



Pepin County Government will be united in **strong leadership**, **transparent operations**, **fiscal responsibility** and **promoting services** that protect, empower, and enhance a healthy and inviting community that offers opportunities for all.

EMPLOYEE HANDBOOK

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PEPIN COUNTY EMPLOYEE HANDBOOK

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1 PURPOSE OF HANDBOOK AND ORGANIZATIONAL STRUCTURE

1.1 PURPOSE OF HANDBOOK

This Employee Handbook has been prepared to provide general information and to familiarize employees with the personnel policies of Pepin County.

The provisions set forth in this Handbook supersede all prior personnel policies and procedures, whether written or established by past practice. Because this Employee Handbook is based on County policies and procedures, federal and state mandated policies and procedures, and present employee fringe benefit programs which are all subject to change, this manual is also subject to change. In the event any provision in this Employee Handbook conflicts with any applicable collective bargaining agreement provision, the collective bargaining agreement shall control. The County reserves the right to revise, add, subtract, correct, delete or update any part or all of the materials in this Handbook. Any changes or corrections made in this Handbook will be brought to the attention of all employees by: employee meetings, transmitting changes to employees via email communication or hardcopy, in the Employee Handbook itself. The Employee Handbook shall be posted on the Pepin County website at <https://www.co.pepin.wi.us/>.

The Employee Handbook is intended to be consistent with applicable State and federal laws. In instances where the Handbook is in conflict with Wisconsin Statutes, the latter shall apply.

The employment of County, federal or state-funded employees shall be governed by the Administrative Committee with regard to duration of employment, wages, benefits and other applicable considerations. Limited term employees who are employed for such limited purposes as replacing employees who are temporarily absent from work or who work for the County on projects or work assignments of limited duration shall not receive any fringe benefits and wages shall be set at the starting rate for the position.

It is each employee's responsibility to read and become familiar with the information contained in this Handbook and to comply with the Handbook policies. We do not expect this Handbook to answer all of your questions. We encourage you to bring any questions to the attention of your immediate supervisor.

This Handbook should not be considered an agreement, contract of employment, express or implied, or a promise of treatment or guaranteed of any benefits or conditions of employment. It is required that all new and existing employees read and acknowledge receipt of this Handbook (see Acknowledgment Form at end of the Handbook).

1.2 ORGANIZATION AND ADMINISTRATION

1.2.1 RESPONSIBILITY AND AUTHORITY

THE COUNTY BOARD SHALL

- Authorize by resolution any amendments to this Handbook.
- Approve all non-elected department head appointments, except the Human Services Director, who is appointed by the Human Services Board.
- Appropriate funds for all authorized personnel positions, including approval of all salaries and fringe benefits.

DEPARTMENT HEADS SHALL

- Utilize this Handbook as it pertains to their respective departments and keep employees informed of its provisions and amendments.
- Recommend to the Administrative Committee any amendments to this Handbook which would improve County operating efficiency or employment relations.

THE ADMINISTRATIVE COMMITTEE SHALL

- Recommend to the County Board any amendments to this Handbook.
- Be responsible for the interpretation, administration, and enforcement of this Handbook.

1.3 THE ROLE OF MANAGEMENT

Except as expressly modified by other provisions of the Handbook, the County possesses the sole right to operate the County and all management rights repose in it. These rights include, but are not limited to, the following:

1. To direct all operations of the County;
2. To hire, promote, transfer, schedule and assign employees in positions within the County and to create, modify, and eliminate positions within the County;
3. To suspend, demote, discharge and take other disciplinary action against employees;
4. To relieve employees from their duties;
5. To maintain efficiency of County operations;
6. To take whatever action is necessary to comply with State or Federal law;
7. To introduce new or improved methods or facilities;
8. To change existing methods or facilities;
9. To determine the kinds and amounts of services to be performed as pertains to County operations;
10. To determine the methods, means and personnel by which County operations are to be conducted;
11. To take whatever action is necessary to carry out the functions of the County in situations of emergency;
12. To contract out for goods and services;
13. To establish reasonable work rules.

2 PERSONNEL

2.1 WORKING TOGETHER

2.1.1 CONFLICT OF INTEREST

The County requires employees to be responsible to the public they serve in the performance of their duties. The determination as to whether a Conflict of Interest exists, is left to the sole discretion of the County except as otherwise provided by state or federal law. In order to safeguard the interests of both the County and the employee, employees should guard against situations that may present a conflict of interest or be perceived as presenting a conflict of interest.

No County employee or elected official will use their office or position for personal financial gain or the gain of their family. No employee will engage in their own business activity, accept private employment or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of their official duties or would impair their independence of judgment or action in the performance of their official duties.

SUPPLEMENTARY EMPLOYMENT

Unless otherwise prohibited herein or by law, County employees are permitted to engage in outside employment provided they meet all responsibilities, obligations, scheduling demands and work performance requirements existing or as may be modified and pertinent to their position of employment with the County. Employees shall immediately report any outside employment to their immediate supervisor and shall disclose the identity of the outside employer. If the County determines, in its sole discretion, that outside employment interferes with an employee's ability to fully meet their County employment obligations, the employee will be requested to terminate their outside employment if they wish to retain employment with the County. Any outside employment which constitutes a conflict of interest is absolutely prohibited and is subject to disciplinary action. Employees are prohibited from using County facilities, equipment or telephones in any activity related in any way to their outside employment at any time, unless the County facilities, equipment or telephones are available to non-employees who are engaged in a similar trade or profession as the employees. No activities related to outside employment may be conducted during working hours.

PRIVATE INTERESTS

The county recognizes the provisions of §946.13, Wis. Stats., in prohibiting private interests in public contracts.

NEPOTISM

- Relatives shall not be employed in an immediate superior-subordinate relationship, except as authorized by the Administrative Committee.
- No appointing authority shall hire a relative nor participate in a selection and appointment procedure if a relative is an applicant under consideration.
- No appointing authority or employee shall try to influence the employment decisions of an appointing authority on behalf of a relative. Within this subsection "relative" shall include wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, daughter-in-law, son-in-law, sister-in-law, mother-in-law, father-in-law, aunt, uncle, nephew, niece, stepchild, stepbrother and stepsister.
- Any person who violates this section shall be subject to disciplinary action.

SOLICITATIONS AND SALES

No employee or group of employees or outside individual shall on behalf of the County solicit funds or other things of value from any person, nor solicit funds or sell things of value to persons on County property or time without first obtaining written permission from the Administrative Committee. This shall not apply to internal departmental solicitations, such as farewell gifts, shower gifts, length of service gifts or donations for employee social gatherings.

SPECIAL PRIVILEGES

No employee of the County shall use their position to secure special privileges or exemptions personally or for others.

CONFIDENTIALITY

- No employee shall engage in any activity which might reasonably be expected would require disclosure of confidential information acquired by reason of their position.
- No employee shall improperly disclose confidential information gained by reason of their official position nor shall they otherwise use such information for personal gain.

STIPENDS, GIFTS AND GRATUITIES

See “Stipend” policy in Handbook.

2.1.2 DISCRIMINATION, HARASSMENT & RETALIATION-FREE WORKPLACE

It is the policy of Pepin County to maintain a safe workplace environment that is free from discrimination, harassment and retaliation. Every employee has a personal responsibility to help maintain a safe and healthy workplace environment. Under federal and state fair employment laws, members of protected classes are shielded from unlawful discrimination in employment. Workplace harassment and discrimination, whether engaged in by employees, supervisors or members of the public, will not be tolerated and will subject offenders to disciplinary action or discharge from employment. Retaliatory acts taken against employees for reporting workplace safety issues, harassment or discrimination will also not be tolerated and will subject the offender to disciplinary action or discharge from employment.

RESPONSIBILITY TO REPORT

It is the responsibility of each and every employee to immediately report to management any and all health and safety issues, discriminatory, harassing or retaliatory conduct which may relate to the work environment whether it occurs on or off the job. Such conduct includes conduct by employees toward other employees, by employees toward members of the public, and by members of the public toward employees which relates to their work.

DEFINITION OF PROTECTED CLASS

State and Federal law prohibits discrimination and harassment based on any protected class including, but not limited to, age, race, color, creed, disability, religion, sex, national origin, ancestry, arrest record, conviction record, marital status, sexual orientation, genetic testing, membership in the national guard, state defense force or any other reserve component of the military forces, for use or non-use of lawful products off the employer’s premises during non-working hours.

DEFINITION OF “HARASSMENT” AND “DISCRIMINATION”

Harassment and acts of discrimination to be reported by employees can include:

- Unsolicited and repeated derogatory epithets, derogatory statements or gestures made to a person because of his/her protected status.
- Any attempt to penalize or punish a person because of his/her protected status.

- Creating an offensive and hostile working environment for a person because of his/her protected status, including sexual harassment.

Reports and allegations of workplace harassment and/or discrimination will be subject to investigation by management as soon as reasonably possible. If an employee is found to be responsible for harassment or other discriminatory conduct, then appropriate disciplinary action may be taken, up to and including a termination from employment. However, such action cannot be taken if management is not first made aware of the complaint.

An employee who has a harassment, discrimination or retaliation complaint should immediately report it to their immediate supervisor or Personnel Supervisor. The report may be made verbally or in writing. The allegations should provide sufficient information and detail so that the immediate supervisor or Personnel Supervisor can thoroughly investigate the complaint. If the immediate supervisor is the object of the complaint, then the employee should report directly to the Personnel Supervisor or Finance Director.

Upon receiving an employee report of harassment, discrimination or retaliation, the County will take appropriate steps to investigate the complainant's allegations. Such reports shall be kept confidential to the maximum extent possible. An investigation may include interviewing other employees, speaking with the complainant, interviewing members of the public and reviewing documents such as e-mails, letters or memos. Based upon the investigation's outcome, management will take appropriate action to resolve the complaint. A resolution may or may not result in disciplinary action being taken by the employer.

2.1.3 DRUG & ALCOHOL PROHIBITIONS

PURPOSE

The purpose of this policy is to: a) establish and maintain a safe and healthy work environment, b) reduce absenteeism and tardiness, and c) improve job performance.

To promote compliance with this policy, the County reserves the right to search any part of its premises at any time to determine the physical presence of drugs and/or alcohol on County property.

RESTRICTIONS

- No employee shall report to work, consume, or be under the influence of alcohol or illegal drugs during working hours. This restriction applies to any paid or unpaid lunch periods as well as training sessions and the working hours of conferences.
- The sale, possession, transfer or purchase of illegal drugs while in the course and scope of employment is prohibited.
- When using a County vehicle, either on or off duty, the use of alcohol or illegal drugs is prohibited.
- An employee is also prohibited from reporting for duty or remaining on duty when the employee uses any controlled substance, including prescription medications, except when the use is pursuant to the instructions of a licensed health care provider who has advised the employee that the substance does not adversely affect the employee's ability to safely and competently perform his/her job.

DRUG AND ALCOHOL TESTING

Pre-employment drug testing will be required for employees in testing-designated positions (such as CDL) to be completed prior to their first day of work. Any such testing will be done in accordance with established procedures as required by Federal or State mandates.

