

WASHINGTON COUNTY CODE

CHAPTER 7

PERSONNEL AND EMPLOYMENT

- 7.01 DIRECTOR OF HUMAN RESOURCES**
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CHAPTER 7

PERSONNEL AND EMPLOYMENT

7.01 DIRECTOR OF HUMAN RESOURCES. See sec. 4.09 of this Code.

7.02(RR 12RES33)(CR 12RES34) WASHINGTON COUNTY STAFFING PLAN. (AM 12-12)(AM 13-1)(AM 13-2)(AM 13-6)(AM 13-7)(AM 13-9)(AM 13-10)(AM 13-12)(AM 13-22)(AM 13-25)(AM 13-29)(AM 14-2)(AM 14-4)(AM 14-5)(AM 14-10)(AM 14-11)(AM 14-12)(AM 14-13)(AM 14-16)(AM 14-19)(AM 14-20)(AM 14-21)(AM 14-22)(AM 14-23)(AM 14-24)(AM 15-1)(AM 15-2)(AM 15-3)(AM 15-4)(AM 15-5)(AM 15-7)(AM 15-8)(AM 15-11)(AM 15-12)(AM 15-13)(AM 15-14)(AM 15-15)(AM 15-22)(AM 15-23)(AM 15-24)(AM 15-25)(AM 15-26)(AM 15-27)(AM 16-5)(AM 16-6)(AM 16-13)(AM 16-14)(AM 16-16)(AM 16-17)(AM 16-18)(AM 16-19)(AM 16-26)(AM 17-39)(AM 17-40)(AM 17-41) Washington County maintains a Countywide Staffing Plan listed by department. Such plan shall indicate the type and number of positions currently authorized by the County Board together with the existing pay grade for said position. County departments are authorized to fill only those positions listed in the Countywide Staffing Plan. Any changes to the staffing plan shall be determined by the Washington County Board upon review and recommendation of the Administrative Committee consistent with sec. 7.04(9) of this chapter and sec. 2.42 of this Code. Position title changes with no fiscal impact and Fair Labor Standard Act (FLSA) changes may be made by the Human Resources Director. The Human Resources Director shall provide a report to the Administrative Committee, with a copy to the County Attorney for implementation.

WASHINGTON COUNTY STAFFING PLAN

Legend: (AM 17-26)

- "R" - Resolution
- "C" - Collective Bargaining Agreement or Contracted Rate
- "M.R."- Miscellaneous Rates 7.03(3)
- "E" - Elected Official 7.03(4)
- "P.T." - Part-time position that is less than 1 FTE (some benefit eligibility)
- "L.T." - Limited time position that is less than 0.5 FTE (not benefit eligible)
- 1-6 - Clerical, Technical and Related Pay Grades
- 7-20 - Management, Supervisory and Professional Pay Grades

DEPARTMENTS

Position	Pay Grade	Authorized Positions	FLSA
ADMINISTRATION DEPARTMENT			
Administrative Intern	"M.R."	1(P.T.)	
County Administrator(AM 17-26)	"C"	1	E
Deputy County Administrator (AM 16-29)(AM 17-26)	20	1	E

ADMINISTRATION DEPARTMENT - Maintenance

Facilities Supervisor(AM 17-45)	11	1	E
Custodial Services Supervisor	6	1	E
Custodian(AM 16-35)(AM 17-26)	2	5	NE
Custodian	2	8 (P.T.)	NE
Facilities Manager(AM 17-26)	15	1	E
Facility Management Assistant(AM 17-45)	6	1	NE
Floor Care Technician	2	1	NE
Lead Custodian(CR 16-35)	5	1	NE
Seasonal Help(22)(AM 16-37)	"M.R."	As Needed	

ADMINISTRATION DEPARTMENT – Office of Emergency Management

Emergency Management Coordinator	12	1	E
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AGING AND DISABILITY RESOURCE CENTER

Accounting Technician	6	1	NE
ADRC Assistant	5	1	NE
Aging Services Technician(9/22/16)	7	1 (P.T.)	NE
Benefits Specialist Assistant	5	1	NE
Dementia Care Specialist(9)	8	1	NE
Director	14	1	E
Disability Benefits Specialist(9)	7	1	NE
Elder Nutrition and Wellness Supervisor(3)(AM 17-26)	10	1	E
Elderly Benefits Specialist(9)	7	1	NE
Information and Assistance Specialist(9)	7	6	NE
Meal Site Manager (3)(AM 17-26)	2	6 (P.T.)	NE
Meal Site Manager (3) (Relief)(AM 17-26)	2	As Needed(L.T.)	NE

CLERK OF CIRCUIT COURT

Accounting Assistant(03/14/17)(AM 17-26)	5	2	NE
Accounting Assistant(AM 17-26)	5	1 (P.T.)	NE
Accounting Technician	6	1	NE
Administration and Accounting Supervisor	8	1	E
Clerk of Circuit Court	"E"	1	
Court Specialist	8	1	E
Judicial Assistant	7	4	NE
Office Manager Clerk of Circuit Court	9	1	E
Program Assistant(AM 17-20)	3	1 (P.T.)	NE
Senior Court Assistant(03/14/17)(AM 17-26)	5	9	NE

CLERK OF CIRCUIT COURT – Family Court Commissioner Division

Family Court Mediation Coordinator(AM 17-26)	10	1 (P.T.)	E
Judicial Court Assistant	6	2	NE
Judicial Court Commissioner	18	1	E

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CLERK OF CIRCUIT COURT – Probate and Juvenile Court Division

Clerk of Juvenile Court	7	1	NE
Register in Probate	8	1	E
Senior Court Assistant	5	3	NE

COUNTY ATTORNEY

Assistant County Attorney(AM 17-10)	15	1	E
County Attorney	20	1	E
Deputy County Attorney	17	1	E
Legal Secretary	5	1	NE
Legal Secretary(AM 17-26)	5	1 (P.T.)	NE
Office Manager(AM 17-34)	8	1	E

COUNTY ATTORNEY - Child Support Unit

Child Support Financial Technician(AM 16-28)	6	3	NE
Child Support Specialist(AM 17-26)	8	4	NE
Child Support Supervisor(AM 17-18)	10	1	E
Legal Secretary(AM 17-26)	5	4	NE
Program Assistant	3	1	NE

COUNTY BOARD OF SUPERVISORS

County Board Supervisors	“E”	26	
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COUNTY CLERK

Casualty Insurance Coordinator	6	1	NE
Central Reproduction Supervisor	7	1	NE
Chief Deputy County Clerk/Office Supervisor	8	1	E
County Clerk	"E"	1	
County Clerk Assistant	4	1	NE
County Clerk Assistant	4	2 (P.T.)	NE
Mailroom Clerk(AM 17-26)	2	3 (L.T.)	NE

COUNTY TREASURER

Accounting Assistant	5	2	NE
Administrative Pool(22)(AM 16-37)(05/09/17)	"M.R."	As Needed	
County Treasurer	"E"	1	
Deputy Treasurer(7/12/16)	7	1	E

PERSONNEL AND EMPLOYMENT 7.02

DISTRICT ATTORNEY

Account Clerk	4	1	NE
Legal Secretary(AM 16-35)	5	5	NE
Office Supervisor	7	1	E
Special Prosecuting Attorney(CR 16-35)(05/09/17)	15	1(P.T.)	E
Victim/Witness Coordinator(14)(AM 17-26)	9	1	NE
Victim/Witness Specialist (14)(AM 17-26)	7	1	NE

FINANCE DEPARTMENT

Accounting Assistant	5	3	NE
Accounting Supervisor(CR 16-35)	8	1	E
Assistant Finance Director(AM 17-26)	15	3	E
Finance Director	18	1	E
Payroll Supervisor	10	1	NE

FINANCE DEPARTMENT – Purchasing

Buyer	8	1	NE
Purchasing Manager	12	1	E

HEALTH DEPARTMENT

The Washington Ozaukee Public Health Department is operated pursuant to the Multiple County Health Department Agreement for Ozaukee and Washington Counties effective July 1, 2016.

HIGHWAY DEPARTMENT

Accounting Supervisor	8	1	E
Foreman	8	2	NE
Highway Commissioner	18	1	E
Laborer/Operator/Patrolperson	6	34	NE
Mechanic	7	3	NE
Mechanic Foreman	8	1	NE
Patrol Superintendent	12	2	E
Project Engineer(AM 17-19)	14	1	E
Project Manager/Deputy Surveyor	10	1	E
Project Technician/Highway	8	1	NE
Seasonal Help(22)(AM 16-37)	"M.R."	As Needed	
Shop Superintendent	12	1	E
Traffic Signer	6	1	NE

HIGHWAY DEPARTMENT – Transit Services

Transit Manager	8	1	E
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HUMAN RESOURCES DEPARTMENT

Administrative Pool(22)(05/09/17)(AM 17-26)	"M.R."	As Needed	
Assistant Director - Human Resources(AM 17-6)	15	1	E
Director of Human Resources	18	1	E
Human Resources Assistant(AM 17-6)	5	1 (P.T.)	NE
Human Resources Generalist(7/12/16)(9/22/16)	10	2	E
Human Resources Representative(CR 17-6)	8	1	E
Interpreter Pool	"M.R."	As Needed	

HUMAN SERVICES DEPARTMENT – Administration

Accounting Assistant(AM 16-35)(AM 17-26)	5	2	NE
Accounting Assistant(AM 16-35)(AM 17-26)	5	1 (P.T.)	NE
Billing Supervisor	8	1	E
Case Management Technician(AM 17-26)	5	1	NE
Deputy Director of Human Services(06/13/17)(AM 17-15)	17	1	E
Health Information Assistant(8/30/16)	5	1	NE
Human Services Director	20	1	E
Human Services Office Manager	8	1	E
Program Assistant(AM 17-26)	3	2	NE
Program Assistant	3	1(P.T.)	NE
Secretary/Receptionist	3	2	NE
Secretary/Receptionist(AM 17-26)	3	1 (P.T.)	NE

HUMAN SERVICES DEPARTMENT – Behavioral Health

Acute Care Supervisor(AM 17-26)	12	1	E
Advanced Practice Nurse Prescriber	"M.R."	1	E
Alcohol & Other Drug Abuse Case Manager	8	1	NE
Behavioral Health Manager	15	1	E
Behavioral Health Supervisor(AM 17-26)(AM 17-27)	12	1	E
Chapter 51 Liaison	8	1	NE
CLTS Case Manager(AM 16-35)(AM 17-26)(AM 17-35)	8	5	NE
Community Treatment Services Supervisor	12	1	E
Crisis Intervention Specialist(12/15/16)(AM 17-26)	8	5	NE
Crisis Intervention Specialist(12/15/16)(AM 17-26)	8	6 (P.T.)	NE
Crisis Intervention Specialist(12/15/16)(AM 17-26)	8	6 (L.T.)	NE
Electronic Health Data Systems Coordinator	6	1	NE
Health Information Assistant(8/30/16)(AM 17-26)	5	1	NE
Medical Assistant	3	1	NE
Mental Health Case Manager	8	1	NE
Mental Health Specialist(12/15/16)(AM 17-26)	8	10	NE
Mental Health Specialist-Crisis Intervention(AM 17-26)	8	1	E

PERSONNEL AND EMPLOYMENT 7.02

Mental Health Specialist-Crisis Intervention(AM 17-26)	8	1 (P.T.)	E
Mental Health Technician(AM 16-35)	6	1	NE
Mental Health Technician(9)	6	1	NE
Occupational Therapist (Registered)	9	1	E
Outpatient Services Supervisor	12	1	E
Psychiatric Social Worker(AM 17-26)	10	8	E
Registered Nurse	9	4	E
Youth Treatment Team Supervisor(CR 16-35)(AM 17-26)	12	1	E

HUMAN SERVICES DEPARTMENT – Children & Families

Children & Families Manager	15	1	E
Family Aide	4	1	NE
Family Aide	4	2 (P.T.)	NE
Family Services Supervisor(AM 17-26)	12	4	E
Senior Social Worker (12)(AM 17-26)	9	13	E
Social Worker(13)(AM 17-26)	8	10	NE
Social Worker(14)(AM 17-26)	8	1 (P.T.)	NE

HUMAN SERVICES DEPARTMENT – Economic Support

Economic Support – Lead Worker	7	2	NE
Economic Support Manager	13	1	E
Economic Support Specialist	6	15	NE
Economic Support Specialist(19)	6	4	NE
Economic Support Supervisor	9	2	E
Program Support Clerk	3	3	NE
Program Support Specialist(9)(8/30/16)	4	1	NE
Program Support Specialist(8/30/16)	4	1 (P.T.)	NE
Program Support Supervisor	7	1	E

INFORMATION TECHNOLOGY DEPARTMENT

Applications and Database Analyst(24)	12	1	E
Assistant Information Technology Director(AM 17-10)	14	1	E
Data Services Manager(CR 17-10)	14	1	E
Geographic Information Systems Analyst	8	1	NE
Geographic Information Systems Coordinator	10	1	NE
Information Technology Director(AM 17-10)	18	1	E
Information Technology Technician(AM 17-10)(AM 17-46)	8	2	NE
Senior Information Technology Technician(AM 17-46)	10	2	NE

MEDICAL EXAMINER

Deputy Medical Examiner I	"M.R."	As Needed	
Deputy Medical Examiner II	8	2	NE
Lead Investigator(AM 17-26)	12	1(P.T.)	E

PLANNING AND PARKS DEPARTMENT – Administrative Division

Accounting Coordinator(07/11/17)	8	1	E
Administrative Secretary(AM 17-3)	5	1	NE
Central Services Director(AM 17-26)	18	1	E
Planning and Parks Analyst(CR 17-3)	7	1	NE

PLANNING AND PARKS DEPARTMENT – Golf and Park Division

Golf Course Supervisor	7	1	NE
Clubhouse Attendant(20)	3	2 (P.T.)	NE
Clubhouse Supervisor(20)	10	1	E
Golf Course Maintenance Worker/Mechanic	5	1	NE
Golf Course Superintendent	12	1	E
Park Maintenance Lead(CR 16-30)	6	1	NE
Park Maintenance Worker(AM 16-30)(AM 17-26)(AM 17-36)	4	2	NE
Park Maintenance Worker(AM 17-26)(AM 17-36)	4	2 (P.T. or L.T.)	NE
Park Mechanic/Maintenance Worker(AM 17-36)	5	1	NE
Park Property Manager(AM 16-30)	10	1	E
Park Superintendent	12	1	E
Parks Analyst(AM 17-26)	7	1 (P.T.)	NE
Seasonal Help – Golf(22)(AM 16-37)	"M.R."	As Needed	
Seasonal Help – Park(22)(AM 16-37)	"M.R."	As Needed	

