m.

Three scheduled paid ten (10) minute breaks. The break schedule may be adjusted as necessary in response to work load requirements.

9:00 a.m. – Morning break

12:00 p.m. – Noon Break

2:00 p.m. – Afternoon break

In any week in which a holiday occurs, employees shall be paid a ten (10) hour holiday. The four (4) ten (10) hour day work schedule will not impact the accrual of benefits. Such accrual shall be pursuant to normal policy. Vacation, sick and discretionary leave shall be used on an hourly basis (example: 1 day = 10 hours). Funeral leave shall be paid at ten (10) hours per day.

Revised February 21, 2023

Overtime and Compensatory Time

(This policy does not apply to clerical/office staff as they are governed under the general County overtime policies in the employee handbook.)

Employee(s) required to work in excess of their scheduled workday or work week shall be compensated at the rate of time and one-half (1-1/2) the employees applicable hourly rate of pay. Employee(s) may elect to take pay or compensatory time off. Compensatory time off shall be computed on a one and one-half (1-1/2) basis. Compensatory time shall be scheduled by mutual agreement between the employee and his supervisor. Compensatory time accumulation will be capped at a maximum of sixty (60) hours. An employee can use up to 80 hours of compensatory time per year. Any compensatory time used in excess of 80 hours per year would need to be approved by employee's supervisor.

All work performed in excess of eight (8) hours per day or forty (40) hours per week shall be compensated at the rate of time and one-half (1-1/2) the employee's applicable hourly rate of pay. All work performed prior to or after the employee's normal schedule of hours shall be compensated at the rate of time and one-half (1-1/2) the employee's applicable hourly rate of pay.

Employees called in prior to the start of their scheduled shift shall be paid for such hours at time and one-half (1-1/2) in accordance with this agreement, provided, however, the County will not terminate the

shift prior to (8) hours worked nor shall the employees suffer the loss of time and one-half (1-1/2) as a result thereof for being sent home early by the County following eight (8) hours worked.

Call-In Pay. Any employee called back to work by the County after having completed his regular day's work shall be paid not less than two (2) hours wages and shall be paid at the rate of one and one-half (1-1/2) times the applicable hourly rate of pay.

Any employee called back to work on a day off by the County shall be given not less than two (2) hours' time or wages in lieu thereof and shall be paid the rate of one and one-half (1-1/2) times the applicable hourly rate of pay.

Revised 01/29/2023

Personal Tool Replacement

Mechanics in the Grant County Highway Department are required to supply certain hand and power tools for the performance of their duties.

If these personal tools need replacement because of breakage while performing assigned duties or theft while properly stored on County property, the Grant County Highway Department agrees to reimburse affected employee for costs (not covered by County insurance or tool warranty) to replace said tool with an identical tool (or if unavailable, a tool of equal value), provided the employee received departmental approval to use said tool and employee provides documentation of replacement cost of said tool.

The employee is responsible for preparing an itemized list of personal tools which are used on the job. The shop foreman will verify accuracy of list and sign-off on list. The employee is responsible for updating the personal tool list.

Safety Clothing/Shoes

The Highway Department will reimburse employees required to wear safety shoes a maximum of One Hundred Seventy-Five (\$175) every year to be used for clothing/shoes. To be eligible for such reimbursement, the employee must submit a paid itemized receipt to the commissioner's office effective 01/01/2023.

Revised 12/15/2022

5.4 SOCIAL SERVICES/HEALTH DEPARTMENT

On-Call Beeper Duties (Revised 8/20/2019)

Purpose

This policy defines the procedures and payment of on call beeper duties.

Policy Statement

Health Department:

Effective 01/01/2020, Public Health Nurses, Home Health Nurses, and Hospice Nurses assigned to on-call beeper duties shall receive \$350 per week in addition to their regular pay. Employees assigned to on-call duties for less than one (1) week shall be given a pro-rated portion. Example: an employee assigned on-call duties for a (1) day shall receive 1/7 of the weekly payment. Additionally, on call employees who are called to work on a holiday will receive a stipend of \$250 and straight time pay for hours worked.

Social Services:

Social Workers assigned to on-call beeper duties shall receive \$240 per week in addition to their regular pay. Employees assigned to on-call duties for less than one (1) week shall be given a pro-rated portion. Example: an employee assigned on-call duties for a (1) day shall receive 1/7 of the weekly payment.

Additionally, on call employees who are called to work on a holiday will receive a stipend of \$50 and time and ½ pay for hours worked.

5.5 SOCIAL SERVICES

Social Work Certification (effective 01/14/2016, revised 12/12/2023)

Purpose

This policy will work towards fulfilling state statute that requires child welfare staff to be certified social workers whenever possible. Wisconsin Statute 48.56(2) states: Each county department shall employ personnel who devote all or part of their time to child welfare services. Whenever possible, these personnel shall be social workers certified under ch.457.

Policy Statement

A child welfare staff that is a certified social worker in the state of Wisconsin will start as a Social Worker and progress through the wage scale.

A child welfare staff that is not certified as a Social Worker in the state of Wisconsin shall start as a Social Service Worker and shall have 2 years to become certified. Upon certification, the worker will become a Social Worker, and be placed on the scale that gives them a wage increase.

Current staff will be grandfathered in at his/her current classification, and follow policy and procedures used before the effective date of this policy. We would continue with the Social Services Worker II for staff that is grandfathered in. Eventually, all staff will be certified social workers.

5.6 FACILITIES AND MAINTENANCE DEPARTMENT

On-Call Policy

Purpose

This policy defines the procedures and payment of on call pay for the Facilities and Maintenance Department.

Policy Statement

Maintenance technicians are subject to be on an on-call rotation schedule for one week at a time. On call hours are typically between 3:30pm-7:00am Friday afternoon – the following Friday morning. You must be off premises and called back in to get on call pay. (Driving around the block and coming back will not be considered as leaving premises.)

If technician is called in at 5:00 am or later on normal work days, the technician will stay and continue working and have the option of leaving early. Technicians on call will receive on call pay of \$10 per day.

Technicians called in shall be paid for such hours at time and ½ compensatory time with a minimum of 2 hours.

Note: This is the policy in affect for Orchard Manor staff and was carried over to the Facilities and Maintenance Department. Unknown effective date. Added to Administration Manual July 2023.

5.7 FAIRGROUNDS

Overtime During Grant County Fair

Purpose

This policy provides an avenue for overtime pay for the Fairgrounds Maintenance Technicians working at and during the nine days of the Grant County Fair.

Policy Statement

Maintenance Technicians working at and during the annual nine days of the Grant County Fair will be granted an option of receiving compensatory time OR overtime payment for all hours worked in excess of forty (40) working hours per week at the rate of time and one-half (1-1/2) the employee's applicable hourly rate of pay.