The County may conduct drug and alcohol testing based on reasonable suspicion that the employee is under the influence of alcohol or illegal drugs during work hours. Reasonable suspicion means a

belief drawn from facts or circumstances and inferences from those facts or circumstances sufficient to lead a reasonable person to suspect that the employee is using a controlled substance or alcohol. Examples of reasonable suspicion include, but are not limited to:

- Direct observation of physical symptoms;
- Pattern of abnormal conduct or erratic behavior;
- Arrest or conviction for drug or alcohol-related offenses;
- Information from credible and reliable sources; and
- Evidence of employee tampering with drug or alcohol tests.

The County may conduct random testing for employees in testing-designated positions (such as CDL). Any such testing will be done in accordance with established procedures as required by Federal or State mandates.

When an employee is involved in an injury and/or accident involving County property, vehicles, equipment, or that is otherwise work-related, the County, at its discretion, may require that any employee involved in the injury and/or accident submit to an alcohol and/or drug test as soon as possible after the accident, but no later than eight (8) hours for alcohol or thirty-two (32) hours for drug testing. Any employee involved in a reportable accident shall notify the County at the first available opportunity after the accident, at which time the employee will be advised to report to an appropriate collection site for testing.

In the event an employee is seriously injured and unable to report to the collection site, the employee shall authorize the health care provider to release to the County any information necessary to indicate the presence of alcohol or any controlled substance in the employee's system.

DISCIPLINARY ACTION

Employees who fail to pass any drug test administered under this policy, or who otherwise violate this policy, are subject to discipline, up to and including termination, as referenced in Section 3.3 of this handbook.

REHABILITATION

Pepin County realizes that substance abuse or alcohol/chemical dependency may be treated and urges those employees to seek assistance before it affects his/her work performance or results in disciplinary action. Any employee who undergoes rehabilitation or who enrolls in an employee assistance program because of a positive drug or alcohol test result shall be required to undergo an additional drug and/or alcohol test before returning to work. If the test results are negative, the employee will be returned to work, if work is available. If the test results are positive, the employee will be disqualified from employment and, in reasonable cause circumstances, any previous discharge or other discipline will be reinstated.

2.1.4 EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the County to provide equal opportunity in County employment as required by law regardless of age, race, creed, religion, color, marital status, sex, national origin, ancestry, disability, sexual orientation, arrest or conviction record or political beliefs. This policy shall include, but not be limited to the following: recruitment and employment, promotion, transfer or demotion, compensation, selection for training and layoff or termination.

It is the policy of the County to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA) and other laws. The County will make reasonable accommodation whenever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments of the job and provided that any accommodations made do not impose an undue hardship on the County.

Any employee who believes that a violation of any portion of this policy has occurred should bring such violation to the attention of the Department of Administration or the County Board Chairperson who will investigate and remedy any violation found to have occurred. The County prohibits retaliation against any employee who makes a good faith report of discrimination. Any employees, including managers, involved in discriminatory practices will be subject to corrective actions up to and including discharge. The Administrative Coordinator or his/her designee is the Equal Rights Officer as required by law.

2.1.5 WORKPLACE SAFETY

Pepin County will work to assure a safe and healthy environment for all employees. The Personnel Director and Department Head/Elected Officials will assure employees are provided with training and resources to perform the duties of employment in a safe manner. Each department will provide policy and procedure as appropriate to the workplace safety of the employees of that department.

Any unsafe practice or condition, affecting persons, property or equipment, must be reported immediately to the employee's immediate supervisor. Should a hazardous situation exist, safety concerns always take precedence over continuing operations.

Any employee who identifies new ways to increase workplace safety should make these recommendations known to his/her supervisor. "Workplace Safety" includes any conditions of employment related to the physical health and safety of employees, including the safety of the physical work environment, the safe operation of workplace equipment and tools, provision of personal protective equipment, and accident risks. "Workplace Safety" does *not* include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, and work schedules. See also Grievance Procedure at Section 3.5.

In the event of an employee accident or injury, the incident should be immediately reported to the Department Head/Elected Official. The Department Head/Elected Official will assure an Incident Report is completed and submitted to the Personnel Office. All employee injuries must be reported to the Workman's Compensation agency for appropriate action. See 4.10 for Workers Compensation.

The County has installed and is using video surveillance to observe, monitor, and/or record public areas of the Government Center and some non-public work areas of the Government Center. The purpose of such video surveillance is to identify safety and security concerns and monitor the conduct of all persons within the aforementioned areas of the Government Center. As such, employees shall not have an expectation of privacy within public areas or some non-public work areas of the Government Center. The County reserves the right to expand, reduce, suspend, cease, or otherwise adjust its video surveillance monitor of other County buildings and on other County property where employees do not possess a reasonable expectation of privacy.

2.1.6 DRESS CODE POLICY

Pepin County strives to maintain a workplace environment that is well functioning and free from unnecessary distractions and annoyances. As part of that effort, Pepin County requires employees to maintain adequate personal hygiene and a neat and clean appearance that is appropriate for the workplace setting and for the work being performed.

All Pepin County staff members are expected to present a business casual image to clients, visitors, customers and the public. Acceptable personal appearance and proper maintenance of work areas, are an ongoing requirement of employment with Pepin County.

Supervisors should communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor and / or Personnel Department.

Any staff member who does not meet the attire or grooming standards set by his or her department will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

SPECIFIC REQUIREMENTS

Certain staff members may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job. Uniforms and protective clothing may be required for certain positions.

Body piercings, jewelry, accessories and tattoos that conflict with an employee's job duties or work environment may not be worn and/or displayed. Factors that may be considered in determining whether such a conflict exists include:

- Personal safety of the employee or co-workers, or potential damage to County property;
- Productivity or performance expectations;
- Offensiveness to co-workers, customers, vendors or others in the workplace;
- County norms and expectations; and
- Customer complaints.

At the discretion of the department head/elected official or applicable supervisor, employees may be asked to remove jewelry, accessories, or body piercing(s) during work hours based on the above-referenced considerations. Furthermore, at the discretion of the department head/elected official or applicable supervisor, employees may be required to cover tattoos while on duty.

At the discretion of the department head/elected official, in special circumstances, such as during unusually hot or cold weather, as external worksite necessitates, or during special occasions, staff members may be permitted to dress in a more casual fashion than is normally required. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted. Jeans are allowed as acceptable on Fridays unless professional meetings or events would expect more professional dress.

Hats or headgear in the office would normally not be acceptable. However, workers who must work inside and outside during their schedules will be allowed to wear hats provided the logo is not discriminatory or inappropriate. Hats without logos or hats with Pepin County logos are preferred. Hats that are part of a uniform or for safety are allowed. Accommodation for hats and other headgear can be requested by individuals due to religious beliefs or due to medical issues, see the next section for further explanations.

REASONABLE ACCOMMODATION OF RELIGIOUS BELIEFS

Pepin County recognizes the importance of individually held religious beliefs to persons within its workforce. Notwithstanding the above restrictions, Pepin County will reasonably accommodate a staff members' sincerely held religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the Personnel Department.

2.1.7 I.D. BADGE POLICY

For the safety and security of Pepin County employees, identification badges are required to be worn during their working hours, except when an employee's physical safety is placed at risk, at which time the ID Badge shall be easily accessible. These badges identify individuals as having legitimate access to County offices and equipment. Highway and Maintenance staff should carry their ID badges on their person (wallet/pocket) while operating equipment.

PROCEDURE

All new employees, elected and appointed officials, individuals providing volunteer services on behalf of the county and County Board Chairperson will be issued an ID Badge by the Sheriff's Department.

*Pepin County
February 2026*

Identification badges will only be reissued due to official name or department changes, when the badge becomes damaged, or when the photo becomes unrecognizable or at the expiration date of 7 (seven) years.

When an employee resigns, is terminated, or will no longer be working for Pepin County, he/she must submit their ID Badge to their Department Head/Elected Official on their last day of work, and it will be forwarded to the Personnel Department.

All exceptions to this policy will be reviewed by the Emergency Management Director, Administrative Coordinator and the Personnel Director. Exceptions will be granted only for specific purposes and time periods.

ACCOUNTABILITY

A lost, missing or stolen badge should be reported to the Department Head/Elected Official immediately. A lost badge may be replaced without charge on a one-time basis, and employees may be charged \$2.00 or \$50 for badges issued that open locked doors for all subsequent replacements. Because the policy is intended to provide for the safety and security of Pepin County employees, any employee who violates department identification badge requirements will be subject to disciplinary action. Department Heads, Elected Officials, and the Personnel Director will notify employees of any disciplinary action.

2.2 ELECTRONIC MEDIA & SOCIAL MEDIA POLICY

It is the policy of the employer that information, in all its forms, written, spoken, recorded electronically, or printed, will be protected from accidental or intentional unauthorized modification, destruction, or disclosure. All electronic media must be protected from misuse, unauthorized manipulation, and destruction. It is further the policy of the employer that employees may not use social media technology to engage in or post communications or material that would violate any Handbook policy, including, but not limited to, using technology to post communications or materials that are derogatory or offensive with respect to race, religion, gender, sexual orientation, national origin, disability, age, or any other legally protected class status.

2.2.1 GENERAL GUIDELINES - ELECTRONIC MEDIA

- All employer-provided electronic media systems are the employer's property. Additionally, all messages and files composed, sent or received on these systems are and remain the property of the employer. They are not the private property of any employee.
- The use of our electronic media systems is reserved solely for the conduct of business during work hours. However, if employees wish to use these systems during breaks, lunch periods, or before and after regular working hours, they may do so, but employees are specifically prohibited from using these services for any illegal, illicit, immoral or offensive purposes. A post is "offensive" if it could reasonably be construed to intentionally harm someone's reputation, contribute to a hostile work environment on the basis of a protected classification, incite violence or similar inappropriate or unlawful conduct, or disparage members of the public/customers, co-workers/associates or suppliers.
- The electronic media systems may not be used to solicit or proselytize for commercial ventures, religious or political causes, or other non-job-related solicitations.
- The electronic media systems are not to be used to create any "offensive" or disruptive messages or documents (see definition of "offensive", above) or used in a manner that adversely affects your job performance or is disruptive to the job performance of co-workers.
- The electronic media systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, employee/employee family medical information or similar materials without prior authorization. This guideline is not intended to restrict employees from discussing with others their wages or other terms and conditions of employment.

- The employer reserves and intends to exercise the right to review, audit, intercept, access and disclose all internet activity and any messages or documents created, received or sent over the employer's electronic media systems for any purpose.
- The confidentiality of any message cannot be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to management or they are invalid and cannot be used.
- Users are responsible for safeguarding their system passwords. Individual passwords should not be printed, stored online, or given to anyone other than the Department Head/Elected Official. Users are responsible for all transactions made using their passwords. Passwords are for the protection of Pepin County, not individual employees.
- Employees may not modify, delete, or destroy any Employer document created by any electronic media unless specifically authorized to do so.
- Pepin County requires that properly licensed software be utilized on its computers, and that all employees comply with applicable copyright laws and licenses pertaining to computer software. Only software licensed to Pepin County may be installed on county computers. Copying software, except as specifically allowed by the licensor, is not allowed. Installation of software on county-owned computers must be approved by the Department Head/Elected Official and the Finance/Personnel Office.