PLANNING AND PARKS DEPARTMENT – Land and Water Conservation Division

Aquatic Invasive Species Coordinator(9)(AM 17-26)(01/09/18)	8	1	NE
Conservation Intern (summer season)(9)	"M.R."	1	
County Conservationist(10)(AM 17-26)	13	1	E
Conservation Technician/Land Conservation(10) (AM 16-30)(AM 17-26)(01/09/18)	8	2	NE
Conservation Technician/Land Conservation(9)(CR 17-40)	8	1	NE
Seasonal Help(22)(AM 16-37)(AM 17-26)	"M.R."	As Needed	

PLANNING AND PARKS DEPARTMENT – Land Use Division

Inspector in Charge	10	1	E
Land Resources Manager	13	1	E
Land Use Inspector(AM 17-26)	8	1	NE

PLANNING AND PARKS DEPARTMENT – Planning Division

Deputy Planning and Parks Administrator	16	1	E
Planning Intern	"M.R."	1	
Seasonal Help(22)(AM 17-26)	"M.R."	As Needed	

REGISTER OF DEEDS

Administrative Pool (22)(05/09/17)(AM 17-26)	"M.R."	1 (P.T. Limited)	
Deputy Register of Deeds	7	1	E
Real Estate Records Clerk	4	2	NE
Real Estate Records Clerk	4	1 (P.T.)	NE
Register of Deeds	"E"	1	

REGISTER OF DEEDS – Real Property Lister Office

Real Property Lister	8	1	NE
Real Property Specialist	6	1	NE

SAMARITAN HEALTH CENTER - Administration

Accounting Assistant	5	2	NE
Accounting Technician	6	1	NE
Administrative Assistant(AM 17-26)	5	1	NE
Business Office Manager(AM 17-26)	8	1	E
Campus Administrator	19	1	E
Electronic Health Data Systems Coordinator(16)	6	1	NE
Health Information Assistant(09/13/16)(AM 17-26)	5	1 (P.T.)	NE
Housing Manager	9	1	E
Registered Health Information Technician(16)	7	0	NE
Secretary/Receptionist	3	1	NE
Store Clerk	3	1	NE
Switchboard Operator/Receptionist	3	2 (P.T.)	NE

SAMARITAN HEALTH CENTER - Dietary

Assistant Dining Services Supervisor(AM 17-26)	6	1	NE
Dining Services Assistant(AM 17-26)	1	5	NE
Dining Services Assistant(AM 17-26)	1	4 (P.T.)	NE
Dining Services Assistant(AM 17-26)	1	7 (L.T.)	NE
Dining Services Cook(AM 17-26)	3	5	NE
Dining Services Cook(AM 17-26)	3	1 (P.T.)	NE
Dining Services Supervisor(CR 16-33)(AM 17-26)	11	1	E
Kitchen Manager (p.m. shift)	6	1	NE

SAMARITAN HEALTH CENTER - Nursing Service

Assistant Director of Nursing	13	1	E
Casual Certified Nursing Assistant(22)(AM 17-26)	"M.R."	As Needed	
Casual Licensed Practical Nurse(22)(AM 16-31)(AM 17-26)	"M.R."	As Needed	
Casual Registered Nurse(22)(AM 17-26)	"M.R."	As Needed	
Certified Nursing Assistant	4	70	NE
Certified Nursing Assistant(17)	4	32 (P.T.)	NE

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Director of Nursing	15	1	E
Education & Quality Coordinator(AM 17-26)	12	1	E
Licensed Practical Nurse(25)(CR 16-31)(AM 17-26)	7	-	NE
MDS Coordinator(AM 17-26)	11	1	E
Medication Assistant(AM 17-26)	4	1	NE
Nurse Manager(AM 17-26)	12	3	E*
Nursing Supervisor(AM 17-26)	12	1	E*
Registered Nurse(25)(CR 16-31)(AM 17-26)	9	-	E*
Registered Nurse Relief Supervisor	11	4	E*
Scheduling Assistant	4	1	NE
Unit Secretary	3	2	NE

SAMARITAN HEALTH CENTER – Plant Operations

Plant Operations Supervisor(CR 17-45)	10	1	E
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SAMARITAN HEALTH CENTER - Social Services(AM 17-26)

Admissions Coordinator	8	1	E
Social Services Supervisor	10	1	E
Social Worker-Samaritan	8	1	E

SAMARITAN HEALTH CENTER - Therapeutic Recreation Programs(AM 17-26)

Assistant Therapeutic Recreation Supervisor(AM 17-26)(AM 17-37)	7	1	E
Therapeutic Recreation Assistant(AM 17-26)	2	2	NE
Therapeutic Recreation Assistant(AM 17-26)(AM 17-37)	2	2 (P.T.)	NE
Therapeutic Recreation Supervisor(AM 17-26)	8	1	E

SHERIFF'S DEPARTMENT

Account Clerk	4	1	NE
Account Clerk	4	1 (P.T.)	NE
Accounting Supervisor	8	1	E
Administrative Secretary	5	1	NE
Automobile Technician	7	1	NE
Bailiff	"M.R."	As Needed	
Communications Officer(AM 16-35)	7	14	NE
Communications Officer	7	1 (P.T.)	NE
Communications Supervisor	10	2	E*
Corrections Administrator	14	1	E
Corrections Lieutenant	13	1	E
Corrections Officer I (11)	6	62	NE
Corrections Officer II (11)	7	0	NE
Corrections Sergeant	11	7	E*
Deputy Sheriff(AM 16-35)(AM 17-26)	"C"	52	
Deputy Sheriff Captain	14A	2	E

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Deputy Sheriff Lieutenant	13A	6	E
Deputy Sheriff Sergeant	11A	7	E*
Investigator I (8) (15)	"C"	0	
Investigator II (8) (15)	"C"	7	
Jail Health Coordinator	10	1	E
Jail Nurse	9	1	E
Juvenile Detention Manager	9	1	NE
Process Clerk	5	1	NE
Program Assistant(AM 17-26)	3	1 (P.T.)	NE
Program Assistant(AM 17-26)	3	1 (L.T.)	NE
Program Assistant(AM 17-26)	3	4	NE
Radio Systems Administrator	12	1	E
Records Assistant	5	2	NE
Sheriff	"E"	1	
Special Deputy Sheriff	"M.R."	As Needed	
Special Deputy RN	"M.R."	2	
SWAT Team and Dive Team Bonus	"M.R."	As Needed	

UNIVERSITY EXTENSION

Administrative Secretary	5	1	NE
Agricultural Educator (4)	-	Per Contract	
Community Resource Development Educator (4)(AM 17-26)	-	Per Contract	
4-H Youth Development Educator (4)	-	Per Contract	
4-H Youth Development Program and Volunteer Coordinator(8/30/16)	7	1	NE
Family Living Educator (4)	-	Per Contract	
Program Assistant	3	1	NE
Program Assistant	3	3 (P.T.)	NE

VETERANS SERVICE OFFICE

Veterans Services Specialist	6	1	NE
Veterans Services Assistant	4	1	NE
Veterans Service Officer	12	1	E

E*(AM 16-31) Positions are exempt under FLSA, but due to department operations, overtime at time and one-half will be paid as indicated in Chapter 7 of the Washington County Code, as amended from time to time. [See §7.05(10)(b)]

- (1) These positions are approved to continue with County funding while appropriate non-County funds continue to support the related positions authorized subject to the conditions of note (9).
- (2) (AM 17-26)(Reserved)
- (3) These positions are approved only for the term of the Title III Older Americans Act funding and shall be subject to reconsideration by the County Board when such funding ceases.

- (4) Positions jointly funded on a 60-40 percent basis with the State of Wisconsin, UW Extension picking up the major portion.
- (5) (AM 17-26)(Reserved)
- (6) (AM 17-26)(Reserved)
- (7) (AM 15-15)(AM 17-26)(AM 17-45)(Reserved)
- (8) One position of Investigator to be 50% funded by the State of Wisconsin and 50% funded by Washington County. Total number of Investigator positions to be reviewed at the expiration of state funding or at such time as an Investigator position shall become vacant.
- (9) Authorized only while appropriate non-County funds meet the full cost of these positions.
- (10) (AM 15-27) The level of funding of the cost of salary and benefits through the use of County funds is determined on an annual basis as directed by the Washington County Board of Supervisors. The use of County funds is dependent on available state funding through the Department of Agriculture, Trade and Consumer Protection (DATCP).
- (11) (AM 15-22) Up to 62 positions are authorized for the Corrections Officer position to be filled as Corrections Officer I or Corrections Officer II at the discretion of the Sheriff.
- (12) (AM 17-26) Flexibility is given to allow the positions to be under-filled as social worker positions pending completion of employee's education requirements.
- (13) (AM 17-26)One of the positions will serve as the Foster Care Coordinator at the Department's discretion.
- (14) Position must receive at least 50% State or Federal funding.
- (15) The position of Sheriff's Department Investigator shall be under filled as Investigator I. After 36 months of service as Investigator I the position shall be reclassified to Investigator II with the appropriate increase in salary.
- (16) Registered Health Information Technician position is under filled as Electronic Health Data Systems Coordinator at Grade 6 until such time as the employee is certified as Registered Health Information Technician.
- (17) (AM 17-26) Flexibility is given to allow the part-time positions to be filled as limited term positions or with Casual Certified Nursing Assistants.
- (18) Participation per rules set by Samaritan Health Center.

- (19) (AM 15-5) The positions are authorized on a limited-term basis while federal and state funds meet the full cost of the position. No County levy shall be used to fund the positions. Flexibility is given to allow the full-time positions to be filled as part-time positions.
- (20) The position is eligible to share in golf lesson revenue at 80% of golf lesson fees collected. Employee shall have passed the Professional Golf Association (PGA) Players Ability Test and related requirements in order to be eligible to share in revenue. See Washington County Golf Course Lesson Policy and Procedure.
- (21) (AM 17-26) (Reserved)
- (22) (AM 16-37)(AM 17-26) The number of employees hired each year for pool positions shall be at the departments' discretion and is restricted by approved budgetary funding.
- (23) (AM 17-26)(Reserved)
- (24) (CR 16-16) The continuation of this position shall be reviewed by the County Administrator at the completion of the AS400 conversion project, which is expected to occur no later than December 2018. The County Administrator shall report the outcome of this review to the Administrative Committee.
- (25) (AM 17-26) Total staffing for LPN and RN positions not to exceed 25.5 FTE.
- (26) (AM 17-26) (Reserved)

7.03 WASHINGTON COUNTY CLASSIFICATION AND COMPENSATION PLAN.

(1) (AM 12RES33)(AM 13-1)(AM 13-2)(AM 13-3)(AM 13-6)(AM 13-7)(AM 13-9)(AM13-10)(AM 13-12)(AM 13-22)(AM 13-25)(AM 14-2)(AM 14-4)(AM 14-5)(AM 14-10)(AM i14-11)(AM 14-12)(AM 14-16)(AM 14-17)(AM 14-19)(AM 14-20)(AM 14-21)(AM 14-22)(AM 14-23)(AM 14-24)(AM 15-2)(AM 15-7)(AM 15-8)(AM 15-12)(AM 15-13)(AM15-14)(AM 15-15) (AM 15-19)(AM 15-22)(AM 15-23)(AM 15-24)(AM 15-25)(AM 16-5)(AM 16-6)(AM 16-13)(AM 16-14)(AM 16-16)(AM 16-17)(AM 16-18)(AM 16-19)(AM 16-26)(AM 16-29)(AM 16-30)(AM 16-31)(AM 16-33)(AM 16-34)(AM 16-35)(AM 17-18)(AM 17-26)(AM 17-34)(AM 17-35)(AM 17-36)(AM 17-37)(AM 17-39)(AM 17-40)(AM 17-41) **Full-time Employees.** (a) There is hereby established a list of pay grades from which list shall be determined the rate at which full-time employees, except the members of the Deputy Sheriff's bargaining unit and certain elected officials, shall be compensated. The list initially established under this section shall be determined as provided in 2012 Resolution 33.

(b) Further adjustments to the list of pay grades may be made by resolution or ordinance of the County Board of Supervisors.

(c) It shall be the responsibility of the Director of Human Resources to preserve and maintain the list of pay grades established hereunder, and further to make those adjustments to such list as are directed by the County Board of Supervisors pursuant to sub. (1)(b) above.

(d) The list of pay grades shall be public record and shall be made available to the public for inspection in the Washington County Human Resources Department Office within the limitations of §19.21, Wis. Stats.

(2) (AM 12RES33)(AM 16-26)(AM 17-26) **Part-time Employees.** Part-time employees will be paid the hourly rate equivalent to their full-time counterparts and shall progress through the pay grade in the same manner.

(a) Regular part-time employees shall be defined as an employee who works for Washington County on an average of at least 20 but less than 40 hours per week throughout the year and who works on a regularly scheduled basis.

(b) Regular part-time employees shall receive only those benefits as outlined in the Paid Time Off Policy at sec. 7.05(2) and FTE prorated holiday time as provided for full-time employees.

(c) Limited Term employees who work less than 20 hours a week are not eligible for participation in the employee fringe benefit program.

(3)(AM 99-13)(AM 99-21)(CR 99-26)(CR 99-46)(AM 00-4)(AM 00-10)(CR 00-17) (AM 00-25)(AM 01-11)(CR 01-17)(AM 01-27)(AM 01-49)(AM 02-6)(AM 02-15)(AM 02-24)(CR 02-28)(AM 03-14)(AM 03-26)(AM 03-46)(AM 04-24)(AM 04-32)(AM 05-19)(AM 05-23)(AM 05-37)(AM 06-22)(AM 06-24)(AM 07-3)(AM 07-27)(AM 08-20)(AM 08-22)(AM 10-12)(AM 10-14)(AM 12-18)(AM 12RES48)(AM 13-11)(AM 13-24)(AM 14-16)(AM 14-17)(AM 15-1)(AM 15-4)(AM 15-7)(AM 15-14)(AM 15-15)(AM 15-19)(AM 16-32)(AM 16-33)(AM 16-34)(AM 16-35)(AM 16-37)(AM 17-17)(AM 17-21)(AM 17-26)(AM 17-37) (a) **Miscellaneous Rates.**

Classification	Department	Current Rate
Administrative Intern	Administration	12.00/hr.
Seasonal Help	General	10.00 to 11.00/hr.
Administrative Pool	Human Resources Department	Grade 1 Step 1/hr.
Interpreter Pool	Human Resources Department	25.00/hr.

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Advanced Practice Nurse Prescriber	Human Services Department	55.00/hr.
Deputy Medical Examiner I	Medical Examiner	16.14/hr.
Conservation Intern (summer season)	Planning & Parks	10.00/hr.
Planning Intern	Planning & Parks	12.00/hr.
Bailiff	Sheriff	15.24/hr.
Special Deputy Sheriff	Sheriff	17.28/hr.*
* Note: Upon completion of the State Certification Program and/or eligibility for certification by the Law Enforcement Standards Board, will receive		18.78/hr.
Special Deputy RN	Sheriff	26.20/hr.
SWAT Team & Dive Team Bonus	Sheriff	1.00/hr.**
** Note: Members of the Sheriff's Department staff assigned by the Sheriff as a SWAT or Dive team member will be paid this additional rate for all hours assigned specifically to work as a SWAT or Dive Team member during SWAT or Dive Team calls		
Accident Reconstruction Bonus	Sheriff	1.00/hr.***
Field Training Bonus	Sheriff	1.00/hr.***
***Note: Members of the Sheriff's Department staff assigned by the Sheriff for Accident reconstruction or field training will be paid this additional rate for all hours assigned specifically to work on accident reconstruction and field training.		
Deputy Sheriff (Hiring Rate Only)	Sheriff	25.75/hr.

(b) **Miscellaneous Rates – Samaritan Health Center-Premiums.** For purposes of this section, the shift premium for the Nursing Staff listed in this subdivision is for any time worked on 2nd and 3rd shift, while the remaining employees receive the shift premium between the hours of 3:00 p.m. and 5:00 a.m. The weekend premium for all employees listed in this subdivision is the time period between 11:00 p.m. Friday to 11:00 p.m. Sunday, inclusive.

Classification	Description	Current Rate
Therapeutic Recreation Assistant	Shift/weekend premium	1.00/hr.
Casual Certified Nursing Assistant	Hourly rate if hired prior to 1/1/2012	19.10/hr.
	Starting pay	15.15/hr.
	Hourly rate after 12 months of employment	15.65/hr.
	Holiday pay premium	3.04/hr.
Certified Nursing Assistant (Regular)	Shift/weekend premium	1.00/hr.
Charge Nurse (Registered)		2.50/hr.
Dining Services Cook	Shift/weekend premium	1.00/hr.
Dining Services Assistant	Shift/weekend premium	1.00/hr.
	Working in the role of Cook	1.00/hr.
Licensed Nursing Personnel	2 nd & 3 rd shift	2.00/hr.
Licensed Nursing Personnel	(11 p.m. Friday night to 11 p.m. Sunday night inclusive)	2.00/hr.
Medication Assistant	2 nd & 3 rd Shift	1.00/hr.
Medication Assistant	(11 p.m. Friday night to 11 p.m. Sunday night inclusive)	1.00/hr.
Casual Licensed Practical Nurse	Day Shift	27.75/hr.
	2 nd & 3 rd Shift	29.75/hr.
Plant Operations/Maintenance	Shift/weekend premium	1.00/hr.

(4)(AM 99-25)(AM 00-2)(AM 01-8)(AM 01-49)(AM 02-1)(AM 04-2)(AM 06-1)(AM 08-3)(AM 10-1)(AM 11-22)(AM 13-15)(AM 15-17)(AM 17-43) **Elected Department Heads.** (a) Pursuant to §§59.13 and 59.22, Wis. Stats., the County Board shall establish the salaries of certain elected department heads before the earliest time for filing nomination papers for such elective offices.

The annual salaries set forth herein shall constitute “total annual compensation” as that phrase is used in §59.22(1), Wis. Stats. Elected department heads’ salaries shall remain in effect unless duly changed by the County Board.

Elected Department Heads Salaries (*effective 01/01/18*)

	Annual Rate
Clerk of Courts	\$80,074.66
County Clerk	\$74,589.00
County Treasurer	\$74,589.00
Register of Deeds	\$74,589.00
Sheriff	\$104,745.53

Elected Department Heads Salaries (*effective 01/01/19*)

	Annual Rate
Clerk of Courts	\$81,678.00
County Clerk	\$76,080.00
County Treasurer	\$76,080.00
Register of Deeds	\$76,080.00
Sheriff	\$107,893.00

Elected Department Heads Salaries (*effective 01/01/20*)

	Annual Rate
Clerk of Courts	\$83,312.00
County Clerk	\$77,602.00
County Treasurer	\$77,602.00
Register of Deeds	\$77,602.00
Sheriff	\$111,130.00

Elected Department Heads Salaries (*effective 01/01/21*)

	Annual Rate
Clerk of Courts	\$84,978.00
Sheriff	\$113,352.00

Elected Department Heads Salaries (*effective 01/01/22*)

	Annual Rate
Clerk of Courts	\$86,678.00
Sheriff	\$115,619.00

(b) Each elective official listed herein may be eligible and may elect to participate in the County's health insurance plan under the same terms, conditions and coverages offered to full time non-represented County employees. It is expressly recognized that participation is voluntary and the terms, conditions and eligibility requirements are subject to change. Any such changes and adjustments in premiums, deductibles, co-pays and co-insurance shall be made irrespective of the total annual compensation set forth at (a).

(c) Each elective official listed herein is entitled to participate in the Wisconsin Retirement System ("WRS") as authorized by law. Each elective official is required to pay the official's share of the total WRS contribution. It is expressly recognized that the official's share of the total WRS contribution may change from time to time as determined by the Wisconsin Employee Trust Fund and any such adjustments shall be made irrespective of the total annual compensation set forth at (a). WRS contributions referenced herein shall be made pre-tax.

(5)(AM 98-28)(AM 99-38)(AM 04-37)(AM 16-26) **Mileage.** Whenever mileage is reimbursed under authority granted by this Code, the reimbursement rate shall be the rate allowed by the Internal Revenue Service (IRS) in determining business mileage costs unless the Code or Wisconsin Statutes provide a different reimbursement amount. When a trip in the discharge of county duties starts or ends at the residence of an employee, the number of miles driven shall be counted as either the distance between that residence and the destination, or between the county office and the destination, whichever is less.

7.04 ADMINISTRATION OF THE CLASSIFICATION AND COMPENSATION PLAN. The following rules are adopted for the administration of the Human Resources Classification and Compensation Plan.

(1)(AM 13-3)(AM 13-26)(AM 14-3)(AM 16-26) **Pay Grades.** The authorized pay grades shall be interpreted and applied as follows:

(a) Initial Employment. The Hiring Rate shall be the entrance rate payable to any full-time employee on first appointment to a job. If recruitment difficulties exist or if a potential appointee possesses unusual qualifications directly related to the requirements of the position, appointment may be authorized as follows:

1. The Department Head, with the concurrence of the Human Resources Director, shall have authorization to hire up to Step 3 in the Grade Order List.

2. The Department Head desiring to hire a supervisor/management candidate up to Step 5, shall contact the Human Resources Director to analyze the candidate's qualifications, educational experience, years of experience in the field, internal equity/compression issues for the hiring department and internal equity/compression issues for similar management positions; and based upon the review and assessment, the Human Resources Director, in collaboration with the County Manager, may authorize the candidate to start up to Step 5 in the Grade Order List.

3. Requests for placement above Step 5 of the Grade Order List shall be at the sole discretion of the Administrative Committee.

4. All new employees hired above Step 3 of the Grade Order List shall be reported to the Administrative Committee at its next regular meeting.

(b) Anniversary Date Pay Increases. Anniversary date pay increases shall be determined as follows:

1. Regardless of the time since the employee's last pay increase, reinstated, promoted, demoted or new employees appointed at the hiring rate shall have their pay increased at the designated intervals found in the pay plan until they reach the job rate.

2. Employees appointed at the job rate (maximum) shall have their pay increased by authorized annual cost of living pay increases only. (Anniversary date pay increases shall be made effective on the first workday immediately following an employee's attainment of eligibility).

3. Anniversary date increases are subject to par. (h) below.

(c) Maximum Rate. The compensation paid to the incumbent of any position in a given classification shall not exceed the job rate (maximum) that applies to the classification and length of employment, unless otherwise decided by the Administrative Committee.

(d) Part-time Employment. All rates prescribed in the pay grades are the rates authorized for full-time employment unless otherwise specified. Part-time employees are normally paid an hourly rate which is equivalent to or compatible with the hiring rates established for similar full-time classifications. The presently applicable work-week shall apply in interpreting this provision.

(e) Reinstated Employees. An employee who is reinstated (re-employed) may be paid at any pay rate within the approved pay grade for the position to which he or she is reinstated. If an employee is appointed below the job rate (maximum) the rules identified in par. (b) above shall be used to apply future automatic anniversary date pay increases.

(f) Minimum Wage Rates. Whenever a law mandates a minimum rate higher than a rate shown herein, that rate shall apply effective with the effective date of such mandated minimum rate.

(g) Limited Term Employees. Those positions created by the County Board whose authorization will be annually, on average, less than 20 hours per week of employment, shall be considered limited term employees and shall be compensated at an hourly rate which is equivalent to or compatible with the appropriate rates established for similar full-time or regular part-time job classifications.

(h) Performance Evaluation.

1. Every Washington County employee covered by the pay plan shall have his or her work performance reviewed annually by the department head or designee. Non-elected department heads shall have their performance reviewed once a year by the County Administrator.

2. All employees covered by the pay plan shall have their performance reviewed within six months prior to their step anniversary date.

a. Full-time, Part-time and Limited Term employees obtaining a combined rating on the authorized Human Resources performance review form of Achieved Expectations or better may move to the next step available in their pay grade. Employees who did not obtain an Achieved Expectations rating will not move to the next step available. Performance improvement plans may be established or continued for employees who did not obtain an Achieved Expectations rating, as deemed appropriate by the Department Head in consultation with Human Resources. Employees demonstrating marked improvements during the pendency of a performance improvement plan may move to the next step in the pay grade at the discretion of the Department Head in consultation with the Human Resources Director.

b. Temporary employees as defined at §7.05(24)(a)2. of this Code shall not participate in the step progression plan.

3. Copies of all annual performance reviews shall be forwarded to the Human Resources Department for inclusion in the employee's personnel file.

(2)(AM 01-34)(AM 11-16)(AM 13-31)(AM 16-26) **Changes in Classification.** Changes in classification shall be administered as follows:

(a) Promotion. Promotion is the movement of an employee from one classification to another classification having a greater job rate (maximum). Promotions are judged on individual qualifications and consideration is given to such factors as demonstrated ability, performance, training and length of service. When an employee is promoted to a position in a higher classification, he or she shall serve a 6-month introductory period. Promoted employees shall move to the next highest pay rate in the pay grade for the higher classification on the effective date of the promotion. If required, the subsequent automatic anniversary date pay increases shall be applied according to the rules contained in par. (b) above. The promoted employee may use time off leave and other benefits during this introductory period. An employee who does not successfully complete the introductory period shall be restored to a position commensurate with his or her former status for which he or she is qualified as soon as a position becomes available.

(b) Transfer. Transfer is the movement of an employee from one classification to another classification having the same job rate (maximum). There shall be no change in the pay rate of an employee who is transferred.

1. Any transfer should be acceptable to the employee's current Department Head, the new Department Head, the Director of Human Resources, and must be consistent with any bargaining agreements involved. When transferring from one department to another, the employee carries to the new department all accrued time off benefits. Only one lateral transfer is allowed per six months.

2. A six month introductory period applies to transfers and must be satisfactorily completed in the new department. The employee may use accrued time off leave during this introductory period.

(c) Demotion. Demotion is the movement of an employee from one classification to another classification having a lower job rate (maximum). Employees may not apply for a voluntary demotion during their introductory period. When employees, either voluntarily or involuntarily, are demoted to a position in a lower class, their pay may be adjusted to any pay rate within the pay grade for the lower classification not to exceed their current hourly rate. If the new pay rate is established at a rate below the pay grade maximum, the rules identified in sub. (1)(b) of this chapter shall be used to apply future automatic anniversary date pay increases. All demoted employees shall serve a 6-month introductory period. The employee may use accrued time off leave during this time.

(d) Limited Hour to Regular Status. When an employee moves from a limited hour position to a regular full, three-quarter or part-time position, accrued time off hours will begin to accrue the day the change is effective. If the change is a promotion, a 6-month introductory period must be served. If the change is a lateral transfer, a 6-month introductory period must be served. If the change is made in the same job classification within the same department, no introductory period is required.

(e) Temporary to Regular Status. When an employee moves from temporary status to a regular full, three-quarter or part-time position, accrued time off hours will begin to accrue the day the change is effective. A 6-month introductory period must be served.

(f) Pool Status to Regular Status. When an employee moves from a pool position within the County to a regular full, three-quarter or part-time position, accrued time off hours will begin to accrue the day the change is effective. A 6-month introductory period must be served. The hours accrued as a pool employee will not carry over to the regular status position for determining the date of pay increases.

(g) Union Status to Non-Union Status. Employees moving from a union position to a non-union position will move to the next highest pay rate in the non-union pay grade. A 6-month introductory period must be served in the new position.

(h) Non-Union Status to Union Status. Employees moving from a non-union position to a union position will begin at the first step of the union pay grade in place at that time. An introductory period must be served based on the contract language.

(3)(AM 16-26) **Annual Pay Grade Adjustments.** The authorized pay grades shall be adjusted annually as follows:

(a) Each year the Executive Committee shall determine the kind and amount, if any, of general cost of living pay increases that should be granted to employees. The committee shall then submit its recommendations to the County Board for action.

(b) All approved annual pay increases shall be made effective on the date specified in the enabling ordinance.

(4)(AM 00-4)(AM 01-13)(AM 16-26) **Review of Classification.** In accordance with the standards set forth in the 2012 "Carlson Study," salary reclassification requests shall be submitted on the following basis:

(a) Requests must be submitted in writing to the Human Resources Department. A completed revised job description must accompany each request.

(b) After consultation with the County Administrator, the Director of Human Resources shall make a recommendation regarding the request to the Administrative Committee. The final decision regarding placement of the position in the pay plan shall rest with the Administrative Committee subject to County Board approval.

(5)(AM 16-26) **New Employees.** If necessary for training purposes, new employees may be hired in an appropriate lower classification than the classification warranted for the position being filled. However, employees shall never be allocated to any classification above the classification that identifies the duties they are hired to perform.

(6)(AM-16-26) **List of Class Specifications.** The Administrative Committee shall require the Human Resources Department compile and maintain a list of class specifications or position descriptions for each job classification, setting forth the characteristic work of the class, the essential knowledge and abilities and the desirable training and experience required.

(7) **Classification and Compensation Plan.** The Human Resources Classification and Compensation Plan for Washington County employees in the departments shall be as set forth in a schedule thereof on file in the Office of the County Clerk.

(8)(AM 16-26) **Standards for Establishing and Maintaining Pay Grades.**

(a) The Human Resources Department shall maintain the Pay Plan consistent with standards contained herein.