2.2.2 GENERAL GUIDELINES - SOCIAL MEDIA

ONLY ON YOUR OWN TIME

Unless you have received advance permission from your supervisor or unless such activity is directly related to the performance of your job, you may not engage in social media activity on work time and in work areas (you may engage in social media activities during break times and pre/post work time.)

POST AS YOURSELF

Make clear that you are expressing your personal views alone, not those of the County.

BE RESPECTFUL AND NICE

Do not post communications or material that is disparaging of services, or employees, obscene, profane, vulgar, bullying, threatening, or maliciously false. This guideline is not intended to prevent employees from discussing with others their wages or other terms and conditions of employment.

USE GOOD JUDGMENT

Because what you say online is accessible to the public, use good judgment in your communications.

OBEY THE LAW

Do not post any material that violates the law, such as material that is obscene, profane, defamatory, threatening, harassing, or that violates the privacy rights of someone else. The posting of such material may subject you to criminal and civil liability.

DON'T EXPECT PRIVACY

Because your social media communications are publicly available, you should not expect that your communications are private in any way. Once you post something online, it is completely out of your control and generally available to anyone in the world.

ASK FOR GUIDANCE

If you have any questions about what is appropriate to include in social media communications, ask your manager or a member of the Finance/Personnel Department.

COMPLY WITH HARASSMENT AND OTHER POLICIES

Employees may not use social media technology to engage in or post communications or material that would violate any other Handbook policy, including, but not limited to, the Workplace Safety, Discrimination, Harassment and Retaliation policies. This guideline is not intended to prevent employees from discussing with others their wages or other terms and conditions of employment.

KEEP SECRETS

You must not disclose “confidential information” which does not include discussions with third parties about your wages, hours and/or conditions of employment.

REPORTING DEVIATIONS FROM POLICY

All employees are encouraged to report any discovered or suspected unauthorized or improper usage of electronic media or social media with impact on the workplace. The Employer prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy and/or for cooperating in an investigation will be subject to disciplinary action, up to and including discharge from employment.

POLICY VIOLATIONS

Employees who violate this policy may be subject to disciplinary action, up to and including immediate termination of employment.

2.3 POLITICAL ACTIVITIES

Employees are free to engage in political activity outside of work hours and to the extent that it does not adversely affect the performance of job duties, working relationships or County operations. When engaging in political activity or engaging in discussion of issues of public importance, employees are expected to ensure that their actions and positions are not attributed to the County. Employer resources may not be used for promoting a particular candidate or political party or for advocating a particular position on an issue that has become identified as the viewpoint of a particular candidate or party.

2.3.1 DEFINITION OF “EMPLOYER RESOURCES”

Employees may not use employer resources for political activities. Employer resources include office supplies, electronic equipment including e-mail, facsimile and photocopying machines, bulletin boards and other public spaces. (Use of bulletin boards requires authorization and is off-limits to public use.)

2.3.2 DEFINITION OF “POLITICAL” ACTIVITIES

Political activities include partisan and non-partisan elections and referendums. Any political activity must be conducted independent of your role as an employee. The following guidelines are not exhaustive, but are intended to help in differentiating between those activities that may be viewed as harmful to workplace functioning and those activities that generally fall outside the “political” activities subject to employer restrictions and intervention. Employees are expected to avoid the following political activities:

- Using working hours or employer resources to solicit money or signatures or to make political contributions;
- Using non-work hours to solicit contributions, signatures or services from other employees who are on work time;
- Posting political materials in areas open to the public (generally, individual workstations that are not available to the public are exempted from this restriction);
- Using the employer’s mailing address as the return address for political solicitations;

- Providing employer mailing lists to any individual or organization for political solicitations if this information is not generally available to the public. (Note: the use and distribution of employer mailing lists to outside parties always requires prior authorization including an assessment of whether fees should be charged to cover production costs);
- Providing a forum for an individual candidate to promote his or her campaign without giving an equal opportunity to other candidates, for the same office, to participate in the forum;
- Political advocacy in the form of clothing items, armbands and buttons that cause a disruption in operations and/or violate the rights of others including the right to be free from discrimination, harassment and intimidation in the workplace.

2.4 SOLICITATION (NON-POLITICAL)

The solicitation of employees or distribution of materials to employees can often interfere with normal operations of the County, reduce employee efficiency, annoy employees and citizens, and pose a threat to security. For these reasons, the County limits solicitation and distribution on its premises.

- Solicitation by Non-Employees Prohibited. Individuals who are not employees of the County are prohibited from soliciting employees or distributing materials to employees on the premises. This includes soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services (except by representatives of vendors or potential vendors as authorized by the County), or any other similar activity. All visitors are strictly prohibited from entering non-public areas unless a supervisor grants permission.
- Limited Solicitation. Employees may engage in limited solicitation and distribution of materials to other employees, on the premises, subject to the following guidelines.
 - Solicitation or distribution of materials is prohibited during the working time of either of the individuals making or receiving the solicitation or distribution. "Working time" does not include an employee's authorized lunch or rest period. Distribution of literature in a way that causes litter on property is prohibited.
 - Off-duty employees may not return to the premises to solicit or distribute materials to employees unless permitted due to work conditions and has received authorization from the Department's Elected Official or Department Supervisor.
 - The County may authorize a limited number of fund drives by employees on behalf of charitable organizations. Employee participation in such drives is completely voluntary. As a part of those charitable fund drives, the County may permit a representative from the charitable organization to make a presentation to employees. Employees seeking authorization for such a charitable fund drive should contact the Department Head or Elected Official of the Department for authorization and the Administrative Coordinator. The Administrative Coordinator will consult with County Board Chair for further consultation if needed.
 - Using the County's email system is permitted to briefly announce an approved fund drive if all other approvals are in place prior to use.

3 GENERAL POLICIES

3.1 TIME AT WORK & TIME AWAY FROM WORK

3.1.1 HOURS OF WORK / WORK SCHEDULES

HOURS

Normal work hours for all County departments except the Highway Department see Appendix A, Land Conservation Department, Land Management Office, Clerk of Circuit Court Office, Judicial Office, Register of Deeds Office and Sheriff's Department shall be 8:00 a.m. to noon and 12:30 p.m. to 5:00 p.m. Monday through Thursday and 8:00 a.m. to 11:30 a.m. Friday. The normal full-time work schedule of County employees is 37.5 or 40 hours per week, as approved by the Administrative Committee. Deviations from standard work hours can be granted by the department head/elected official, with the concurrence of the Administrative Committee, to the extent that it benefits the public. The working hours of full-time salaried employees may vary, and the acceptance of such a requirement is a condition of employment for personnel employed in these positions.

Land Conservation and Land Management & Health Department Hours:

7:30 a.m. - 5:00 p.m. Monday – Thursday

7:30 a.m. – 11:30 a.m. Friday

Clerk of Circuit Court Office, Judicial Office, Register of Deeds:

8:30 a.m. to 4:30 p.m. Monday to Friday closed for lunch 12:00 to 12:30 p.m.

LUNCH PERIODS AND REST BREAKS (Full-time Employees)

Lunch periods shall be scheduled between 11:30 a.m. and 1:30 p.m. and are normally 1/2 hour, but exceptions may be granted by the department head/elected official, provided offices are open during standard hours as defined in sub. (1) above. Lunch periods shall not be included in hours worked, except when the job requires that the employee remain on duty and be subject to call. Employees may not forego the lunch period to shorten the workday.

County Employees except for the Highway Department may leave their workstation for a rest break during each 1/2 of a work shift. Rest breaks shall be of no more than 15 minutes duration. Rest breaks are not cumulative, cannot be used to extend lunch periods or shorten the workday and, if not taken, are forfeited.

Department heads/elected official shall be responsible for scheduling lunch periods and rest breaks to ensure staffing.

WORK PERFORMED OUTSIDE OF NORMAL WORKDAY

Non-exempt employees may not initiate work outside of the normal workday without prior written approval of his/her immediate supervisor (this includes coming to work early, working over a lunch period, work-related phone or electronic communications). If an employee is called to work outside of their work schedule, the employee will be compensated for actual time worked at their regular rate of pay or overtime pay, as appropriate.

Work-related phone calls outside employees' regular work schedule shall be compensated for one-quarter hour or the actual time spent, whichever is greater. De minimis calls lasting only a few seconds or a couple of minutes are not compensable.

ALTERNATIVE WORKING SCHEDULE (I.E. Flex Schedule Policy)

To enhance the ability of Pepin County to fulfill its responsibilities, to render services to the public and to enhance employee morale, alternative working arrangements may be granted. In certain instances, it may be advantageous for a department to offer an employee alternative, regular work hours which differ from the normal established workplace hours of operation. The determination

that a position may or may not be appropriate for Alternative Working Schedule (AWS) will be determined on a case-by-case basis.

An Alternative Working Schedule (AWS) shall be initiated by an employee or Department Head request. The request will be considered for approval by the Department Head/Elected Official, Administrative Coordinator and Personnel Director. In the event a Department Head requests an Alternative Working Schedule, approval from the direct Oversight Committee is also required.

Departments shall maintain normal working hours of operation. Alternative working hours are allowed as approved by departments within the 6:00 a.m. through 6:00 p.m. time frame or based on the needs of the department. Alternative Work Schedules will not create overtime/comp time or create the inability to use accrued PTO hours.

In all instances, the employee requesting the repeated alteration of regularly scheduled hours of work (more than one week) must complete an Alternative Work Schedule Request form. An Alternative Work Schedule will not reduce the number of days working in a week (i.e. 4 days at 10 hours a day) unless approved by Administration for operational improvements.

Alternative Working Schedule will be reviewed at least annually during the employee performance evaluation. Alternative Working Schedules are subject to review due to performance issues or department needs/issues. Pepin County reserves the right to rescind all Alternative Working Schedules at any time.

Prior to an Alternative Work Schedule being granted the AWS Request form shall:

- Be completed by the employee in advance of any schedule change and fully document the specific reasons for the requested alteration of scheduled work hours, and the specific schedule of work hours requested.
- Be submitted to the Department Head/Elected Official by the employee for review and approval.
- Be submitted to the Administrative Coordinator by the Department Head/Elected Official for approval.
- Be submitted to the Personnel Director for review, and monitoring for compliance to wage and hour regulations. If the requesting employee is a Department Head, the Personnel Director shall submit the request to the corresponding oversight committee for approval.

A copy of the form shall be returned to the Department Head/Elected Official to be shared with the employee of the approval or denial with a copy retained in the personnel office.

The Department Head/Elected Official shall monitor the AWS to assure the needs of the department are met.

TELEWORK

Pepin County is committed to creating a work environment and culture where the needs of our clients, employees, and organization are aligned. Pepin County offers employees the ability to perform certain job duties away from the central work site. The determination that a position may or may not be appropriate for a telecommuting assignment will be determined on a case-by-case basis. Occasional work off-site that is equivalent to less than a day or while traveling on County business, does not constitute telework. Prior approval from the Department Head/Elected Official is required and Department Heads will require prior approval from the Administrative Coordinator or Personnel Director. All offsite work must be indicated on timesheets.

DEFINITION

Telework or teleworking refers to a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position and other authorized

activities, from an approved worksite other than the location from which the employee would otherwise work.