1. Any annual percentage or flat dollar increase approved by the County Board shall be added to each existing job rate. The appropriate pay grade increment, as hereinafter set forth, shall be applied to establish the new hiring and step increases for each classification.

2. If percentage increases are granted, the percent shall be converted into dollars and cents and applied to the existing Pay Plan which shall be published.

(b) Pay grades for new positions shall be established in accordance with the classification and compensation system duly adopted by the County Board.

(9)(AM 00-4)(AM 04-28)(AM 16-26) **Procedures for Additional Position Requests.** The following procedure shall apply to all County departments:

(a) All requests for additional positions shall be submitted by the department head to the Human Resources Department.

(b) All requests must be in writing and must be accompanied by a completed job description form as supplied by the Human Resources Department.

(c) The Director of Human Resources and the County Administrator shall meet to evaluate the need for the position.

(d) It shall be the responsibility of the County Administrator to tentatively approve or reject funds for additional positions.

(e) If it is determined that a need exists to create a new position, the department head requesting the new position shall seek approval of the Standing Committee and County Board of Supervisors to add the position to the staffing plan. Standing Committee's approval of funds for additional position(s) shall constitute approval of the request for position(s).

(10)(AM 16-26) **Refilling Authorized Positions.** Requests to refill authorized positions shall be made through the Human Resources Department. The Director of Human Resources shall review each request to determine the following:

(a) The position is authorized.

(b) The position is funded and review of the source of position funding to assure that positions created using State or Federal grant monies are still eligible for those funds.

(c) If the classification and compensation levels assigned to the position remain appropriate.

(d) If the Human Resources Director determines that refilling the position is justified, the department head may recruit.

(e) If it is determined that the position grade order, duties or funding requires modification, the Human Resources Director shall take the necessary actions to adjust the position parameters so that it meets the needs of the Department

(f) If the Human Resources Director determines that filling the position is not justified, the Human Resources Director shall propose an ordinance amendment removing the position from the staffing plan.

(11)(AM 11-16)(AM 13-30)(AM 16-26) **Introductory Period.** A newly hired County employee shall be required to serve a 6- month introductory period, during which time the employee shall demonstrate qualifications for the job. An introductory employee may be discharged for any reason without recourse and without cause. Newly hired County Administrator, Corrections and Communications Officers, and Sheriff's Deputies shall serve an initial 12-month introductory period. Introductory periods may be extended for a period not to exceed an additional 6 months, subject to prior approval by the Human Resources Director, or designee, and the Department Head. Satisfactory completion of an introductory period is not a guarantee of continued employment.

(12)(AM 16-26) **Dual Employment Prohibited.** Due to the operational difficulties of complying with wage and hour laws and to appropriately manage an employee working in multiple departments, no individual shall hold more than one position within the Washington County Departmental Staffing Plan.

7.05 EMPLOYEE BENEFIT PROGRAM. (1)(AM 11-17)(AM 16-26) **Scope.** This section shall apply to all employees and in part to certain elected officials of Washington County except those employees whose wages, hours and working conditions are governed by a labor agreement duly executed in accordance with §111.70, Wis. Stats. Employees working for County departments with a formally adopted set of work rules approved by the Administrative Committee may have department specific rules for the utilization of the benefits described in this section.

(2)(CR 13-31)(AM 14-6)(AM 16-26)(07/11/17) **Paid Time Off (PTO).** (a) **Purpose.** A Paid Time Off program encourages employees to plan and schedule time away from work and maximize productivity while on the job. The program provides employees with a periodic accrual of hours to be used as paid time off for vacation, sick leave, inclement weather emergencies, appointments, or for any other personal reason.

(b) **Scope.** Paid Time Off program applies to all full-time, three-quarter time and part-time county employees, except members of the Deputy Sheriff's union.

(c) **Definitions.**

1. **Exempt/Non-Exempt:** All county employment positions have been designated as either being exempt or non-exempt in accordance with the Fair Labor Standards Act (FLSA).

2. **Extended Leave Bank (ELB):** A bank created for each employee for the deposit of accrued, unused sick leave as of June 30, 2014.

3. **FMLA:** Leave that is based on the State and Federal Family and Medical Leave Acts.

4. **Pay Period:** The County's bi-weekly payroll cycle that consists of two weeks starting on a Thursday and continuing through to the second Wednesday.

5. **PTO:** Paid Time Off (PTO) is a benefit plan which consolidates paid leave benefits into a single "bank account" of paid leave, which the employee is responsible for managing.

6. **PTO Bank:** A bank created as of July 1, 2014 for the deposit of accrued paid leave benefits. The accrual to be deposited into this bank accounts for benefits previously designated as sick leave, vacation and floating holidays.

7. **Regular Hours:** Defined per each County position as the number of hours approved by the County Board. (Example: full-time equals 40 hours per week, 3/4-time equals 30 hours per week and 1/2-time equals 20 hours per week).

(d) **Eligibility.** Full-time, three-quarter time and part-time county employees are eligible to accrue PTO hours beginning on the first day of employment. Employees working less than 20 hours per week on a regular basis, on call, elected, limited or temporary employees are not eligible to accrue PTO hours. For employees who become eligible during the course of their employment due to an increase in hours (change in status from part- to full-time or vice versa) or movement from Deputy Sheriff Union, credit will be given for previous years of service based on the date under the “Date Started” in the county’s payroll system.

(e) **Accrual Schedules.**

1. Each employee accrues PTO hours every pay period based upon the number of paid hours, the employee’s position in the grade order list and the years of service, to a maximum accrual per pay period contained in the following charts.

2. An employee’s accrual multiplier referenced in the chart will change on January 1st of the employee’s anniversary year of 7, 14, and 25 years of service.

3. Administrative Leave. Employees in pay grades 13 and above and those employees who were graded as E-7 and above under the pay plan in place as of the September 30, 2000 Carlson Study shall receive 40 hours of administrative leave, which is included in the Accrual per Hours Worked column of the first chart.

4. PTO accruals are deposited to eligible employees' PTO banks each bi-weekly pay period, which deposits will continue until the bank reaches the maximum accrual hours set forth in the following charts. Once the maximum is reached, no deposits will be made until the bank falls below the maximum.

Calculation: Grade 13 & Above						
Completed Years of Service	Maximum Accrual Per Year		Maximum Hours Accrued each Pay Period (approx.)	Accrual per Hour (approx.)	Maximum in Bank	
	Days	Hours			Days	Hours
0 - 6.9	25	200	7.6923	0.0962	37.50	300
7 - 13.9	30	240	9.2308	0.1154	45	360
14 - 24.9	35	280	10.769	0.1346	52.50	420
25 +	40	320	12.308	0.1538	60	480

Calculation: Full-time

Completed Years of Service	Maximum Accrual Per Year		Maximum Hours Accrued each Pay Period (approx.)	Accrual per Hour (approx.)	Maximum in Bank	
	Days	Hours			Days	Hours
0 - 6.9	20	160	6.1538	0.0769	30	240
7 - 13.9	25	200	7.6923	0.0962	37.50	300
14 - 24.9	30	240	9.2308	0.1154	45	360
25 +	35	280	10.7692	0.1346	52.50	420

Calculation: ¾ - time

Completed Years of Service	Maximum Accrual Per Year		Maximum Hours Accrued each Pay Period (approx.)	Accrual per Hour (approx.)	Maximum in Bank	
	Days	Hours			Days	Hours
0 - 6.9	20	120	4.6154	0.0769	30	180
7 - 13.9	25	150	5.7692	0.0962	37.50	225
14 - 24.9	30	180	6.9231	0.1154	45	270
25 +	35	210	8.0769	0.1346	52.50	315

Calculation: ½ - time

Completed Years of Service	Maximum Accrual Per Year		Maximum Hours Accrued each Pay Period (approx.)	Accrual per Hour (approx.)	Maximum in Bank	
	Days	Hours			Days	Hours
0 - 6.9	20	80	3.0769	0.0769	30	120
7 - 13.9	25	100	3.8462	0.0962	37.50	150
14 - 24.9	30	120	4.6154	0.1154	45	180
25 +	35	140	5.3846	0.1346	52.50	210

(f) **Use of Accrued PTO Leave.**

1. Employees shall seek approval and schedule the use of the PTO leave with the employee's Department Head or designee per department protocol and in accordance with the County's Attendance Policy. The Department Head or designee may consider the operational needs of the Department, the departmental workload, project completion and existing staffing levels when granting or denying the employee's request for use of PTO leave.

2. Employees using PTO leave for anything other than planned or scheduled time off, need to inform their Department Head or designee prior to the start of the day or as required by department work rules or call-in policies. Unscheduled use of PTO leave shall be monitored and addressed in accordance with the County's Attendance Policy.

3. PTO leave will count as time worked for purposes of calculating overtime.

4. Usage of PTO and time worked cannot exceed the normal workday hours for the position. An employee cannot be paid for time at work and receive PTO pay at the same time.

5. PTO leave shall be taken in no less than 15 minute increments.

6. Employees shall begin accruing PTO as of the date of hire, but shall not be eligible to use accrued PTO leave until the start of the second (2nd) pay period following the date of hire.

7. PTO hours accrued in one pay period cannot be used until the following pay period.

8. An employee's accrued PTO leave shall not be loaned or donated to other employees.

9. An employee's PTO bank shall not fall below zero. In the event that an employee has a zero balance in his/her PTO bank, the employee will immediately revert to unpaid leave. If an employee reverts to unpaid time without prior authorization of the Department Head and the Human Resources Director, the employee may be subject to disciplinary action.

10. With the exception of a qualified FMLA leave, employees shall be required to exhaust all forms of paid leave (PTO, ELB) before requesting any form of unpaid leave.

11. No claim for bereavement leave shall be allowed which occurs during a scheduled PTO leave.

12. Non-introductory period employees who resign in good standing and give a minimum of two weeks written notice (four weeks written notice for Department Heads) to the Human Resources Director prior to resignation, unless excused from this requirement because of compelling reasons, shall:

a. Receive a PTO payout equal to the amount accrued as of the last complete month worked prior to the date of resignation.

b. PTO balances paid out under this provision or in the event of the employee's retirement or death will be paid in the payroll cycle following the last day of work, date of retirement or date of death, as applicable.

13. Employees who do not resign in good standing with proper notice or who are terminated shall not receive a PTO payout.

14. Any county employee called to active duty as a result of membership in the National Guard or Military Reserve units shall earn PTO while on active duty as long as the County employee is not on an unpaid leave. Rules covering PTO accrual and usage shall apply to these employees.

15. Employees with the following job titles shall be required to take at least 40 consecutive hours of paid time off PTO each calendar year:

- a. Office Manager (Samaritan)
- b. Account Clerk
- c. Accounting Assistant
- d. Accounting Coordinator
- e. Accounting Supervisor
- f. Accounting Technician
- g. Administration and Accounting Supervisor and any other Clerk of Courts staff with cash handling/receipting responsibilities
- h. Assistant Finance Director
- i. Assistant Golf Course Supervisor
- j. Billing Supervisor
- k. Buyer
- l. Deputy County Treasurer
- m. Deputy Register of Deeds
- n. Finance Director
- o. Highway Commissioner
- p. Payroll Supervisor
- q. Program Assistant (Planning & Parks position assigned to Accounting Coordinator)
- r. Purchasing Manager
- s. Purchasing Technician
- t. Real Property Lister

Employees required to comply with this provision shall be required to use paid time off and shall be subject to the requirements of §7.05(2)(f)9.

(g) **Holiday Bank.** A Holiday Bank shall be created for the deposit of the following accrued leave.

1. All full-time employees shall be granted the following holidays as days off with pay: New Year's Day (January 1), Memorial Day (last Monday in May), Independence Day (July 4), Labor Day (first Monday in September), Thanksgiving Day (fourth Thursday in November or the day appointed by the Governor as the day of Thanksgiving), the day after Thanksgiving, Christmas Eve Day (December 24), Christmas Day (December 25), New Year's Eve Day (December 31).

2. If the day of observance of any of the above mentioned holidays is changed by State or Federal law, the holiday shall be given the date as specified by such law.

3. The following provisions shall govern eligibility for holiday pay:

a. To be eligible for holiday pay, an employee must work his or her last regularly scheduled workday immediately preceding the holiday and the first regularly scheduled workday immediately following the holiday, unless excused for this requirement by the department head.

b. If any such holiday shall fall on a Sunday, then Monday shall be observed as the holiday. If December 24 and 31 fall on a Friday, they shall be celebrated on the preceding Thursday. If December 24 and 31 fall on a Sunday, they shall be celebrated on the preceding Friday.

c. If any holiday falls on a Saturday, then Friday shall be observed as the holiday.

4. Full-time employees of any department which, because of the nature of the work of that department, must remain open on the holidays referred to, shall be entitled to a day off for the holiday on which they work. This day off will remain in the employee's Holiday Bank to be used at his/her discretion with the Department Head approval. Department Head shall notify Payroll in writing immediately. In the event a holiday occurs on a part-time employee's regular day off, such employee shall be granted alternative holiday time off during the pay period in which the holiday occurs that is mutually acceptable to the employer and employee. Part-time employees not selecting an alternative day off during the pay period in which the holiday occurs shall be paid the appropriate time as part of the next regular paycheck.

5. Department specific work rules may modify the provisions of this subsection.

(h) **Extended Leave Bank (ELB).** An ELB will be created for each employee active on June 30, 2014 and will consist of accrued, unused sick leave hours as of the end of the day of June 30, 2014, which will be deposited in the ELB and used in accordance with the following:

1. No new hours shall be added to an employee's ELB after its creation.

2. Each employee who has an ELB may use such leave for any period of absence from work due to illness or injury of the employee not covered by Worker's Compensation; an employee's dental, doctor and chiropractic appointments that cannot be scheduled during non-working hours; up to three days per calendar year for the illness or injury of the employee's minor child, parent or spouse. Use of ELB leave shall be approved in advance by the Department Head or designee. The County's Attendance Policy shall govern unscheduled absences from work. Proof of a medical appointment may be required in advance by the Department Head.

3. Where an employee has been absent from work for 5 or more consecutive working days, a physician's statement shall be required prior to the employee being allowed to return to work. Such statement must certify as to the employee's inability to work due to illness or injury. Deputy Sheriffs and Communications Officers and Corrections Officers shall be required to provide such statement when absent for 3 or more consecutive working days.

4. Willful misuse of ELB leave or willful making of false reports regarding illness or injury shall subject employee to disciplinary action and shall be considered sufficient cause for demotion or discharge.

5. Employees daily usage of ELB leave will be limited to their normal scheduled workday.

(i) **Maximum PTO Bank.** Employees shall not be eligible to accrue PTO hours in excess of the maximum hours stated in their respective charts at 7.05(2)(e).