TYPES OF TELEWORK ARRANGEMENTS

- Routine telework in which telework occurs as part of an ongoing, regular schedule.
- Situational telework that is approved on a case-by-case basis, where the hours worked were NOT part of a previously approved, ongoing and regular telework schedule. Examples of situational telework include telework as a result of inclement weather or special work assignments (short term need for uninterrupted time to complete work on a special project or an employee is recovering from an illness or injury and temporarily unable to physically report to the traditional office)
- Continuity of Operations due to a national or local emergency; during an emergency event or another situation may result in a disruption to normal office operations.

BENEFITS OF TELEWORK

The benefits of teleworking for Pepin County are:

- Helps with recruiting and retaining workforce,
- Ensures Continuity of Operations and maintains operation during emergency events,
- Promote management effectiveness by targeting reductions in management costs related to employee turnover and absenteeism,
- Possible reduction of office space needs,
- Enhances work/life effectiveness and balance, telework allows employees to better manage their work and family obligations.

ELIGIBILITY

The determination that a position may or may not be appropriate for telework arrangements is made on a case-by-case basis at the department level with approval from the director. Approval from the Personnel Director, Administrative Coordinator, Oversight Committee and Administrative Committee is also required prior to routine telework approval. Department Head/Elected Official approval needed for Situational and Continuity Telework Arrangements.

Telework sites should be within the state of Wisconsin unless prior approval has been given by the Personnel Director or Administrative Coordinator.

All cumulative Telework time must be less than fifty percent (50%) of scheduled work time, except for Economic Support Staff working with the WREA consortium. WREA staff will be allowed to Telework full-time within the state of Wisconsin and remain subject to call in if requested by their supervisor, personnel director, or administrative coordinator.

All Telework Agreements will include measurable work performance details prior to approval.

Departments evaluate whether a position is suitable for telework based on the nature of the work that is being performed. Generally, requests to telecommute should be considered when:

- The employee's duties can be fulfilled within the telework structure.
- Telework fits with the needs of the department.
- Telework provides for space savings or increased productivity.
- The employee has demonstrated sustained high performance, and the manager believes the employee can maintain the expected quantity and quality of work while teleworking.

- The department can maintain quality of service for clients, employees, and members of the community.

Generally, requests to telework should not be considered when:

- The job requires the employee's physical presence or telework would impair the department's efficiency.
- The employee's current job duties require frequent supervision, direction or input from others.
- The employee's job duties require that the employee provide frequent supervision, direction or input to other employees on site at a Pepin County Site.
- The employee's performance evaluations do not indicate sustained high performance or the ability to work independently.
- The employee has a documented attendance problem.
- The employee has less than 90 days of service with Pepin County.

REQUEST PROCESS

An employee requesting a telework arrangement should complete Pepin County Telework Agreement for Routine or Continuity of Operations. Requests for Situational Telework require prior authorization from the Supervisor & Department Head/Elected official. All approved telework requests must be documented on time sheets.

The employee's direct supervisor and/or department head/elected official must review and approve the request prior to the review and approval of the Personnel Director and Administrative Coordinator.

EXPECTATIONS

- Office coverage will always be the first priority in determining if an employee can telework any given day, even with a prior approved routine teleworking request. County offices should always be staffed during posted hours prior to allowing an employee to telework.
- The employee's compensation, benefits, work status and work responsibilities will not change. Employees are required to track and turn in time worked from telework site. Telework hours will be noted on time sheets.
- Employees must comply with all Pepin County policies and work rules.
- Teleworking is not intended to permit staff to work at other jobs, provide dependent care during work hours, or run their own business.
- Pepin County will not be responsible for operating costs, home maintenance, internet access fees, telephone service, utility costs, homeowner's or renter's insurance, furniture or equipment rental fees or any other incidental costs associated with the use of the employee's residence or telework site unless preapproved.
- Employees must comply with all Pepin County policies and procedures concerning the handling of Protected Health Information, as well as use of computers, internet, and email. (HIPAA)
- Employees will not meet with clients and or visitors from their telework site while conducting County business.
- Employees will sign an inventory of all office property and agrees to take appropriate action to protect the items from damage or theft. All equipment provided by Pepin County will remain the property of Pepin County.

- Employees must follow all confidentiality and ethics agreements along with following all applicable computer, network and telecommunications laws, rules, and permissions.
- Any work-related document that is generated on any employee's personal computer/device is a public record.
- Employees who telework are expected to have regularly scheduled work hours, to be fully accessible during those hours, and to attend necessary meetings and appointments as designated by their supervisor either in person or remotely.
- Employees entering into a telework agreement may be required to forfeit use of a personal office or workstation in favor of a shared arrangement to maximize organization office space needs.
- Pepin County shall normally reimburse travel and other work-related expenses as per the standard employee expenses policy. If the travel begins or ends at the employee's home, travel time and mileage shall be calculated from the work site or home, whichever is less.
- Office supplies necessary to complete work assignments must be obtained during the employee's in-office days. Employees shall not be reimbursed for supplies normally available in the office. The employee should never purchase or rent equipment, services, or supplies on the assumption that Pepin County will reimburse the cost. Prior supervisor approval must be obtained.
- If a teleworking employee is requested to report to the Government Center by the Supervisor, Department Head/Elected Official, or Administrative Coordinator the employee must report onsite within two hours of the request.
- If a teleworking employee's electricity or internet connection are disrupted during teleworking hours the employee must return to the worksite or use PTO to be paid for hours unable to work. A disruption of over 30 (thirty) minutes triggers PTO or driving to the worksite. Drive time will be unpaid.
- If an approved routine teleworking employee does not have work available to perform offsite, they must report to their office.
- Routine Telework requests will be reviewed during the Performance Evaluation and a determination to continue or terminate the Routine Telework schedule will be included on the Performance Evaluation form.

INFORMATION SECURITY

Security of client confidential information and documents is an issue whether an employee is teleworking or at the office. When the employee possesses confidential client information off site, however, there is an even higher level of risk of an unintended or unauthorized breach. The employee must consider other people who may be coming into the home to ensure that sensitive information is not disclosed to outsiders in some inadvertent way.

Employees teleworking shall follow all procedures outlined in the County-wide Information Technology, Security, Privacy and Confidentiality policies and procedures. In addition, employees must ensure the following:

- The protection of organization data on disk, hardcopy, or on portable devices from theft, loss, or unauthorized access during transit and at the alternate worksite.
- That approved firewalls and anti-virus software are on all remote site computers and are updated daily with current definitions.
- That flash drives or other portable drives are scanned for viruses before used for uploading or downloading data.

- Sensitive information in hardcopy form is returned to the office or shredded.
- All work is backed-up according to Pepin County procedures.
- The Pepin County's network is only accessed from the remote worksite or other locations as authorized and for approved purposes.
- The employee agrees to follow the county guidelines pertaining to confidentiality and data security policies.

SAFETY

The employee agrees to maintain a safe and ergonomically sound work environment, to report work-related injuries to their supervisor at the earliest opportunity, and to hold Pepin County harmless for injury to others at the telecommuting location. In signing this Agreement, the employee verifies that the home office provides work- space that is free of safety and fire hazards.

LIMITATIONS

Teleworkers must observe the following limitations when working from the telework site:

- Employees cannot meet with clients at the telework site.
- Employees cannot operate a business or work for another employer during work hours.
- Employees cannot use Pepin County equipment for personal use.
- Employees cannot allow others to use Pepin County equipment or access the organization network.
- Employees cannot have sole responsibility for providing dependent care during work hours except under special conditions with prior approval listed in the agreement.
- Telework on Fridays should be limited. PTO requests should be given priority over allowing telework on Fridays to maintain office coverage.
- Employees will not consume alcohol or drugs including prescription drugs that could impair while teleworking.

LIABILITY

Pepin County shall not be liable for damages to the employee's property resulting from participation in the telecommuting program. In signing this document, the employee agrees to hold Pepin County harmless against any and all claims, excluding workers' compensation claims.

WORKERS' COMPENSATION

The telework location is considered an official worksite for purposes of worker's compensation. The employee shall report any injury to their supervisor immediately.

Worker's compensation does not cover accidents to family members or other third parties at the telework site.

TAX AND/OR INSURANCE CONSEQUENCES

The employee understands that he or she is responsible for tax and insurance consequences of this arrangement, if any; and for conforming to any local zoning regulations.

TERMINATION

This Agreement may be terminated at any time by either Pepin County or the employee which will result in the employee returning to the office worksite arrangement.

A telework arrangement may not be allowed to continue if it is detrimental to work quality, client service, the work unit, or the organization. In such situations, the supervisor shall

make a good faith effort to work with the employee to resolve the situation, but if the problem cannot be resolved, the supervisor has a responsibility to terminate this Agreement. In the event this agreement is terminated, each party will attempt to give as much advance notice of change as practicable and whenever possible at least a 30-day notice.

AGREEMENT

This Agreement shall be maintained by Pepin County and may be amended at any time. A copy of this agreement and any addendums or amendments shall be provided to the employee.

Violations of this agreement are subject to disciplinary action up to and including termination. See section 3.3 of the Pepin County Employee Handbook.

3.1.2 OVERTIME AND COMPENSATORY TIME

1. Authorized hours for professional, executive and administrative personnel as defined by the FLSA, including department heads, shall be salaried employees, and do not earn compensatory time.

Remaining employees shall earn compensatory time at the rate of time and 1/2 for all hours authorized by the department head worked in excess of 40 per week. Paid benefit time of (PTO, PTOSL, compensatory time, bereavement, jury duty, etc.) will not be considered as hours worked for purposes of determining overtime hours and pay. Paid benefit holiday time will be used for the purposes of determining overtime hours and pay. Authorized hours worked in excess of 37.5 but less than 40 per week, shall be earned on a straight time basis. Compensatory time off shall be taken prior to the last working day of employment, or will be paid on the last paycheck.

2. Full-time department heads shall be salaried employees, and do not earn compensatory time. Timesheets for full-time salaried department heads shall be completed showing actual hours worked or use of PTO, PTOSL, or holiday hours. Time sheets should total the expected number of hours worked in a two-week pay period. On occasion, when there have been sufficient hours worked, a work day may be left with no hours.
3. Part-time employees working less than half-time (975 hours per year) shall be paid for actual hours worked and not earn compensatory time. Annual salary payments to part-time employees shall not exceed budgeted amounts.
4. All use of compensatory time shall have the prior approval of the department head. Earned compensatory time must be used prior to unpaid time off and is strongly recommended to be used prior to using PTO.
5. Department heads are required to submit details of compensatory time earned and used for each employee on biweekly departmental time sheets.
6. Except as set forth in 6(a), 6(b), and 6(c), at the end of each calendar quarter, all accumulations of compensatory time in excess of one scheduled week per employee may at the request of the department head be paid to the employee at that employee's regular rate of pay on the last day of the calendar quarter. Such payment of excess (greater than one scheduled week) compensatory time shall only be made upon receipt, in the Personnel Office, of a written explanation of the reasons for the compensatory time earned and approved from the employee's supervisor or oversight committee.
 - (a) Highway employees: After an employee has accumulated forty, 40 hours of compensatory time during a calendar month, he/she shall be paid the additional time. The accumulated balance of compensatory time earned during a year shall be paid out on the first pay period in December and no compensatory time may be accrued during the last payroll period of the year. Compensatory time off requests shall either be approved or denied by the Highway Commissioner.

- (b) Sheriff's Department's Communications/Corrections Officers and Jail Lieutenant:
 - (c) All hours worked in excess of 160 hours per 28-day period shall be paid or taken as compensatory time off at one and one-half times the employee's regular rate of pay. All claims for overtime must be approved by the Sheriff. An employee shall be allowed to accumulate up to 48 hours at the end of each 28-day pay period, with any excess accumulation (over 48 hours), to be paid at that time. In the event an employee takes a compensatory time day off, his/her replacement must receive cash compensation. For the purpose of this section, PTO, PTOSL, and compensatory time shall not be counted as hours worked.
 - (d) Government Center Maintenance Technician and Assistant Maintenance Technician:
 - (e) Government Center Maintenance staff shall earn compensatory time at one and one-half times for all hours worked on Saturdays, Sundays and holidays.
 - (f) A minimum of 2 (two) hours pay shall be earned by Hourly (non-exempt) staff called into work during on- call time or unscheduled hours
7. There shall be no carry-over of compensatory time from one year to the next. The accumulated balance of compensatory time earned during a year shall be paid out on the first pay period in December and no compensatory time may be accrued during the last payroll period of the year. Any additional hours authorized by the Department Head during the last pay period of the year will be paid out.

3.1.3 ELIGIBILITY FOR LEAVE

Regular full-time employees shall be eligible for employee leaves in this section. Regular part-time employees normally scheduled to work more than 1,000 hours a year (1,200 hours per year for employees hired after 7/1/11) shall be eligible for leaves on a pro rata basis. Regular part-time employees working less than 1,000 hours a year (1,200 hours per year for employees hired after 7/1/11) shall not be eligible for fringe benefits. Limited term employees shall not receive any fringe benefits.

3.1.4 LEAVES – BEREAVEMENT

We know the loss of someone dear to you is a difficult circumstance. As you take time to grieve, we hope to support you through this period of mourning. We recognize that you will need time away from work for the following: personal mourning and reflection, arrangements for the departed, memorial and funeral services and receptions, legal and financial documentation, other activities related to the passing of a loved one.

- Employees shall receive the equivalent of three (3) working days leave with pay in the event of death of spouse or domestic partner, parent, step parent, child (birth, foster, adopted, step), daughter-in-law, son-in-law, father-in-law or mother-in-law; the equivalent of two (2) working days leave with pay in the event of death of brother, sister, stepbrother, stepsister, grandchild, employee's grandparent, step grandparent, brother-in-law or sister-in-law; and the equivalent of one (1) working day leave with pay in the event of death of employee's aunt, employee's uncle. Employees must attend the funeral.
- Employees shall be allowed the equivalent of a maximum of one day with pay to attend funerals of fellow employees, or when requested to be pallbearers, or when participating in military funerals.
- The County recognizes that an employee may have had a significant relationship with persons not recognized in this provision. In these instances, please see your immediate supervisor to discuss any request to use alternative accrued leave or unpaid leave.

3.1.5 LEAVES – FAMILY AND MEDICAL (FMLA)

It is the policy of Pepin County to grant family, medical and military leaves to qualified employees in accordance with the Wisconsin Family and Medical Leave Law and the federal Family and Medical Leave Act.

Eligible employees may qualify for unpaid leave under Wisconsin's Family and Medical Law (§103.10, Wis. Stats.) and/or the federal Family and Medical Leave Act. When applicable, the leaves shall run concurrently. Employee rights posters for both laws are in the workplace for reference by all employees.

WISCONSIN FMLA

Any employee who has worked for more than 52 weeks (for a minimum of 1,000 paid hours) is eligible for unpaid leave under Wisconsin's Family and Medical Leave Act (§103.10, Wis. Stats.). However, the employee may, but is not required to, substitute definite and quantifiable paid leave benefits for unpaid leaves under the state law (e.g., paid time off).

The amount of unpaid leave available in a calendar year pursuant to Wisconsin's law is presently as follows:

FAMILY LEAVE

1. Up to a maximum of six (6) weeks per twelve (12) month period for the birth or adoption of a child. The leave must begin no earlier than 16 weeks before estimated birth or placement and no later than 16 weeks after birth date or placement of the child.
2. Up to a maximum of two (2) weeks leave per twelve (12) month period to care for a child, spouse, parent, parent-in-law, domestic partner [as defined in Wis. Stat. § 40.02(1) and § 770.01(1)], or domestic partner's parent who has a serious health condition.

Total maximum time for #1 and #2 is eight (8) weeks per twelve (12) month period.

MEDICAL LEAVE

A maximum of two (2) weeks per twelve (12) month period for the employee's serious health condition.

[NOTE: "Serious health condition" means a disabling physical or mental illness, injury, impairment, or condition which requires inpatient care in a hospital, nursing home or hospice, or outpatient care that requires continuing treatment or supervision by a health care provider.]

WI BONE MARROW AND ORGAN DONATION LEAVE ACT SECTION 103.11, WISCONSIN STATUTES

Up to six (6) weeks leave in a 12-month period for the purpose of serving as a bone marrow or organ donor, provided that the employee provides his or her employer with written verification that the employee is to serve as a bone marrow or organ donor and so long as the leave is only for the period necessary for the employee to undergo the bone marrow or organ donation procedure and to recover from the procedure.

This law applies only to an employee who has worked for the employer more than 52 consecutive weeks and for at least 1000 hours during that 52-week period. The law also requires that employees be allowed to substitute paid or unpaid leave provided by the employer for Wisconsin Bone Marrow or Organ Donation Leave.

FEDERAL FMLA

Any employee who has worked for more than 12 months (for a minimum of 1,250 hours) is eligible for unpaid leave under the Federal Family and Medical Leave Act of 1993. An employee will be required to substitute definite and certain paid leave benefits for unpaid leave.

The federal law provides 12 weeks of unpaid leave during a 12-month period calendar year for any covered purpose, which are:

- The birth and first year care of a child or a child who has been placed with the employee for adoption or foster care.
- To care for a child, spouse or parent who is suffering from a serious health condition.
- For a serious health condition of the employee that makes the employee unable to perform his or her job duties.
- Because of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is on covered active duty or call to covered active duty as a member of the Armed Forces, National Guard, or Reserves.

The federal law also provides for 26 weeks of unpaid leave during a single 12-month period in the case of covered service member caregiver leave because the employee is the spouse, child, parent or next of kin of a covered service member with a serious injury or illness. This 12-month period begins on the first day the eligible employee takes leave for this purpose.

[NOTE: A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.]

INTERMITTENT LEAVE

Under some circumstances, employees may take FMLA leave on an intermittent basis. Intermittent leave may be taken in the smallest increment allowed by the employer for any other type of leave.

- Federal leave based on a birth or child placement may only be taken intermittently on a reduced leave schedule if the employer agrees;
- State family leave for birth/placement or care of a child, spouse, parent or parent-in-law with a serious health condition may be taken as partial absences from employment if scheduled so as not to unduly disrupt the employer's operations.
- Federal leave based on a serious health condition of an employee, employee's child, spouse or parent may only be taken intermittently or on a reduced-leave schedule when medically necessary, unless the employer agrees otherwise.
- Federal leave due to a qualifying exigency may be taken on an intermittent basis as needed.
- State medical leave for self may be taken in non-continuous increments as medically necessary.
- Leaves will be granted in hourly increments or less as may be specified in policies or labor agreements. If it is physically impossible for an employee using intermittent leave to commence or end work midway through a shift, the entire time the employee is forced to be absent shall be designated as FMLA leave.
- Employees shall make a reasonable effort to schedule medical treatments so they do not unduly disrupt current operations and they shall provide the employer with reasonable advance notice.

BENEFITS

An employer is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the

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employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. In addition to paying their portion of health insurance premiums, employees may be required to pay the full cost of continuing other insurance policies during leave. If an employee fails to return to work for a reason other than the serious health condition of the employee or the employee's immediate family member, or other reason beyond the employee's control, the employee will be required to reimburse the employer for the employee's cost of these benefits while the employee was on unpaid leave.

NOTICE

Both state and federal law provide that the employee requesting family and medical leave has an obligation to provide reasonable advance notice to management, when practicable, of the nature and extent of any leave requested. In any event, employees will always have a duty to cooperate with management in arranging and processing leave requests under the state and federal laws to avoid undue disruption of the employer's operations. The employer requests that 30 days advance notice be provided whenever possible.

To receive FMLA leave, an employee must complete an FMLA leave request form. If an employee is unable to do so because the need for leave was not foreseeable, a request may be made verbally. Supervisors are not to discuss medical conditions or leave requests with employees, but are to forward them to Personnel. Personnel shall evaluate the request and provide a response to the employee approving or denying the request and providing the employee with a "Notice of Eligibility and Rights & Responsibilities (Family and Medical Leave Act)" and a "Designation Notice (Family and Medical Leave Act)" within five (5) business days, absent extenuating circumstances, of the employee's request. If Personnel needs additional information to determine whether a leave is being taken for an FMLA-qualifying reason, Personnel may wait until it has received the requested information from the employee and then notify the employee whether the leave will be designated as FMLA leave with the "Designation Notice" within five (5) business days, absent extenuating circumstances, after obtaining the information.

The employer may require employees to provide medical certification supporting the need for leave due to a serious health condition, second or third medical opinions (at the employer's expense) and periodic recertification, and periodic reports during FMLA leave regarding the employee's status and intent to return to work. A medical certification form must be presented by the employee within fifteen (15) days of being asked to do so by the employer. A return to work form from a physician will, in most cases, be required in the case of an employee's serious illness, injury, work-related injury (worker's compensation) or illness which has caused a prolonged absence from work, or if the employee's supervisor reasonably determines for the sake of safety that a medical authorization is advisable.

The employer may require an employee seeking FMLA leave due to a qualifying exigency to submit a certification. The employer may require an employee seeking FMLA leave due to a serious injury or illness of a covered service member to submit a certification providing sufficient facts to support the request for leave.

UPON RETURN TO WORK

Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. FMLA leaves shall not be counted as absences for disciplinary purposes.

CONFORM WITH EXISTING LAWS

This policy does not provide any greater benefits than those provided by the family and medical leave laws. Any change in the law will impact upon the operation of this policy by modifying its provisions to conform with the law.

3.1.6 LEAVES – EMERGENCY CONDITIONS

WEATHER CONDITIONS

The County Board Chairperson or Vice Chairperson, in concurrence with the Highway Commissioner and/or Sheriff may close the government center following communication with the Circuit Court Judge in the case of extremely bad weather. If closed before noon, employees will be paid for actual time worked. If closed after noon, employees will be paid for the whole workday. If closed prior to opening for the day, the employee may charge lost time to accumulated PTO time, compensatory time or time off without pay. The department head may allow the employee to make up lost time within the same pay period. Lost time may not be charged to PTO sick leave.

OTHER CONDITIONS

In conjunction with local health and/or public safety authorities, the County may decide to close a work site or take other emergency measures in order to safeguard the health and welfare of employees and the public and/or because a situation exists affecting the ability of employees to perform their job. Examples of emergency conditions might include power outages, a natural disaster, or a quarantine imposed by health officials. Under such circumstances, the County may authorize paid leave status for employees.