(3)(AM 99-48)(AM 00-12)(AM 01-30)(AM 01-49)(AM 02-12)(AM 03-25)(AM 04-15)(AM 05-15)(AM 06-20)(AM 07-17)(AM 08-18)(AM 09-7)(AM 10-10)(AM 11-13)(AM 11-17)(AM 12-7)(AM 13-31)(AM 16-26) **Group Health Insurance.** (a) Commencing with the first day of the calendar month following completion of 30 consecutive calendar days of employment with the County, all full-time and $\frac{3}{4}$ time employees shall be eligible to participate in the duly designated group health insurance program of the County.

(b) Annual premiums shall be set by the Administrative Services Committee and reported to the County Board prior to October 1 for the next year.

(c) Group health insurance coverage shall be continued for all eligible employees during their authorized PTO, bereavement, holiday and ELB leaves.

(d) If an employee is eligible for coverage as a spouse or dependent of another eligible employee, these employees shall mutually elect to each take single coverage or one family health plan between them.

(e) Members of the County Board of Supervisors shall be eligible for participation in the County health insurance program upon payment by the supervisor of 100% of the full cost of participation. The Human Resources Department may establish policies and procedures to process the supervisor's contribution. The Administrative Committee is authorized to permit pre-tax payment of the health insurance contribution where requested by a supervisor.

(f) Persons electing to purchase health insurance continuation, where authorized by State or Federal laws or as part of the County's retirement program, shall be required to purchase the same health insurance coverage maintained during their last 3 months of County employment, except as follows:

1. Any former County employee whose spouse dies during the time he or she is paying for health insurance coverage continuation shall be permitted to switch from family to single coverage beginning with the first month following the month in which the death occurred.

2. Any former County employee wishing to change the status of his or her health insurance coverage may do so annually during open enrollment with such change to go into effect in January of the following year. All changes may be carried out only in accord with the rules and regulations found in the County's health insurance plan.

(g) Persons electing to continue health insurance coverage must make their first monthly premium payment within 45 days of accepting group continuation coverage. All back premiums must be brought up to date at that time. Subsequent monthly premium payments are due by the fifteenth of the month for which the payment covers. Health insurance coverage shall be dropped for anyone failing to make a payment in a timely manner.

(h) Dependent coverage, including but not limited to definition of dependent, availability and duration of coverage and election to continue such coverage beyond the calendar year the dependent reaches the age of 19 shall be set forth in and governed by the Group Health Insurance Plan.

(4)(AM 99-48)(AM 00-4)(AM 11-17)(AM 13-2)(AM 13-31)(AM 16-26) **Group Life Insurance.** (a) Commencing with the first day of the calendar month following completion of 30 consecutive calendar days of employment with Washington County, each full-time employee shall, at no cost to such employee, be eligible to receive a \$15,000 term life insurance policy, pursuant to a group life insurance program duly adopted by the County Board of Supervisors.

(b) This benefit is not available to part-time, limited term, seasonal or temporary employees.

(c) Persons employed in the following job classifications shall be entitled to a \$15,000 base term life insurance policy which will also include an additional \$15,000 accidental death and disability benefit: Deputy Sheriff, Communications Officer, Corrections Officer, Deputy Sheriff Sergeant, Deputy Sheriff Lieutenant, Deputy Sheriff Captain, Sheriff and Sheriff's Department Corrections and Communications command staff.

(d) The County shall continue to provide said term life insurance coverage for all eligible employees during authorized PTO, bereavement, holiday, ELB leaves and other approved leaves.

(5)(AM 11-17)(AM 13-31)(AM 16-26) **Wisconsin Retirement System Fund.** Washington County shall take part in the Wisconsin Retirement System Fund as required by law, and eligibility therefor shall be as provided by law. The County shall deduct from the earnings of each general employee, non-protective general employee, protective employee hired after July 1, 2011 and the elected official the percentages set by the Wisconsin Retirement System and transmit deductions to the Wisconsin Retirement System as required by law. The Finance Director shall be the Wisconsin Retirement System/Employee Trust Fund agent for Washington County as required per §40.03(2)(j), Wis. Stats.

(6)(AM 01-16)(AM 03-7)(AM 03-31)(AM 13-31)(AM 14-15) **Bereavement Leave.** (a) All employees shall be entitled to bereavement leave with pay, consisting of not more than 3 work days, within six months from the date of death for the following relatives: spouse, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, mother-in-law or father-in-law of the employee to attend to the affairs of the deceased family member. A bereavement leave day is defined as an employee's regularly scheduled work day for purposes of this section.

(b) All employees shall be entitled to bereavement leave with pay, consisting of not more than 1 work day, for the purpose of attending the funeral of a brother-in-law or sister-in-law.

(c) Employees desiring bereavement leave shall, upon knowledge of an eligible death, promptly make application therefore to the department head so that work schedules can be appropriately adjusted. Determinations of the department head with respect to bereavement leave shall be final.

(d) Employees shall be entitled to bereavement leave on regularly scheduled work days only.

(7)(AM 99-42)(AM 02-2)(AM 11-16)(AM 11-17)(AM 13-2)(AM 13-31)(AM 14-7) **Workers Compensation.** (a) Employees covered by this chapter who are absent from work due to work related illness or injury who are receiving Workers Compensation benefits for temporary-partial or temporary-total disability, shall receive payment in the amounts and according to the procedures set forth in the applicable State laws and regulations. An employee with an approved Worker's Compensation claim shall be paid for the time missed on the day of injury and shall be paid for the time missed during the 3-day waiting period, unless the employee is receiving temporary-partial or temporary-total disability benefits for the same days.

(b) The provisions of par. (a) above shall not apply to the following classifications: introductory Deputy Sheriff, Deputy Sheriff Sergeant, Deputy Sheriff Lieutenant and Deputy Sheriff Captain. Employees in these job classifications shall receive 85% of their normal average week's earnings for a period not to exceed one year from the date of injury or disability.

(8)(AM 99-42)(AM 99-51)(AM 01-22)(AM 01-45)(AM 05-36)(AM 11-16)(AM 13-31)(AM 16-26)(AM 17-30) **Uniform Allowance.** (a) The County shall, at the time of initial appointment and annually thereafter, provide eligible positions with a uniform allowance for uniform purchases, service footwear, or uniform cleaning. Eligible positions will be established by the department head and approved as part of the annual budget process.

(b) Uniform allowances will be set through the annual budget process and paid as a lump sum amount to employees via payroll. Approved amounts for each position will be included within the Human Resources Employee Policy, Procedure and Benefit Manual. Modifications to amounts made outside of the budget process will be reported to the Administrative Committee.

(c) Each Deputy Sheriff who is a member of the WCDSA shall receive a uniform allowance as prescribed in the collective bargaining agreement in effect.

(9)(AM 99-5)(AM 11-17)(AM 13-31)(AM 16-26) **Jury Duty.** An employee who is summoned for jury duty shall be paid the straight time hourly rate for such hours as he or she is actually on jury duty, to a maximum of 8 hours per working day. Such employee shall submit to Washington County all fees, meal allowance, and mileage received as a juror immediately upon receiving such fees and mileage. County employees serving as a juror in a county other than the employee's county of residence shall be allowed to retain any meal and/or mileage allowance provided for as a result of these activities, but shall submit any other fees to Washington County.

(10)(AM 98-22)(AM 99-1)(AM 99-7)(AM 99-43)(AM 99-53)(AM 00-4)(AM 00-11)(AM 00-21)(AM 01-6)(AM 01-10)(AM 01-14)(AM 01-28)(AM 01-35)(AM 03-15)(AM 03-35)(AM 04-3)(AM 04-9)(AM 04-16)(AM 04-31)(AM 04-36)(AM 05-11)(AM 05-29)(AM 05-31)(AM 05-38)(AM 07-1)(AM 07-14)(AM 07-15)(AM 07-25)(AM 07-26)(AM 07-33)(AM 08-26)(AM 08-27)(AM 09-1)(AM 09-14)(M 09-15)(AM 09-19)(AM 09-25)(AM 10-2)(AM 10-6)(AM 10-13)(AM10-14)(AM 12RES34)(AM 13-31)(AM 16-26) (12) **Overtime.** (a) County employees whose employment would classify them as hourly employees (non-exempt) under the terms of the Federal Fair Labor Standards Act shall be paid at the rate of time and one-half of their regular hourly rate for all hours worked in excess of the normal workweek provided, however, that such workweek shall contain a minimum of 40 paid hours including PTO leave, holiday, jury duty and paid bereavement leave. Paid ELB leave and unpaid leaves of all types shall not be included in the calculation of the 40 hours requirement. For employees of the Samaritan Health Center, overtime shall be calculated on the basis of hours worked in a day of more than 8 or more than 80 hours in a designated 14-day work schedule. At Sheriff's Department, overtime shall be calculated on the basis of hours worked as further defined by Department policy.

(b) Special Deputy Sheriffs assigned to the Sheriff's Department, Communications Supervisor, Deputy Sheriff Sergeants, Corrections Sergeant, Nursing Supervisor (Samaritan), Nursing Unit Manager (Samaritan) and Registered Nurse (Samaritan) shall be paid at the rate of time and one-half of their normal rate of pay.

(c) The salary paid by Washington County to salaried, exempt employees is specifically intended to compensate for all hours worked.

(d) All overtime for hourly employees must be authorized and approved by the employee's department head or designee.

(11)(AM 03-39)(AM 11-17)(AM 13-31)(AM 16-26) **Leave of Absence.** Administrative Leave. (a) Unpaid administrative leave may be granted as follows:

1. On a limited basis when circumstances are sufficient to warrant such a leave.

2. When an employee has exhausted all other forms of paid leave available.

(b) If an employee is eligible for leave under sub. (12) below, the employee is not eligible for administrative leave under this subsection and may not use this subsection to extend his or her leave beyond the leave granted under sub. (12) below.

(c) All requests for unpaid administrative leave of absence of 30 days or less consecutive calendar days must be approved by the Department Head.

(d) All requests for unpaid administrative leave of absence in excess of 30 days must be approved by the Administrative Services Committee of the County Board.

(e) An employee on an approved unpaid administrative leave of absence under this subsection enrolled in the County's group health insurance program or group life insurance program prior to the leave, may continue such coverage for the period of the leave provided that the employee pays its share of the group health insurance premium or group life insurance premium to Human Resources for each month of coverage.

(12)(AM 13-31)(AM 16-26) **Family or Medical Leave.** Washington County adopts by reference the Wisconsin Family and Medical Leave provisions set forth in Ch. 103, Wis. Stats., and the Federal Family and Medical Leave provisions set forth at 2 U.S.C. §§ 60m, 60n; 5 U.S.C. §§ 2105, 6381-6387; 29 U.S.C. §§ 2601-2654. The Federal and State Family or Medical Leave policies shall apply to those Washington County employees who are eligible and when possible, shall run concurrently.

(13)(AM 13-3)(AM 13-31)(AM 16-26) **Military Leave.** (a) Employees who enlist or are ordered to military duty will be granted a leave for their initial tour of duty. Veterans returning from service who were on an approved leave will be reemployed with the same seniority status and rate of pay they would have had if they had not entered military service, provided that they satisfactorily complete their military service.

(b) Employees returning from a military leave must apply for reemployment within 90 days after their release from the service.

(c) Employees who are required to take periods of training for the purpose of retaining status as members in organized units of the Reserve Corps of the Army, Navy, Air Force, Marine Corps, Coast Guard and the National Guard and who are ordered to active duty may be granted an unpaid leave of absence upon submission, under normal circumstances, at least 30 days in advance of evidence of competent orders. Where an employee is notified that orders are to be received which would permit less than 30 days' notice, notice shall be given to the employer no later than the first business day following receipt of the orders or receipt of information that orders are forthcoming, whichever occurs first.

(d) Employees on leave for purposes of fulfilling a military reserve obligation may select to use accrued PTO for purposes of fulfilling that leave without regard to seniority.

(14)(AM 13-3)(AM 13-31)(AM 16-26) **Hours of Work.** (a) Workday. For Courthouse and general personnel the normal workday shall consist of 8 consecutive hours, excluding a 1/2 hour lunch period.

(b) Workweek. The normal workweek shall consist of 40 hours, Thursday through Wednesday.

(c) Breaks. Courthouse and general government personnel scheduled to work 4 or more consecutive hours will be granted a 15-minute rest period within each 4-hour working period. Rest period will be scheduled at the discretion of the employee's supervisor.

(d) Rest periods and lunch hours not taken on the day they are earned shall be lost.

(e) **Schedule Adjustments.** It is recognized that the nature of services provided by the County may require adjustments in employee work schedules to meet the requirements of specific departmental programs, services mandated by law or exceptional circumstances requiring the County to provide services at times other than normal work hours. Accordingly, departments may assign employees to different workweeks, workdays or work hours depending upon the need of the department, upon prior approval of Administrative Committee after review and recommendation by the County Administrator and Human Resources Director.

(15)(AM 13-3)(AM 13-31)(AM 16-26) **Call In Time.** Hourly employees who are called to work other than their regularly scheduled starting time, by their department head or designee, shall be entitled to at least 2 hours of work with pay at the appropriate rate regardless of the length of time less than 2 hours which may be worked. Employees so called in may be required to work the full 2 hours. In order to qualify for call in time, the employee is required to report physically to the job site or normal work location and shall not apply to telephone contacts from the public or persons having specific business with the County.

(16)(AM 99-28)(AM 00-15)(AM 13-3)(AM 13-31)(AM 16-26) **Retirement Pay Out.** (a) Employees who retire after their 65th birthday may convert 30% of their unused ELB leave benefits into cash as retirement pay. This pay is to be provided covering the number of days the employee has accumulated as a lump sum pay out.

(b) Employees who retire after their 55th birthday and who have a minimum of 20 years of credited County service are also eligible for this benefit.

(c) Protective Service employees who retire with a minimum of 20 years of credited County service and who have attained age 53 are eligible for this benefit.

(d) In the event of the death of an employee qualifying under (a), (b) or (c) above, an amount equal to 30% of unused ELB leave benefits shall be paid in a lump sum to the employee's estate.

(17)(AM 99-47)(AM 00-4)(AM 11-17)(AM 13-2)(AM 13-3)(AM 13-31)(AM 16-26) **Retirement - Health Insurance.** (a) Non-represented employees who retire at age 60 with a minimum of 25 years of continuous County service and who are covered by the County's health insurance plan at the time of their retirement may pay to the County the full cost of the health insurance premium, either family or single coverage until the employee attains the age of 65.

(b) Eligibility for this program will terminate with the death of the eligible employee.

(c) Each eligible employee must provide a sworn statement on an annual basis certifying that the employee is not receiving health insurance benefits from any other employer. Employees who do receive health insurance benefits from any other employers are not eligible for continuation in the County's plan. Once a retired employee leaves the County's health insurance plan, he or she shall no longer be eligible for reinstatement under the plan.

(d) Protective service employees who retire with a minimum of 20 years of creditable service with the County, who have attained age 54 (or age 53 with 25 years of creditable service), and who are covered by the County's health insurance plan on the day of their retirement may pay the County the full cost of continued health insurance premium either family or single coverage until the end of the quarter in which the employee attains age 65.

(e) Effective January 1, 1994, Retirement - Health Insurance Benefits covering the Sheriff's Department Command Staff, including Deputy Sheriff Captains, Deputy Sheriff Lieutenants and Deputy Sheriff Sergeants will be covered by the retiree health insurance program set forth in the Collective Bargaining Agreement between Washington County and the Washington County Deputy Sheriffs' Association.

(18)(AM 09-1)(AM 13-3)(AM 13-31)(AM 16-26) **Shift Premium.** Personnel employed at the Samaritan Health Center and scheduled to work either the second or third shift shall in addition to the regular hourly rate, receive a shift differential as determined by the County Board of Supervisors. The shift differential shall not be allowed for meetings held on the day shift or for time spent on jury duty. Shift differential and weekend differential shall not be used in the calculation of severance pay or retirement payout benefits.

(19)(AM 03-8)(AM 13-3)(AM 13-31)(AM 16-26) **Tuition Aid.** (a) Purpose. This Tuition Aid Program is intended to assist employees with professional growth by providing financial assistance in pursuit of a degree or associate related program for those who wish to voluntarily take job-related educational training at approved institutions.

(b) Eligibility. This program is open to actively employed, regular, full, three-fourths time and part-time employees who have completed their initial 6-month introductory period with the County. (In the case of Deputy Sheriff, Communications Officer or Corrections Officer - 1 year).

(c) Approved Course Work. Tuition Aid benefits are available for course(s) meeting one of the following criteria:

1. Courses which are directly related to the employee's current job and will improve job skills.
2. Courses which will prepare an employee for a promotion to an existing position with the County.
3. Non credit courses, workshops, seminars, conferences and in services cost are not eligible for the Tuition Aid Program.
4. Graduate courses are eligible for the Tuition Aid Program, provided they meet the same criteria as found in 1. and 2. above.

(d) Requirements. 1. Reimbursement will be made only after satisfactory completion of the course(s). Successful completion is defined as at least a grade of "B" or, if the course is ungraded, satisfactory evidence of completion. The County will pay up to \$250 per semester up to a maximum of \$500 per year.

2. Costs covered under this program are limited to tuition costs only.

3. Employees eligible for other forms of educational assistance (e.g. Veterans Educational benefits, scholarships) must first exhaust that financial aid before applying for benefits under the County Tuition Aid Program.

(e) Application and Refund Procedures. 1. Employees should obtain a Tuition Aid Request from the Human Resources Department, complete and return it to the Human Resources Department as soon as possible prior to the beginning of the course.

2. Requests must be approved by the employee's supervisor and department head before they are returned to the Human Resources Department.

3. After receiving authorization from the Human Resources Department, the employee should register and pay the appropriate costs.

4. When the course(s) are completed, a copy of the grade report, along with the receipts for tuition paid, should be submitted to the Human Resources Department for processing and refund. This must be done by the employee within 30 calendar days of notification of satisfactory completion of the course(s).

5. This program has a limited amount of County funding. Tuition Aid will be paid only as long as there are sufficient funds available. Tuition Aid will be processed on a first come - first serve basis using the Human Resources Department's time stamp to set up the order of payment up to the maximum yearly funding.

(f) Special Requirements. 1. All courses must be taken outside the employee's regular work hours.

2. Employees filing for tuition aid will be required to sign a form releasing the County from any liability for the off-the-job, voluntary activity.

3. Tuition Aid will not be made to an employee who was discharged or voluntarily terminated employment with the County before completion of the course(s).

4. Tuition Aid will not be made to an employee who is on an unpaid leave of absence in excess of 5 work days during the semester in which the course(s) are taught.

5. Tuition Aid will not be made to an employee who withdraws from a course(s) due to personal reasons.

(g) Disputes. The Administrative Committee shall have final authority to decide any and all disputes relating to the interpretation and administration of the Tuition Aid Program.

(20)(AM 13-3)(AM 13-31)(AM 16-26) **Volunteer Fire Department Response Policy.** Any County employee who serves as a member of a local volunteer fire department shall be allowed to report for fire calls during working hours subject to the following:

(a) The employee shall annually notify his or her department head and the Human Resources Department of his or her membership with a local volunteer fire department in writing.

(b) The employee must provide his or her own transportation from the place the employee is assigned to work to the fire call and return.

(c) Eligible employees will be allowed to respond to only second responder calls. Employees will not be allowed time off to respond to E.M.T. or paramedic calls, except in cases of extreme emergency occurring at the employee's place of work.

(d) Eligible employees will continue to receive County wages for their normal work hours only provided, however, that if the employee is a paid on call volunteer, he or she shall be required to submit his or her paid on call wages to the County Treasurer in exchange for County salary continuation.

(e) Due to the nature of their work, employees of the Sheriff's Department are not eligible to take part in this program.

(f) The employee's department head shall retain total discretion insofar as allowing the members of their staff to leave the work site to respond to a fire call.

(21)(AM 13-3)(AM 13-31)(AM 16-26) **Temporary and Grant Employees.** Temporary and grant employees are entitled to the benefits of this section as follows:

(a) Definitions. In this subsection: 1. "Grant Employee" means an employee hired under a specific grant program which has been approved by the County Board pursuant to Section 4.27, and where the position occupied by the grant employee is limited under Section 7.02, the Washington County Departmental Staffing Plan, as being authorized only while the specified non-County funds meet the designated non-County share of the cost of the positions.

2. "Temporary Employee" means an employee hired for a specific period of time or as a temporary replacement for another employee on authorized leave where employment is expected to terminate upon return to duty of the employee on leave.

(b) A grant employee is entitled to the benefits of this section only to the extent that the grant provides for those benefits or as otherwise specifically approved by the Board of Supervisors, and where the employee meets all other benefit eligibility requirements of this section.

(c) Temporary employees are entitled to receive only statutorily mandated benefits unless otherwise specifically approved by the Board of Supervisors.

(d) Nothing in this subsection shall prohibit the provision of specific benefits to an employee under an individual employment contract.

(22)(CR 05-36)(AM 06-7)(AM 08-16)(AM 08-26)(AM 11-17)(AM 13-3)(AM 13-31)(AM 16-26) **Long Term Disability Insurance.** The County will provide a long term disability insurance plan which provides a benefit of 66 2/3% to a maximum of \$15,000 in annual salary after a 90-day waiting period for its full-time employees, including the employees referenced in sub. (a). Employees may purchase, at their own expense, additional insurance equal to their annual salary as part of this program.

7.06 RETIREMENT POLICY. (1) Pursuant to Wisconsin Statutes there shall be no mandatory retirement age for employees of Washington County.

(2)(AM 16-26) All decisions regarding the hiring or termination of an employee shall be based upon the person's skills, knowledge and ability to perform the work assigned.

7.07 EQUAL OPPORTUNITY EMPLOYMENT. (1) **Policy.** It is the policy of Washington County to provide a work environment that is free of harassment or discrimination. The County prohibits discrimination on the basis of sex, race, age, national origin, sexual preference, religion, disability, marital status, arrest or conviction record and military participation.

(2)(AM 16-26) **Implementation.** Implementation of the foregoing policy shall include the following specific personnel practices and procedures:

(a) All recruiting, hiring and promoting for every job classification within County service shall be done without regard to any of the aforementioned factors enumerated above.

(b) The fact that Washington County is an equal opportunity employer shall be indicated in all recruitment/advertising.

(c) All decisions regarding an individual's employment status in matters of promotions, demotions, transfers, layoff and return from layoff shall be based on the employee's ability to perform the work, previous work experience, physical fitness where this is a factor in performance, performance on the present job.

(3)(AM 16-26) **Americans with Disabilities Act Grievance Procedure.** Washington County hereby adopts an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity. Complaints should be addressed to: ADA Coordinator, Washington County Human Resources Department, 432 East Washington Street, West Bend, WI 53095-7986, Telephone Number (262) 335-4496.

(a) A complaint should be filed in writing or verbally, containing the name and address of the person filing it, and briefly describe the alleged violation of the regulations.

(b) A complaint should be filed within 10 days after the complainant becomes aware of the alleged violation.

(c) An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by the ADA Coordinator. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

(d) A written determination as to the validity of the complainant and a description of the resolution, if any, shall be issued by the ADA Coordinator and a copy forwarded to the complainant no later than 30 days after its filing.

(e) The ADA Coordinator shall maintain the files and records of the County relating to the complaints filed.

(f) The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 30 days to the ADA Coordinator.

(g) The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the appropriate Federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

(h) These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and to assure that Washington County complies with the ADA and implementing regulations.

7.08 PROHIBITED HARASSMENT. (AM 01-8) (1)(AM 16-26) **Policy.** It is the policy of Washington County to provide a work environment that is free of harassment or discrimination of any kind including sexual harassment. Elected department heads, supervisory employees and management employees are required to report violations of this policy immediately and in an appropriate fashion. All other employees, officers, agents and contractors of the County who witness or experience violations of this policy are expected and encouraged to report as well. Failure of any of the above individuals to fulfill their responsibilities under this policy may constitute grounds for discipline, removal or other sanctions.

(2)(AM 16-26) **Harassment Defined.** (a) "Harassment in the Work Environment" is defined as persistent and unwelcome conduct or actions on the basis of an employee's race, color, creed, ancestry, national origin, age (40 years old and over), disability, sex, arrest or conviction record, marital status, sexual orientation, or military membership.

(b) "Sexual Harassment" is defined by the Equal Employment Opportunity Commission as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating hostile or offensive working environment.
4. Such conduct may include the conduct of an employee, volunteer, supervisor, elected official, contractor, supplier, vendor, recipient of public services or visitor.

(c) No employee shall be punished or penalized for rejecting or objecting to behavior that might be considered as creating a hostile work environment or sexual harassment including, but not limited to, the following examples:

1. Sexual gestures with hands or body movement.
2. Unnecessary and unwanted touching, grabbing, caressing, pinching or brushing up against a person.
3. Staring at a person or looking a person up and down.
4. Whistles, catcalls and sexual references.
5. Repeated pressure on an employee to socialize with or date another individual.
6. Asking personal questions about a person's social or sexual life.
7. Making sexual comments or innuendos, telling jokes or stories of a sexual demeaning offensive or insulting nature.
8. Deliberate repeated display of offensive, sexually graphic material which is not necessary for business purposes.
9. Posters, calendars, cartoons, photographs or art work of a sexual, hostile or degrading nature.
10. Granting or withholding pay increases, promotions, job offers or other employment issues based on sex.

11. Intimidating, hostile or manipulative conduct that interferes with an employee's work or creating an offensive work environment.

(3)(AM 16-26) Employees may pursue complaints of all forms of harassment through the following procedure.

(a) Internal Procedure. Employees are encouraged to express their concerns to any of the following: their supervisor, department head, manager, or the County Administrator, or any supervisory employee in any other County department or to any Human Resources Department staff member.

1. The complaining employee's supervisor, department head or manager shall follow the procedures set out in subpar. 2., below. The investigating individual is encouraged to contact the Human Resources Department to obtain the assistance and information necessary to conduct a proper and thorough investigation. In the event the Human Resources Department is implicated, that supervisor may call upon the resources of the County Administrator, County Attorney, County Board Chairperson or Sheriff to obtain advice and assistance. Minor issues may be handled within a department or agency exclusively if the accused and accuser consent. If the accused is transferred to another department or County agency, a full report of the complaint and investigation must be provided to the County Administrator, Human Resources Department and to the supervisor of the department accepting the transferred employee.

2. Where the complaining employee consults a supervisory employee in a County department other than in which the accuser, accused or alleged victim is employed, that supervisory employee shall consult the Human Resources Department and obtain advice and assistance in conducting the investigation unless the complaint involves the Human Resources Department or if the supervisory employee determines that involvement of the Human Resources Department will prevent an adequate investigation. This determination shall be written and retained in the investigative file. In the event the Human Resources Department is not utilized, the supervisor must consult either the County Administrator, County Attorney, County Board Chairperson or Sheriff to obtain advice and assistance.

3. Where the Human Resources Department conducts the investigation, they may use whatever resources are deemed appropriate, including an outside investigator, in the judgment of the Director of Human Resources. In those circumstances where the Human Resources Department does not conduct the investigation, only the most minor complaints may be handled directly by the supervisor, department head or manager or outside supervisory employee. Regarding the remaining complaints, the investigation shall be conducted by an independent third party, outside of the County if necessary, as designated by the County Attorney. The County Attorney shall be consulted unless the County Attorney's Office is implicated or if the Director of Human Resources determines that involvement of the County Attorney's Office will prevent an adequate investigation. This determination shall be written and retained in the investigative file. In that case, the County Board Chairperson shall obtain the assistance of outside legal counsel if required due to the seriousness of the complaint.

(b) Investigation of Complaint. Prior to taking any action on a complaint of harassment, a complete and thorough investigation of the matter should be conducted by a management representative. A management representative is defined as the Director of Human Resources, in most cases, or his or her designee, the supervisor, department head or manager or outside supervisory employee, or designee of either, if the Human Resources Department is not involved, or the properly authorized outside investigator. The investigation should be made on a timely basis. No promise of confidentiality shall be made, but the investigation shall be conducted on a basis which assures confidentiality of all the parties to the extent consistent with the employer's obligation and State and Federal law. Persons conducting the review should be objective and nonjudgmental and obtain the necessary facts prior to reaching any conclusions. Following the completion of the investigation an appropriate course of action will be recommended. The person responsible for the review should follow up with the employee making the complaint to advise him or her of their conclusions. If the management representative conducting the review concludes that there is clear and convincing evidence that the accused is indeed guilty of harassment, the management representative shall undertake one of the following actions:

1. If the employee found guilty of harassment is under the supervisory authority of the management representative, the management representative shall impose an appropriate disciplinary action and other remedial measures.

2. If the employee found guilty of harassment is not under the supervisory authority of the management representative, the management representative shall recommend an appropriate disciplinary action and other remedial measures to the employee's supervisor.

3. If the employee found guilty of harassment is a department head, the management representative shall make the recommendation to the County Administrator and to the County Board Chairperson.