3.1.7 LEAVES – JURY AND WITNESS DUTY

- Employees shall receive full pay while on jury duty or when called on to testify as a witness on behalf of the County. However, the employee must remit any fees received to the County excluding travel (mileage) expenses.
- If the jury duty is completed before the end of the regularly scheduled workday, the employee shall return to work unless excused by the department head or his/her designee.
- Employees called upon to testify as a witness shall return to work after testifying if the Court will permit them to leave, unless excused by the department head or his/her designee.
- Employees called upon to testify on behalf of a former employer shall not receive payment from Pepin County for their time or their expenses. The employee may take unpaid leave or use PTO time to do so.

3.1.8 LEAVES – PAID TIME OFF SICK LEAVE

- Effective with the implementation of the Paid Time Off and Paid Time Off Sick Leave employees sick leave hours will be transferred to PTO Sick Leave Bank up to 105 days.
- Annually employees will be able to transfer unused PTO hours to their PTO Sick Leave bank up to the maximum hours allowed in PTO Sick Leave bank. The employee wishing to make a transfer of PTO to PTOSL shall complete the transfer form and submit it to the Personnel Department. Two transfers per calendar year will be allowed per employee.
- Employees employed at the time of conversion (prior to July 2022) and eligible for PTOSL Bank will be allowed to carry a balance of 105 days. At the time of conversion an option to pay out anyone with up to 105 days down to 90 days at \$40 per day will be provided. For employees hired after the conversion the maximum days allowed to carry in the PTO SL bank will be 60 days
- Upon retirement after a minimum of fifteen (15) years of service as an employee of Pepin County who is in good standing and has worked sufficient hours to qualify for fringe benefits for fifteen years, or upon death or retirement due to disability, an employee shall be paid the cash value of ½ of up to 60 days of accumulated PTO sick leave, provided that the required termination notice has been given. (Maximum payment would be 30 days.) Upon retirement after a minimum of 20 years an employee shall be paid the cash value of ½ of up to 80 days of accumulated PTO sick leave. (Maximum payment

would be 40 days) Upon retirement after a minimum of 30 years an employee shall be paid the cash value of ½ of up to 100 days of accumulated PTO sick leave. (Maximum payment would be 50 days)

- PTO Sick Leave may only be used for FMLA events of 3 or more days or with a doctor's note for 3 or more consecutive working days with no hours worked. See section 3.1.5
- Three-day examples of uses for PTOSL with a doctor's note: employee, spouse, child, step child, parent, parent-in-law, domestic partner, or domestic partner's parent are sick or have doctor appointments for 3 consecutive days.
- Paid Time Off Sick Leave (PTOSL) benefits may be substituted for portions of unpaid family leave or medical leave pursuant to §103.10, Wis. Stats.; employees will be required to substitute certain paid leave benefits if eligible for federal FMLA.
- Paid Time Off Sick Leave may be used for the waiting period for Workmen's Compensation.

**** Union staff see current contract for sick leave details ****

3.1.9 LEAVES – OTHER (NOT COVERED BY OTHER LEAVE PROVISIONS)

- The department head may grant leaves of absence for 14 calendar days or less.
- The employee must apply to the Administrative Committee in writing if the leave request exceeds 14 days.
- The granting of such request and the length of the leave shall be contingent upon the reasons given and other considerations at the discretion of the County.
- All such leaves are without pay.
- While on a leave of absence, employees do not receive or accrue fringe benefits.
- Length of employment credit shall not accrue during leaves of absence of more than 14 days for personal reasons.
- Leave without pay shall only be granted when all other applicable paid benefits have been exhausted.

3.1.10 VOLUNTEER FIRE AND AMBULANCE SERVICE

- County employees who have joined these services may be permitted to leave during work hours to answer emergency calls.
- Each department head shall set a policy for emergency calls to prevent the disruption of operations. No County office may be closed during standard hours as a result of an employee's response to an emergency call.
- Employees responding to emergency calls shall select one of the following for lost time:
 - Accumulated Paid Time Off (PTO).
 - Compensatory time off.
 - Leave without pay.

3.1.11 MILITARY LEAVE

A County employee who is required to report for military training shall be paid their County pay upon submission of employee's leave and earnings statement (LES) less any military pay and allowances that they receive for up to their scheduled hours within a 14-day pay period unless the military pay and allowances equal or exceed their County pay. The employee shall continue to receive their benefits as though no interruption in service has occurred.

For example: Employees that work 8-hour days, 5 days per week, have a typical 80-hour pay period and would be paid up to 80 hours of military leave per year. Employees that work 12-hour days on a rotating schedule have a typical 84-hour pay period and would be paid up to 84 hours of military leave per year.

To receive such leave, a copy of the service orders must be filed with the department head/elected official and the personnel director at least two (2) weeks prior to the date training begins.

3.2 WORKPLACE POLICIES – GENERAL

3.2.1 JOB VACANCIES AND POSTING

POLICY AND SCOPE

It shall be the policy of the County to recruit, select and appoint the most qualified persons for positions in the County in compliance with federal and state fair employment laws.

APPROVAL PROCEDURE

When a position becomes vacant the process outlined below will be followed. Complete Position Request Form by Department Head or Direct Supervisor, Administrative Coordinator completes for Department Head Positions.

1. Department Director/Elected Official Approves & signs form, sends to Personnel Director
2. Personnel Director approves sends to Finance Director
3. Finance Director approves & sends back Personnel Director
4. Personnel Director sends to Oversight Committee Chair
5. Oversight Committee Chair approves (position can now be posted and interviews completed if refilling with no changes to FTE. Position with FTE changes or a new position requires Administrative Committee Approval prior to posting)
6. At next Committee meeting Oversight Committee is notified of the change and approval to fill the position is sought. If changes to the FTE or new position committee approval is needed prior to posting and interviews.
7. Approval from the committee is required prior to posting if approval is not received from the Finance Director, Personnel Director, and the Committee chair.

JOB APPLICATION PROCEDURE

1. Department Head/Elected Official & Personnel Director create Job Posting, Administrative Coordinator & Personnel Director create posting for Department Head positions
 - (a) Each position will be announced for three days internally for all County employees. In addition, outside recruitment may begin concurrent with the internal posting.
 - (b) Personnel Director posts position
 - (c) Current employees who complete an application and who meet minimum qualifications for the position should be given the opportunity to interview for an open job position.
2. Department Head/Elected Official or Administrative Coordinator for Department Head positions, submits interview questions to Personnel Director for review (Develop a list of knowledge, skills, abilities, and characteristics that the ideal candidate would possess)
 - (a) Department Head or Administrative Coordinator reserves space for interviews, including electronic (Zoom, Teams) invites, responsible for room set up and equipment set up the day of interviews
 - (b) Personnel Director creates interview packets, including instructions for interviews.

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3. Personnel Director Collects Applications & Sends to Department Head/Elected Official, for department head positions applications will be sent to Administrative Coordinator & Oversight Committee Chair
 - (a) Department Head/Elected Officials selects candidates for interviews that meet minimum qualifications. Administrative Coordinator will collaborate with Oversight Committee Chair & select candidates for Department Head positions
 - (b) Personnel Director schedules interviews with candidates
 - (c) Single interviews or multiple interviews at one time are acceptable
 - (d) Personnel Director notifies Committee Chair of the interviews
 - (e) Personnel Director or their designee creates interview packets
4. Interviewing Committee interviews candidates (See Interviewing Committees diagram)
 - (a) Interviewing committee selects candidate & placement on wage scale from start up to control point based on experience. PTO and PTOSL requests by candidates will follow approval process in 4(b).
 - If a consensus cannot be reached by the committee of the candidate selection, special consideration may be given to the Department Head/Elected Official's selection.
 - (b) Personnel Director takes recommendation of Department Head/Elected Official & Personnel Director to Administrative Coordinator for approval on wage step placement
 - (c) Personnel Director or their designee completes reference checks. Department Heads/Elected Officials complete background checks required of their positions.
 - (d) Personnel Director makes offer to candidate, with acceptance sends offer letter
 - If the offer is not accepted the Personnel Director will contact the interviewing committee for further consideration
 - (e) Personnel Director or their designee notifies candidates not selected
5. At next Oversight Committee meeting, committee is notified that offer has been accepted or where the process is at with position
 - (a) Human Services Director position requires approval from Human Services Board/Committee per statute
 - (b) Highway Commissioner position requires County Board election per statute
 - (c) Administrative Coordinator position requires County Board designation per statute
 - (d) Emergency Management Director position requires designation by County Board per statute
 - (e) Zoning Director position requires confirmation by County Board per statute
 - (f) Elected Officials (County Clerk, Treasurer, Register of Deeds, Clerk of Court) shall appoint in writing their deputies per statute
 - (g) Health Officer position requires appointment by the County Board per statute
6. A former employee who left in good standing with the county can be brought back into their same position, at their same rate of pay, without the need for a budget modification on a limited term basis until the position is permanently filled, with the approval of
 - (a) The Department Head/Elected Official

(b) Personnel Director

(c) Administrative Coordinator who will notify the Oversight Committee Chair

- Employees may not be accelerated through the wage steps without Administrative Committee approval, upon the recommendation of the oversight committee.
- Limited Term Employees shall be hired at the entry level for that position and shall not be eligible for further in-range rate increases.
- Individuals involved in the selection process shall treat all information obtained in the application and selection process as confidential.
- Once the position is filled, the new employee's supervisor and the Personnel Supervisor shall review the orientation checklist with the new employee. The new employee will be asked to sign the orientation checklist, assuring the County that everything on the list has been explained and any/all questions have been answered.
- Interviewing committee members should always disclose candidates that are family members or close personal relationships and remove themselves from the interviewing committee.

Interviewing Committees

OPEN POSITION	COMMITTEE
Department Head	<ol style="list-style-type: none"> 1. Personnel Director 2. Administrative Coordinator 3. Standing Committee Chair or designee 4. Administrative Committee Chair or designee 5. Outside consultant or comparable professional from another county at discretion of Administrative Coordinator and Personnel Director
Non-Department Head Management	<ol style="list-style-type: none"> 1. Personnel Director 2. Department Head 3. One other Department Management Person designated by department head 4. If shared position with another county, one designee from partner county is invited 5. Standing committee chair invited 6. The ADRC Manager Position requires ADRC Committee Member -as required by State of WI
Non-Department Head & Non-Management, including Deputies to Elected Offices	<ol style="list-style-type: none"> 1. Personnel Director 2. Department Head/Elected Official 3. Department Head/Elected Official designee (up to 2), if desired 4. If shared position with another county, one designee from partner county is invited 5. Standing committee chair invited
Law Enforcement	<ol style="list-style-type: none"> 1. Sheriff 2. Department Head Designee (up to 2) 3. Personnel Director 4. Up to two professional law enforcement agency personnel who are not employed by Pepin County 5. Standing committee chair invited
OPEN POSITION	COMMITTEE

<p>Van Drivers, Jail Kitchen Staff, Meal Site Attendants, Recycling & Solid Waste Site Attendants, Shooting Range Attendants, Interns</p>	<ol style="list-style-type: none"> 1. Personnel Director 2. Department Head/Elected Official or Designated Manager 3. Department Head/Elected Official designee (up to 2), if desired 4. If shared position with another county, one designee from partner county is invited 5. Standing committee chair invited
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3.2.2 JOB TRANSFERS AND PROMOTIONS

If the duties and responsibilities of an established position are permanently and significantly changed, or if the Department Head/Elected Official believes a position is misclassified, the following actions should be taken:

1. The Department Head/Elected Official and employee shall submit a request for a position reclassification with complete documentation to the Administrative Committee via the Personnel Supervisor no later than June 30th for an introductory assessment and review. If the request is initially determined to have merit, the request will be given preliminary approval for submission effective January 1st in the following year's budget for review and action by the Finance and Administrative Committee.
2. Reclassification requests shall include revised and current job descriptions. Reclassifications are defined as a significant change in an employee's job duties and responsibilities, or in the complexity of those job duties, as a result of the Employer's directive for an existing occupied position. Substantial changes normally do not include utilization of new technologies or methods of work or changes in workload of an individual.
3. Reclassifications are reviewed on an annual basis. Due to budgetary constraints, it is important that reclassifications are only requested as part of the annual budget process.
4. During the year, requests for reclassification will only be considered in situations of absolute necessity. These requests shall include the current and revised job descriptions, complete documentation of the reasons for the position reclassification, and include Department Head/Elected Official and Committee of Jurisdiction approval.
5. When the Administrative Committee has reviewed the position, they will formulate a decision based upon the relevant information. The Administrative Committee shall make approve or deny the request.
6. If a position is recommended for reclassification and approved by the Administrative Committee, employees in the position reclassified shall move to the equivalent step on the new wage grade. This change will be effective at the beginning of the pay period following the approval by the Administrative Committee.
7. Retroactive pay changes will only be considered when the processes outlined in this policy (3.2.1 a) has been followed completely and the recommendation from Carlson Dettman is received after the beginning of the new budget year or approvals are received after the beginning of the budget year. Reclassification changes in the middle of the budget year should not be considered for retroactive pay. The Administrative Committee may consider exceptions to the retroactive pay policy and deviate from the policy due to circumstances beyond the control of the employee or other staff of Pepin County on a case- by-case basis.
8. Employees who move into a new classification due to receiving certifications or due to work experience shall be placed in the salary step of the new classification nearest their former salary without suffering a loss of salary. Consideration for relevant experience may be given for placement on the new classification up to the control point with approval from the Department Head/Elected Official, Personnel Director, and Administrative Coordinator. The Personnel

Director will notify the committee chair. Placement above the control point will need Administrative Committee approval, upon the recommendation of the oversight committee. This section shall not apply to employees who move for additional hours of work in another classification. This change will be effective at the beginning of the pay period following approvals from Department Head/Elected Official, Personnel Director, and Administrative Coordinator.

3.2.3 LAYOFF

The County may lay off employees, in whole or in part, in the event of a lack of work, funds or under other conditions. The needs of the County shall be the County's primary consideration in determining which employees shall be laid off.

Employees to be laid off for one week or more shall be given one week's written notice, except under emergency conditions. The rehiring of employees who have been laid off shall be determined based on the needs of the County. Recall from layoff shall occur within one year or employment shall terminate on the anniversary date of the layoff.

All layoff and recall of staff member decisions shall be brought before the Administrative Committee for approval.

3.2.4 LICENSURE (CDL)

For positions requiring a Commercial Driver's License (CDL), employees must acquire/maintain a valid Commercial Driver's License as a condition of their employment. Failure to do so may result in termination of employment.

3.2.5 MEDICAL EXAMS AND VERIFICATION OF ILLNESS

MEDICAL EXAMINATIONS

Employees may be required to pass a physical examination prior to starting employment, prior to returning to employment or as a condition of continued employment, when physical standards are bona fide requirement for a job. Such exams shall measure an individual's physical or mental capabilities in terms of the job to be performed. They shall be conducted by a licensed physician at the employee's expense, except for pre-employment exams requested by Pepin County, which shall be at the County's expense. In the event the County should require a specific physician or a second exam, such exam would be at the County's expense.

VERIFICATION OF ILLNESS

The County may require verification of illness associated with a leave request.

3.2.6 MEETING ATTENDANCE AND COMPENSATION

Employees will be compensated (pay or compensatory time) for attending Pepin County Board or Committee meetings only for the following reasons:

1. Attendance at certain meetings is in the employee's current approved job description.
2. Employee has an item on the meeting's agenda requiring his/her attendance for discussion and comments.
3. Employee is requested to attend a meeting by his/her supervisor (department head/elected official or county board supervisor).

Time recorded on timesheets for attending such meetings shall be limited to time spent at the meeting on pertinent agenda items. All meeting attendance requires the prior approval of the employee's supervisor.

3.2.7 PERFORMANCE EVALUATIONS

FORMS

Performance evaluation forms shall be used by each department. Appendices may be added to meet the needs of individual departments. All forms will be approved by the Administrative Committee. All evaluation forms shall be filed in the employee's personnel file in the Personnel Office. Every employee shall be evaluated at the following periods:

NEW EMPLOYEES

Each new employee shall normally be evaluated at the end of the sixth month of employment and approximately 15 days prior to the end of their introductory period.

The County may, at its discretion, conduct additional performance evaluations at times not set forth above, and, if the employee believes that a performance review is needed and/or past due, the employee should discuss the matter with their immediate supervisor.

All evaluations shall be completed by the department head/elected official. The final evaluation before the end of the introductory period shall be provided to the department committee.

If an employee has their introductory period extended, they will not advance to the next step on the wage schedule until their introductory period ends as determined by their oversight committee.

REGULAR EMPLOYEES

Department heads/elected officials shall evaluate all department employees on a calendar basis, typically completed January through March. The Administrative Coordinator along with the department committee shall evaluate all department heads annually, on a calendar basis, typically completed January through March. All performance evaluation ratings shall be discussed with the individual being rated. If the individual disagrees with the evaluation, the parties shall meet with the Administrative Committee and attempt to resolve the issue(s). If an employee disagrees with any information contained in his/her personnel file, the employee may submit a written statement explaining his/her position which shall be included in the personnel file. Effective the first check in April 2022 and each year thereafter as approved by the County Board during the budget process, all non-union, non-elected employees receiving a Satisfactory or Above Performance Evaluation rating within the last twelve months will move one step up on the wage schedule. A satisfactory Performance Evaluation will include met goals or a continuation of goals and a satisfactory score as outlined on the approved Performance Evaluation. A goal may be continued if it was not met due to circumstances outside of the employee's direct control. An unsatisfactory rating on a performance evaluation would withhold all wage increases until the next satisfactory performance evaluation. Any Department Head and their manager designees failing to complete Performance Evaluations for their staff will not be eligible for wage schedule step increase until all performance evaluations are completed and maybe subject to disciplinary action as described in section 3.3 of this employee handbook.

Employees submitting their resignation notice prior to the first check in April of each year will not be eligible for the step increase. This does not apply to employees providing their retirement notice.

3.2.8 PERSONNEL RECORDS AND PAYMENT OF WAGES

RECORDS AND REPORTING

ELECTRONIC TIMEKEEPING

It is the policy of the County to comply with applicable laws that require records to be maintained of the hours worked by our employees. Timesheets serve as the official auditable document for time worked and will be maintained and accessible for review by the employee, supervisor, and any program, financial or other auditor.

It is expected that all employees will use the electronic Time and Attendance system provided by Pepin County within the Accounting software package effective with the implementation of the Time and Attendance software package. The configuration may require some users to track hours by funding sources or programs.

Pepin County has in place an electronic time and attendance system which serves as the official record for pay and benefits calculation, and employee compensation will be initiated by it per the standards set forth below.

Procedure:

1. It is the responsibility of every employee to ensure that their timesheet reflects an accurate record of all time worked and meal breaks taken. This means reporting only the true and actual time and number of hours worked and ensuring that the hours charged relate specifically to the work performed.
2. Pay will be prepared from the accumulated hours of the employee's submitted and approved timesheet. Time segments will be rounded to the nearest 15-minute increment.
3. Non-exempt employees are to clock in and out at approved times only. Department Directors/Elected Officials or their designee provide scheduling details to staff in their departments.
4. Exempt employees will be required to clock in and out but will not be limited on their clock in times. They will submit an electronic timesheet following the same timesheet approval deadlines as all other paid employees.
5. In and out clock operations must reflect actual time of hours worked daily. Non-exempt employees should only clock in when they have reported and are ready to begin their workday.
6. Daily, each employee is required to review their worked hours on their electronic timesheet. If there is any error in the recorded time, the employee should notify their supervisor to discuss the corrections that are needed. Supervisors will make a determination on each request and, if approved, will make the appropriate adjustment in the time and attendance system. All adjustments and the audit logs attached to them become a part of the employee's official record of hours worked. All edits and adjustments to an employee's timesheet should be accompanied by a brief note of explanation. (Example: Jane Doe assisted customer at counter before she was able to clock in.)
7. A rounding schedule of 7 minutes or less will round time down and 8 minutes or more will round time up. All time totals will be rounded to quarter hour intervals.
8. Non-exempt employees must clock out for unpaid meal periods and clock back in when their meal period is over, and they are ready to resume work. Meal periods are to be duty free, and employees should not be disturbed with work matters unless a department emergency arises. If a non-exempt employee is called back to duty before the end of their 30-minute unpaid meal period, the entire break will be considered time worked. Highway staff and Sheriff Office

staff that are not relieved of their duties will not be expected to clock out for meal breaks.

9. Employees may leave their workstation, but must remain on-site, and return fifteen (15) minutes later for their (2) "rest breaks" in a normal full-time work shift - one midway through the first half of the shift and one midway through the second half of the shift. Breaks cannot be accumulated or used to extend lunch periods or to shorten the workday. For all clocked in time, employees must remain on-site unless their specific job duties take them off-site. If a non-exempt employee must leave the property during their 15-minute rest break, the employee must notify their supervisor before leaving and must clock out for the time that they are off-site. This time will not be paid time.
10. Non-exempt employees should clock out at their scheduled shift ending unless extra work time has been authorized in advance by their supervisor. Under no circumstances should an employee clock out and continue to do work for the County.
11. Non-exempt employees utilizing the mobile clock for their clock operations must comply with the policy requirement that they be on-site (except as noted as follows) and ready to begin work for the County. Under no circumstances should an employee clock in while driving. Arriving in the parking lot does not meet the "ready to work" requirement. Staff whose job duties require that they work at a location other than the County office locations are the exception to this requirement but understand that they must not clock in until they are "ready to work" and are still expected to take a duty-free meal break when possible. All employees that utilize the mobile clock understand that their location at the time of the clock operation becomes a part of their official timesheet and is subject to audit. Mobile clock access may be denied for specific employees at any time.
12. Department Directors/ Elected Officials, and supervisors should approve or reject all time off requests prior to 9:00 a.m. on the Monday (or Tuesday if Monday is Pepin County Holiday). Electronic timesheets are to be approved and submitted by employees no later than 9:00 a.m. on the Monday (or Tuesday if Monday is a Pepin County holiday) following the end of the pay period (unless department managers, or Administration request timesheet approvals earlier). All worked hours, paid time off and additional paid times must be reviewed for accuracy, and ready for supervisor's approval by the 9:00 a.m. deadline. Department Directors/ Elected Officials, and supervisors approving timesheets will have reviewed the timesheets for accurate work times, correct paid time off details and all other paid times no later than noon on that Monday. Timesheets that are not fully approved by supervisors by the noon deadline may not be processed with that week's payroll.
13. Personnel Office may grant exceptions to employees in offsite locations with limited or no access to internet regarding the clocking in and out process on a case-by-case basis.
14. Inaccurate data and failure to follow the policy may result in disciplinary actions, See section 3.3

15. The Personnel Office shall maintain central payroll records for all County departments.
16. The Finance/Personnel Office shall be responsible for preparation of all required reports, such as reports for federal or State tax withholdings, social security, retirement, health insurance and employee deduction liability accounts, and shall authorize payment for such items.
17. All department heads/elected officials shall immediately notify the Personnel Office of any personnel transaction affecting the pay status of an employee and shall submit required payroll data in a timely manner.
18. The Personnel Office shall maintain personnel files and leave records for all County departments.
19. Payment of wages and accrual of benefits shall be based on the information submitted on the time sheets.
20. No payment of wages will be made to an employee, unless a current time sheet for that employee has been received by the Finance/Personnel Office.