4. If the person found guilty of harassment is an elected department head or elected official, the management representative shall make the recommendation to the appropriate disciplinary and removal authority under this Code or Ch. 17, Wis. Stats. If a removal petition must be drafted, the County Attorney shall be consulted, unless outside legal counsel has already been obtained, in which event outside legal counsel shall be consulted.

5. The supervisor or removal authority shall take all appropriate action to prevent further incidents of harassment and to impose an appropriate remedial sanction. In the case of an employee, the employee may be disciplined up to and including termination of his or her employment. A union employee shall be disciplined according to those procedures established by contract and appropriate labor practices. In the case of a department head, the County Administrator, with the concurrence of the Human Resources Director, shall establish the appropriate discipline, up to and including termination for cause. In the case of an elected department head, the removal authority under the statutes shall exercise sole discretion, however, the management representative shall recommend any interim measures necessary to protect the alleged victim, witnesses and other employees from retaliation.

(c) Investigation Procedure. The investigation of alleged acts of harassment under this section shall be conducted according to the following procedure:

1. Upon the receipt of a complaint, whether formal or informal, the responsible management representative shall immediately commence an investigation. Under normal circumstances, an investigation should be commenced within 24 hours and completed expeditiously. Where the time limits cannot be met, the management representative shall document for the file the circumstances causing the delay and why an investigation cannot be commenced within 24 hours, which report shall contain a proposed time schedule and recommended interim protective measures, if necessary.

2. Confidentiality shall not be pledged to the accused, any witness or the accuser unless absolutely necessary. The fact of filing of the complaint, the contents of the complaint and the investigation shall be kept confidential to the extent authorized by law, unless the protection of other employees or proper investigation of the complaint requires disclosure. Only those individuals requiring knowledge of the complaint and the investigation shall be informed and even then only to the extent necessary for the proper conduct of the investigation. If an accuser has been assured of confidentiality and confidentiality cannot be maintained, the accuser shall be informed immediately and before release of the information, if possible.

3. The management representative conducting the investigation shall obtain a complete and clear statement of the alleged acts of harassment from the accuser, shall obtain names and statements from any witnesses and shall obtain a clear and complete statement from the alleged harasser.

4. The management representative conducting the investigation shall maintain full documentation during the investigation, including the complaint, all statements, documents, notes and other information relevant to the complaint.

5. After the initial investigation has been completed and interim protective measures have been implemented, if needed, the accused shall be notified that a complaint has been filed. The notice shall include a brief description of the substance of the complaint. Unless the complainant consents, the actual complaint may not be disclosed until the investigation has been concluded and a finding of guilt has been made by the management representation. The records custodian of the complaint may restrict or refuse access to the complaint if authorized by the Public Records Law. The accused shall be entitled to status reports during the investigation. At the conclusion, a copy of the written recommendation of management representative shall be provided to the accused.

(d) **Retaliation Prohibited.** Retaliation and/or reprisal against an employee who files a complaint or anyone assisting in the investigation is in violation of this policy and State and Federal law. Anyone who engages in or assists in such retaliatory actions will be subject to disciplinary action up to and including the termination of employment.

(e) **Interim Protective Measures.** Recognizing that there is an unavoidable time lag between the receipt of a complaint and the imposition of appropriate discipline, it is the policy of the County to undertake interim protective measures where necessary. These measures are intended to protect the accused, potential victims, witnesses and other employees, and to assure that, where circumstances require a lengthy investigation, the investigation can be conducted without undue risk to persons and reputations. Interim protective measures are especially important where the removal authority and investigation are outside of the control of the County. Interim protective measures will also permit, to the extent possible, all of the affected individuals to continue to work in a productive manner pending resolution. The management representative, the County Administrator and the Human Resources Director shall be responsible to recommend appropriate interim protective measures and to make arrangements for their provision. If funds or staff are required, the County Administrator, shall consider the need on an expedited basis. In the event of immediate danger, the appropriate law enforcement officials shall be consulted. Interim remedial measures shall include, but are not limited to the following:

1. Appropriate action shall be taken to expedite the investigation including consideration of retaining an outside investigator.

2. Where physical protection of any person, including the accuser, witnesses, other employees or the accused is necessary, law enforcement officials shall be consulted. County security officers shall be notified as well. A protection plan shall be developed and implemented.

3. Where appropriate, counseling shall be provided to the accused, the accuser, witnesses and other employees.

4. Where necessary and possible, any of the individuals involved may be transferred to another shift or department on a temporary basis pending resolution with consent of each department head, and with due consideration to any union contract.

5. Where no other remedy is available, consideration shall be given to paid leave for either the accused or the accuser as is appropriate to the situation. Unpaid leave will be permitted in those circumstances where required hearings have been held and findings have been made under State and Federal laws permitting leave without pay. Nothing in this subparagraph shall preclude any party involved from requesting any other paid or unpaid leave which is available under the County Code or State or Federal law.

6. In choosing an interim protective measure, due consideration shall be given to the rights of both the accused and the accuser and the other employees or officials within the affected department or agency.

(f) **Relationship to Employee Assistance Program.**

1. Where appropriate, a supervisor or the management representative may refer the accused or the accuser to the Employee Assistance Program either as an interim protective measure or as a remedial sanction where indicated. The Employee Assistance Program shall follow its normal procedures.

2. In the event an employee requests assistance of the Employee Assistance Program in lieu of reporting harassment through the formal or informal process outlined above, the Employee Assistance Program shall refer the investigation to the Human Resources Department unless the Human Resources Department is implicated, and in that event, the Employee Assistance Program shall refer the investigation to an outside supervisor under subpar. 3., to the County Administrator, County Attorney, County Board Chairperson or Sheriff, as the circumstances dictate.

(g) **Unfounded Complaints.** If the management representative conducting the investigation determines that an employee filing an unfounded complaint knew or should have known that the complaint was false, or that a complaint was recklessly or maliciously brought with the intent to unfairly injure another, the filing employee shall be subject to disciplinary action up to and including the termination of employment.

(h) **Alternate Complaint Routes.** Nothing in this section shall preclude a union employee from seeking union representation and seeking redress under the collective bargaining agreement. A non-represented employee may utilize the grievance procedure set forth in sec. 7.10, as applicable. Any employee is free to pursue any claim with or seek advice and assistance from either the Federal Equal Employment Opportunity Commission or the State Equal Rights Division.

7.09 POLITICAL ACTIVITIES POLICY. (1) **Activity Permitted.** No employee is precluded from engaging in political activity, provided that such activity does not interfere with normal work performance and is not conducted during normal work hours and does not involve the use of County equipment or property.

(2)(AM 16-26) **Activity Prohibited.** Consistent with the above, employees are specifically prohibited from directly or indirectly coercing any person to provide or contribute monetary or other types of assistance to any political candidate, party or purpose.

(3)(AM 16-26) **Resignation.** Any employee elected to a Federal, State or County office will be required to resign their County position effective the date that they take office. By operation of taking office, the County employee effectively resigns.

(4)(AM 16-26) **Hatch Act.** Employees whose positions are wholly or partially supported by Federal funds are covered by the Federal Hatch Act and interpretations thereof and shall act in accordance with the Federal law.

(5)(AM 16-26) **Civil Service Excluded.** Washington County Sheriff's Department employees, hired under the Civil Service Ordinance currently in effect, shall be governed by the requirements found in subch. I of Ch. 5 of this Code with regard to political activity.

7.10 EMPLOYEE GRIEVANCE PROCEDURES. (1)(AM 17-22) **Scope and Intent.** The grievance procedures set forth in this section are established pursuant to §66.0509, Wis. Stats., to address employee terminations, discipline, and workplace safety.

(2)(AM 17-22) **Application.** This section shall apply to all regular part-time and regular full-time employees except as follows:

(a) A grievance that may be brought by or on behalf of a law enforcement officer using the procedure specified in §59.26(8), Wis. Stats., or a grievance procedure contained in the law enforcement officer's collective bargaining agreement shall not be brought under this section.

(b) A grievance that may be brought by or on behalf of an employee under a grievance procedure that is contained in the employee's collective bargaining agreement shall not be brought under this section.

(c) A Nursing Home Administrator appointed pursuant to §46.19, a Director of Human Resources appointed pursuant to §46.23, a County Administrator appointed by the County Board of Supervisors pursuant to §59.19, a County Attorney appointed pursuant to §59.42, a Court Commissioner appointed pursuant to §757.68, or a Register in Probate appointed pursuant to §851.71, shall not bring a grievance under this section regarding suspension or termination of his/her employment.

(d) This procedure is not available for complaints relating to oral or written reprimands, work assignments, performance evaluations, reassignment, performance appraisals, transfers within departments, demotions, the implementation of performance improvement plans or corrective action plans, reduction in hours, revision of job descriptions or similar job related administrative activity, voluntary resignation or retirement or any other voluntary leave or separation from employment. Grievance rights are not available to review management decisions affecting operations.

(e) This procedure does not apply to temporary, seasonal, grant or limited-term employees, an employee during his or her introductory period of employment, or employees working less than 40 hours biweekly.

(3)(AM 17-22) **Definitions.**

(a) Arbitrary and Capricious. A determination is arbitrary and capricious if it is either so unreasonable as to be without a rational basis or the result of an unconsidered, wilful and irrational choice of conduct.

(b) Days. Regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or his or her classification is scheduled to work. The time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.

(c) Employee Discipline. An employment determination due to a violation of a law, rule or procedure that results in suspension or termination..

(d) Grievant. An employee or former employee who files a grievance.

(e) Director of Human Resources. The Director of Human Resources or his or her designee.

(f) Law Enforcement Officer. A person employed by the County for the purpose of detecting and preventing crime and enforcing state and local laws, who is authorized to make arrest for violations of the laws or ordinances for which he/she is employed to enforce.

(g) Preponderance of the Evidence. The greater weight of evidence; superior evidentiary weight that, though not sufficient to free the mind wholly from doubt, is still sufficient to incline a fair and impartial mind to one side of the issue rather than the other.

(h) Suspension. An involuntary leave of absence for a period of time with or without pay.

(i) Termination. An involuntary separation from employment, but does not include job loss resulting from a reduction in the workforce for any reason,, retirement, resignation, or other voluntary interruption or discontinuance of employment.

(j) Workplace Safety. A condition of employment related to the physical health and safety of an employee, including but not limited to the safety of the physical work environment, provision of protective equipment, provision of adequate safety training and the safe operation of workplace equipment and tools. Workplace safety does not include conditions of employment unrelated to physical health or safety such as compensation, performance reviews, work schedule, hours of work, breaks, overtime, sick leave, family or medical leave, PTO, PTO scheduling, compensatory time, bereavement leave, health insurance, uniform allowance or other similar benefits offered by the employer.

(4)(AM 17-22) **Grievance Administration.** The Director of Human Resources shall be responsible for administering this grievance procedure. An employee's grievance shall be handled following the procedures contained herein. The grievant shall have the right to representation at his or her own expense throughout the grievance process, except that the representative shall not be a material witness to the matters that gave rise to the grievance. The grievant shall be solely responsible for any costs he or she incurs as a result of filing a grievance and invoking the procedures set forth herein except, that the grievant and the County shall equally share the cost, if any, of the Impartial Hearing Officer.

(5)(AM 17-22) **Procedure – Employee Discipline**

(a) **Filing a Grievance.** An employee shall within five (5) days of the imposition of discipline present the grievance in writing to the Director of Human Resources. The grievance shall contain a clear and concise statement of the pertinent facts including the identity of persons involved, all documentation related to the grievance in the possession of the grievant, the reason(s) as to why the discipline should be reversed, and any suggested remedy. The failure to file a grievance with the Director of Human Resources within five (5) days as provided herein shall constitute a waiver of the right to use this grievance procedure and an abandonment of the grievance.

(b) Informal Mediation. Within seven (7) days of receipt of the written grievance, the Director of Human Resources shall conduct informal mediation in an attempt to resolve the grievance. If resolution is achieved, the Director of Human Resources shall document resolution and distribute same to the Department Head and the employee. If the grievance is not resolved by informal mediation, the Director of Human Resources shall transmit a written response to the grievant within five (5) days of the mediation session. The written response shall contain a statement of the date the informal mediation occurred, the decision to sustain or deny the grievance, and the deadline for the grievant to appeal the grievance to an Impartial Hearing Officer. The decision of the Director of Human Resources shall be final unless the grievant files a written appeal requesting a hearing before an Impartial Hearing Officer.

(c) Appeal. The written appeal shall be submitted on the form provided by the Director of Human Resources. Upon timely receipt of the written request for an appeal, the Director of Human Resources shall select an Impartial Hearing Officer (“hearing officer”) who shall not be a County employee. The failure to file the written appeal with the Director of Human Resources by the deadline set forth in the written response shall be considered a waiver of the right to appeal the grievance and an abandonment of the grievance.

(d) Hearing. A hearing shall be scheduled within fifteen (15) days of a timely receipt by the Director of Human Resources of the written appeal unless the time for hearing has been extended by mutual consent of the parties. The hearing officer may, with the consent of the parties, mediate the grievance at any time prior to the commencement of the hearing. The hearing officer shall conduct the hearing and make a record of the proceedings. The Rules of Evidence shall not strictly apply, however, the hearing officer may not render a decision on the basis of hearsay evidence alone. There shall be no prehearing discovery. The parties may provide to the hearing officer a list of witnesses they intend to call at the hearing, copies of exhibits they intend to introduce at the hearing, a prehearing statement of no more than two (2) type-written, single-spaced pages setting forth their positions as they relate to the grievance, no later than five (5) days prior to the hearing. The sole issue the hearing officer shall decide is whether the determination that resulted in discipline was arbitrary and capricious. The grievant shall bear the burden of proof by a preponderance of the evidence. The hearing officer shall have no power to order a remedy. The hearing officer shall render a written decision within fifteen (15) days following the close of the record. The written decision shall be filed with the Human Resources Department which shall transmit a copy to the grievant. Upon receipt of a decision sustaining the discipline imposed, the grievant’s status shall remain unchanged. Upon receipt of a decision which determines that the imposed discipline was arbitrary and capricious, the Director of Human Resources shall review the decision and within ten (10) days, reverse the imposed discipline unless he or she files an appeal of the decision under section (d).

(e) Appeal to the County Board. The Grievant or the Director of Human Resources may, within ten (10) days of the hearing officer's decision, appeal the decision to the County Board by filing a written notice of appeal with the Director of Human Resources on the form provided by the Director of Human Resources unless the time to appeal is extended by mutual agreement of the parties. The Director of Human Resources shall promptly notify the County Clerk of receipt of the notice of appeal. For Washington County initiated appeals, the Human Resources Director shall send a copy of the notice of appeal to the grievant. The written notice of appeal must contain a statement explaining the reasons and basis for the appeal, include a copy of the written grievance filed with the Director of Human Resources, include a copy of the hearing officer's decision, include a copy of the hearing transcript, or exhibits or both and include a copy of any information that was admitted into evidence at the hearing. The submission shall not include any information not admitted into evidence by the hearing officer. The appeal will be placed on the agenda for the first County Board meeting that is held at least ten (10) days after the Director of Human Resources receives a written notice of appeal unless the time to hear the appeal is extended by mutual agreement of the parties. The appeal will be noticed for consideration in open session unless the grievant or the County Board Chairperson requests a closed session pursuant to §19.85(1)(b), Wis. Stats., which pertains to dismissal, demotion, licensing or suspension of a public employee. The grievant submitting the appeal to the County Board shall be provided with a copy of the meeting notice.

(f) Effect of Appeal on Hearing Officer's Decision. The decision of the hearing officer during shall be stayed during the pendency of an appeal.

(g) County Board Appellate Procedure. The County Board shall not take testimony or receive new evidence, and shall uphold the decision of the hearing officer unless it determines that the hearing officer's decision was arbitrary and capricious. The appellant shall bear the burden of proof. The County Board may, by majority vote, reverse or uphold the hearing examiner's decision. The County Board Chairperson shall prepare and sign a written determination reflecting the County Board's decision. The County Board Chairperson may enlist the assistance of the County Attorney in preparing the written determination. A copy of the written determination shall be transmitted to the grievant within ten (10) days following the County Board's decision and shall be filed in the Human Resources Department. In the event the decision of the hearing officer is reversed, the Director of Human Resources shall review the decision and within ten (10) days, shall take any corrective action deemed necessary in his or her the discretion. A decision of the County Board is final and is not subject to appeal.

(6)(AM 17-22) Procedure – Workplace Safety.

(a) No employee may initiate a workplace safety grievance unless the employee has first reported the alleged workplace safety violation to his or her Department Head as soon as is reasonably possible after becoming aware of the alleged workplace safety violation. In the event the alleged workplace safety violation is not addressed to the employee's satisfaction, he or she may initiate a workplace safety grievance.

(b) An employee initiating a workplace safety grievance by alleging a violation of Wisconsin Administrative Code Chapter COMM 32 shall submit a written complaint to the Director of Human Resources on forms provided by the Human Resources Department. The written complaint shall contain a clear and concise statement of the pertinent facts surrounding the alleged workplace safety violation and any suggested remedy. Upon receipt of the written complaint, the Director of Human Resources shall investigate the alleged workplace safety violation. No later than thirty (30) days from the receipt of the written complaint, the Human Resources Director shall notify the grievant in writing of the outcome of the investigation and any corrective action taken. The written notice shall inform the grievant of the deadline by which he or she may request a hearing before an Impartial Hearing Officer in the event he or she is not satisfied with the outcome of the investigation. A Request for a Hearing must be in writing. The failure to file a written Request for a Hearing by the deadline set by the Director of Human Resources shall constitute a waiver of the request unless the deadline is extended by mutual written agreement of the parties.

(c) Hearing. Upon receipt of a timely Request for a Hearing, the Director of Human Resources shall schedule a hearing to be conducted by an Impartial Hearing Officer appointed by the Director of Human Resources. The hearing shall be conducted within fifteen (15) days unless the time for a hearing is extended by the hearing officer by mutual consent of the parties. The grievant shall have the burden of proof by a preponderance of the evidence to demonstrate the existence of a violation of Wisconsin Administrative Code Chapter COMM 32. The hearing officer may, with the consent of the parties, mediate the grievance at any time prior to the commencement of the hearing. The hearing officer shall conduct the hearing and make a record of the proceedings. The Rules of Evidence shall not strictly apply, however, the hearing officer may not render a decision on the basis of hearsay evidence alone. There shall be no prehearing discovery. The parties may provide to the hearing officer a list of witnesses they intend to call at the hearing, copies of exhibits they intend to introduce at the hearing and a prehearing statement of no more than two (2) type-written, single-spaced pages setting forth their positions as they relate to the grievance no later than five (5) days prior to the hearing. The hearing examiner shall render a written decision within thirty (30) days following the close of the record. The written decision shall be on the form provided by the Human Resources Department and shall include the final decision, and any other information the hearing examiner deems appropriate including a statement that the parties may appeal the decision of the hearing officer to the County Board. The hearing officer shall not have the authority to order a remedy. The written decision shall be filed with the Human Resources Department which shall transmit a copy to the grievant.

(d) Effect of Appeal on Hearing Officer's Decision. The decision of the hearing officer shall be stayed during the pendency of an appeal.

(e) **Appeal to the County Board.** The grievant or Washington County may, within ten (10) days of the hearing officer's decision, appeal the decision to the County Board by filing a written notice of appeal with the Director of Human Resources on the form provided by the Director of Human Resources unless the time to appeal is extended by mutual agreement of the parties. The Director of Human Resources shall promptly notify the County Clerk of receipt of the notice of appeal. For Washington County initiated appeals, the Human Resources Director shall send a copy of the notice of appeal to the grievant. The written notice of appeal must contain a statement explaining the reasons and basis for the appeal, include a copy of the written grievance filed with the Director of Human Resources, include a copy of the hearing officer's decision, include a copy of the hearing transcript, or exhibits or both and include a copy of any information that was admitted into evidence at the hearing. The submission shall not include any information not admitted into evidence by the hearing officer. The appeal will be placed on the agenda for the first County Board meeting that is held at least ten (10) days after the Director of Human Resources receives a written notice of appeal unless the time to hear the appeal is extended by mutual agreement of the parties. The appeal will be noticed for consideration in open session unless the County Board determines that a closed session is needed and a basis exists under §19.85(1), Wis. Stats., for said closed session. The employee submitting the appeal to the County Board shall be provided with a copy of the meeting notice. The failure of the party seeking appellate relief to appear at the meeting shall constitute an abandonment of the appeal.

(f) **County Board Appellate Procedure.** The County Board's consideration of the appeal will be limited to a review of the record to determine whether the decision of the hearing officer was arbitrary and capricious. The appellant shall bear the burden of proof. Based on a review of the record, the County Board, by majority vote may affirm, modify or reverse the hearing officer's decision. The County Board Chair shall prepare and sign a written determination reflecting the County Board's decision. In the case of a determination that a workplace safety violation exists, the decision shall direct the County Administrator to evaluate the violation and take necessary corrective action. The County Board Chair may enlist the assistance of the County Attorney in preparing the written determination. A copy of the determination will be provided to the grievant within ten (10) days following the County Board's decision. The decision of the County Board shall be final and not subject to further appeal.

(7)(AM 17-22) **Excluded Grievances.** This grievance procedure shall not apply to elected officials, nor shall it be construed to grant job tenure to non-represented employees who are appointed by elected officials as deputies.

(8)(AM 17-22) **Employee's Rights Preserved.** A grievance under this procedure shall not be construed as limiting employee's rights of appeal to applicable Federal and State agencies nor shall the grievance procedure herein abrogate any legal means of redress by a court of competent jurisdiction.

(9)(AM 17-22) **Retaliation Prohibited.** Retaliation and/or reprisal against an employee who files a grievance under this section is prohibited. An employee who engages in retaliatory action against an employee filing a grievance will be subject to disciplinary action up to and including the termination of employment.

7.11 RESIDENCY POLICY. (1)(AM 99-1)(AM 99-45)(AM 00-4)(AM 00-24)(AM 01-6)(AM 01-8)(AM 01-10)(RR 02-16)(AM 03-16)(AM 05-19)(AM 06-15)(AM 07-18)(AM 08-2)(AM 11-1)(AM 11-16)(AM 11-20)(AM 13-1)(AM 16-26) Consistent with §66.0502, Wis. Stats., no employee shall be required to maintain residency within the boundaries of Washington County as a condition of employment except law enforcement officers as set forth in the Collective Bargaining Agreement.

(2)(AM 16-26) **Residency Requirement.** Employees in the Sheriff's Department covered by a collective bargaining agreement shall be required to establish and maintain residency within Washington County or the surrounding counties (Dodge, Fond du Lac, Milwaukee, Ozaukee, Sheboygan and Waukesha Counties), or within 15 miles of Washington County, by the end of the probationary period. In the event said employee does not establish and/or maintain residence in Washington County or the surrounding counties (Dodge, Fond du Lac, Milwaukee, Ozaukee, Sheboygan and Waukesha counties), or within 15 miles of Washington County, by the end of the probationary period, he or she shall be dismissed by the Sheriff. No extensions of the requirement to establish and maintain residency by the end of the probationary period shall be allowed.

7.12 AUTOMATIC TERMINATION POLICY. (AM 16-26) Any employee absent from work for 3 consecutive workdays without adequate notice or satisfactory explanation to his or her supervisor shall be deemed automatically terminated. For purposes of this section workdays are deemed to be consecutive, notwithstanding their separation by scheduled days off or by approved leaves of absence. Failure to provide the County with required, signed resignation forms shall be considered absence without adequate notice.

Section 7.13 Reserved

7.14 DEFENSE AND INDEMNIFICATION. (1)(AM 16-26) Every elected official, officer and employee shall be saved harmless from any and all liability which may arise against him or her during the good faith performance of such employee's duties and other hazards which traditionally confront such persons in the course of said job duties. In the event it becomes necessary for an elected official, officer or employee to defend against legal charges, he or she shall have the services of the County Attorney's office made available which shall undertake the defense of such charges without any cost to the employee.

(2) Costs of the trial or other costs connected with the defense of charges made shall be promptly reimbursed by the County to the elected official, officer or employee. Any officer or employee will be promptly compensated at the regular rate of pay for any time which is required to be away from employment duties for deposition, trial or other hearings necessary in connection with the defense of such charges. A judgment for money damages, costs and attorney's fees of a plaintiff or claimant in such a matter will be paid for by the County without the elected official, officer or employee being in peril of having his or her property subject to execution or other collection device.

7.15 SECURITY CARD POLICY. (1) **Purpose.** The security card system is designed to protect employees by preventing unauthorized persons from entering the facilities.

(2)(AM 16-26) **Card Holders.** Certain employees are issued a security card upon employment with the County. Department Heads, in consultation with the Human Resources Department, are responsible for determining access levels for each of their employees. Employees should be granted minimally necessary access to buildings and facilities in order to fulfill job duties.

(3)(AM 16-26) **Lost Cards.** The first security card is issued to the employee at no charge. If a security card is lost, a new one will be re-issued at the County's cost as determined by the County Clerk and the employee shall be responsible for the replacement cost. The County will use payroll deduction to recover the cost of any lost security card. If the original security card is later recovered, no refund will be issued for the cost of the replacement.

(4) **Damaged Cards.** A damaged security card, (split, cracked or worn from use) will be replaced at no cost to the employee. The card must be turned in to the Facility Management Department for examination before a replacement card is issued. Intentional damage (cuts, chops, holes or unnatural bends) may result in assessing replacement cost to the employee. The final determination will be made by the County Clerk.

(5)(AM 16-26) **Exchanging Cards.** No employee shall lend or allow another to use the County issued security card. Switching or borrowing of security cards is prohibited. Any employee borrowing or switching his or her security card is subject to disciplinary action. Any borrowed or switched card will be deactivated. The responsible employee will be charged for reactivation at the then current replacement cost. Department Head approval is required to reactivate the card.

(6)(AM 16-26) **Termination.** Upon termination of employment, the security card must be turned in to the Department Head for proper processing. Failure to do so will result in a charge of the then current replacement cost to be deducted from the employee's last payroll check.

7.16(CR 04-37) USE OF COUNTY OWNED VEHICLES. (1)(AM 16-26) **Purpose.** County employees shall refrain from making any personal use of county issued vehicles, except as permitted herein and as described in the United States Internal Revenue Code, as may be amended from time to time.

(2)(AM 16-26) **Personal Use.** Upon the presentation of a valid Wisconsin Driver's license, the following employees are permitted to drive a county vehicle to and from work:

- (a) Patrol Superintendents (Highway)
- (b) Foremen (when acting as Patrol Superintendent)
- (c) Park Superintendent

(3) **Personal Use Valuation.** Each employee who is authorized in Section 7.16 (2) to commute to and from work with a county vehicle shall have included as gross annual income a sum equal to the mileage rate set according to Section 7.03(5) per mile actually driven in so commuting to and from work, or the sum of \$1.50 per commuting trip, whichever amount is higher. This amount shall be reported as ordinary income for federal income taxes, state income taxes and social security taxes.

(4) **Recordkeeping.** Whenever a county vehicle is used to commute to and from work as permitted under Section 7.16(2), a record shall be made daily of each commuting trip on a form issued by the Finance Department. This form shall be submitted monthly to the Payroll Office by the 5th day of the following month. Such logs shall be used to determine the value of using said vehicle, which value will be reported on the individual's W-2 form.

(5)(AM 13-2)(AM 16-26) **Law Enforcement Use Exemption.** Section 7.16(3) does not apply to use by employees who are not subject to taxation by virtue of applicable state and federal laws and the regulations contained in the Internal Revenue Code, as amended from time to time. The following employees are permitted to drive a county vehicle to and from work without a personal use valuation:

- (a) Sheriff
- (b) Deputy Sheriff Captain
- (c) Corrections Administrator
- (d) Deputy Sheriff Lieutenants
- (e) Investigators
- (f) Deputy Sheriff Drug Unit

(6) **Prohibited Use.** Any County employee assigned a County vehicle as part of the regular work routine may use that vehicle only in connection with his or her daily work routine. Such vehicle shall not be used for trips of a personal nature. Any employee violating this section is subject to disciplinary action. This section shall not forbid employees using county vehicles commuting to and from work as authorized herein pursuant to subsection (2) or (5) from making stops or minimally deviating from their normal commuting route to attend to personal business.

(7) **Vehicle Marking.** Each department head shall insure that all vehicles assigned to his or her department are clearly marked on both the driver and front passenger doors with the County logo or other appropriate identification. Unmarked law enforcement vehicles are exempt from the requirements of this subsection with advance approval of the Public Safety Committee.

(8)(AM 16-26) County employees issued a County vehicle for use during County employment shall at all times maintain a valid Wisconsin driver's license which may be periodically checked for validity by the Human Resources Department. An employee involved in a traffic violation or accident while using a County issued vehicle shall immediately report same to the employee's supervisor.

(9)(AM 16-26) **Definitions.** The terms used in this chapter shall have the following meaning:

(a) "Commuting trip" means a one-way trip from either the home to the job site or the job site to the home, as the case may be, and not a round trip of home to job site to home.

(b) "Personal use" means any use which is for the benefit or enjoyment of the employee, or is not in pursuit of the business or interests of the county, or is in pursuit of a business or trade other than that of the county, as defined in the United States Internal Revenue Code.