PAYMENT OF WAGES

1. Method of Payment. Pepin County payroll will require mandatory direct deposit. Employees are required to complete direct deposit enrollment forms upon hire and keep direct deposit information up-to-date with any changes.
2. Pay Period and Pay Day. County employees shall be paid biweekly on Friday with one week in arrears. Nutrition Meal Site Managers and drivers of the Human Services Department working less than 1,000 hours annually (1,200 hours annually for employees hired after 7/1/11) shall be paid monthly, per Human Services Department policy. This payment shall be on the second payroll of each month.
3. Check Distribution. Direct Deposit statements for each employee will be emailed or placed in department mail slots prior to 3:00 p.m. on the day before payday. Payroll deposit funds will be available to the employee at bank opening on payday.
4. Pay Upon Termination. All wages due an employee upon termination shall normally be paid on the next pay day. For those employees retiring/terminating employment at the end of a calendar year, all wages and benefits due that employee shall be paid on the final paycheck of that year, at the request of the employee.

DATA CHANGES

Please notify your supervisor and the Personnel Office if any changes occur in your name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency. This information is necessary as it may affect your compensation, dependents' eligibility for medical insurance, and other important matters.

DEDUCTIONS

It is the Employer's policy to comply with applicable wage and hour laws and regulations. If you have any questions or concerns about your salaried status or you believe that any deduction has been made from your pay that is inconsistent with your salaried status, you should immediately raise the matter with the Finance Director or Personnel Supervisor who can assist you in understanding the information that is required in order to investigate the matter.

3.2.9 INTRODUCTORY PERIOD

A new employee employed in a regular position shall serve an introductory period of one (1) year. New employees may use accrued PTO, and shall be entitled to all fringe benefits, for which they are eligible, including PTO sick leave days and holidays, which will be taken as they occur. New eligible employees

may participate in the group health insurance provided these employees make application for coverage within thirty (30) days of initial employment, and their coverage will be effective on the first of the month following thirty (30) days of employment. New employees making application for coverage after thirty (30) days from their initial employment shall be subject to a coverage determination by the insurance company.

A regular County employee promoted to another regular position shall serve an introductory period of sixty (60) days and may be returned to their former position, or an alternative position, at the discretion of the County.

3.2.10 SEPARATION FROM EMPLOYMENT

RESIGNATIONS

All Pepin County Staff outside of their introductory period shall give the County a thirty-day notice of resignation. Employees within their introductory period shall give the County a two-week notice of resignation. The employee shall not be allowed to use PTO or compensatory time during the final two weeks unless approved by the Department Head/Elected Official. The last working day of employment that the employee is physically present shall normally be used to calculate fringe benefit payouts, if any. The employee must be physically present on their last day of employment to receive any payout of fringe benefits. This resignation provision may be waived or changed with approvals from the oversight committee chair, Administrative Coordinator and Personnel Director at the discretion of the County after consulting with the Department Head/Elected Official.

The County reserves the right to determine a shorter time frame for the employee's last day of employment. The Department Head/Elected Official will consult with the Administrative Coordinator and Personnel Director to make a recommendation to shorten the resignation notice.

The Department Head/Elected Official and the Personnel Office shall complete all items on the Exit Interview Checklist.

3.2.11 STIPENDS, GIFTS AND ITEMS OF "SUBSTANTIAL VALUE"

Pepin County employees are subject to scrutiny due to their actions as public servants. Therefore, it is necessary to establish a policy regarding stipends, gifts or other items of substantial value.

The Code of Ethics for Public Officials, Employees and Candidates s. 19.59(1)(a), Wis. Stats., provides that "...no local public official may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself..."

It is the desire of Pepin County to extend the above prohibition to employees who do not fit the definition of a "public official" with respect to stipends on anything of substantial value that may be given to an employee as a result of activity of the employee while on the County's time.

Any employee of Pepin County who is paid any stipend or obtains anything of substantial value as a result of having given a presentation, made an appearance, provided information or acted in a capacity as an employee while on duty as an employee, shall report same to their Department Head/Elected Official, (or in the case of a Department Head, to their oversight committee), within two (2) working days of receipt of same. The Department Head/Elected Official or oversight committee may then determine whether the stipend shall be returned to the giver of the same or be endorsed and given over to the department, but in no case shall the department employee retain the stipend or other item of substantial value for his/her own individual benefit.

Violation of the policy may be grounds for discipline up to and including discharge from employment.

DEFINITION: "Substantial Value" shall be defined as anything exceeding \$25.00 in value.

3.2.12 TRAVEL, LODGING AND MEAL POLICY

The County recognizes the importance of attendance at meetings, trainings, conferences and conventions for all employees to stay up-to-date of changes and developments in their field. With prior approval, as designated below, employees may be allowed to attend meetings, trainings, conferences and conventions that provide a direct benefit to enhancing services to Pepin County and will be reimbursed for transportation, lodging, conference fees, and meals as per the subsections below.

The following approvals shall occur prior to a trip that will have reimbursable expenses:

- Department Heads/Elected Officials must give prior approval for all conferences or training events for staff.
- As a general rule, conferences and training shall occur within state or out of state 200 road miles of Durand.
- Any conferences or training out of state beyond 200 road miles of the city of Durand will require the approval of the Administrative Coordinator.
- Any request that does not have a direct benefit to Pepin County will need Oversight Committee and Executive approval. (reimbursement for such request that is for the professional benefit of the employee, but not necessarily specifically related to their specific job function will be considered on a case by case basis and some or all of the costs may not be reimbursed by the County)

The following shall be the policy of the County regarding travel, lodging, meals and related expenses:

AUTOMOBILE TRANSPORTATION

- (a) Mileage allowance for use of privately owned vehicles on County business shall be compensated to the driver of the vehicle at the rate set by the County Board.
- (b) Charges for parking, road and bridge tolls and like expenses are reimbursable.
- (c) Charges for repairs, tow service, citations, lubrication, parking tickets and other traffic violations are the employee's responsibility and are not reimbursable.
- (d) The starting point and destination shall be stated daily on the travel expense report. An explanation shall be required for mileage in excess of normal map mileage. The starting point for trips would normally be an employee's Pepin County main worksite location, unless actual mileage from an alternate starting point and to/from your destination is less, then only actual mileage driven will be paid.
- (e) Personal use of County owned vehicles is not allowed.
- (f) Agendas for meetings must be attached to the travel expense report.

MEAL EXPENSES

- (a) The cost ceilings per meal shall be in accordance with the amounts approved by resolution of the County Board.
- (b) Claims for meals must represent actual, reasonable and necessary expenses.
- (c) Receipts are required for meals over \$5. Meal claims in excess of the amounts set by the County Board are not allowed.
- (d) Reimbursement for meals for employees on trips which do not necessitate an overnight stay only on the following conditions:
- (e) Breakfast, provided the employee leaves home before 6:00 a.m.
- (f) Lunch, provided the employee leaves before 10:30 a.m. and returns after 2:30 p.m.

- (g) Dinner, provided the employee leaves before 4:30 p.m. and returns after 7:00 p.m.
- (h) No reimbursement shall be made for the cost of alcohol beverages.
- (i) The cost of meals, tip and tax shall be entered as one amount on the travel expense report.

HOTEL AND MOTEL EXPENSES

- (a) The choice of lodging shall be based on cost with consideration given to accessibility in conducting business. Maximum reimbursement to the traveler is limited to the single rate or a single room.
- (b) The daily rate for hotels or motels is set by County Board resolution. When traveling alone, an employee shall stay in a single hotel or motel room at a reasonable rate for the community. It is encouraged to find innovative ways to save on travel by using web resources such as Priceline.com
- (c) Prior approval of the Administrative Coordinator is necessary before exceeding the maximum. Maximums may be exceeded only when it is determined that unavoidable additional expenses would be incurred by trying to adhere to the maximums (i.e., high transportation costs incurred when staying at an economical hotel/motel at the edge of the city instead of staying downtown.)
- (d) Employees shall observe posted hotel checkout hours in order to avoid a charge for the day of departure. An employee who is required to remain in one location for an extended period of time is expected to find lodging at reasonable weekly and/or monthly rates.
- (e) All lodging expenses shall be supported by the original receipts from hotel/motel.
- (f) Expenses for lodging at homes of relatives or friends are not reimbursable.
- (g) When registering in hotels or motels, County employees shall ask for government discounts.
- (h) A reasonableness test will be applied to those instances where a travel claims reimbursement for lodging when a business meeting is attended during normal working hours and requires traveling of only a relatively short distance. Except for extenuating circumstances, a traveler will be expected to travel to and from such meetings during the same day.

EXPENSE REIMBURSEMENT

Employees will book and pay for work-related lodging expenses using the county credit card or county check. Employees are encouraged to pay for all other work-related expenses using the county credit card and in instances where that cannot be done; employees would pay and submit an expense.

Reimbursement for approved expenses incurred for travel, lodging, meals and related items should be requested on an employee travel expense report form. If necessary and with sufficient notice, a request for an expense advance can be requested to be submitted by a department head/elected official and approved by the Administrative Coordinator. The request must be supported by estimated expense documentation, and an employee travel expense report form will need to be submitted with all appropriate receipts after the expenses are incurred.

MISCELLANEOUS EXPENSE

LAUNDRY, CLEANING AND PRESSING CHARGES

If the employee is away for more than 3 days, reasonable amounts will be allowed for laundry, cleaning and pressing service. Only one charge per calendar week is reimbursable for each type of actual and necessary service. Receipts are required.

TELEPHONE

- Employees are encouraged to place telephone calls in advance from home. Personal calls are not reimbursable.

- When requested, employees shall provide an explanation for official long distance calls.

3.2.13 EMPLOYEE MEMBERSHIPS OR SERVING AS OFFICERS ON OUTSIDE JOB RELATED ORGANIZATIONS)

Employees requesting memberships or serving as officers on outside work-related group or organizations during work hours must obtain approval of their department head/elected official, the department's oversight committee, and the Administrative Committee prior to accepting membership or office, regardless of funding source.

3.2.14 UNIFORM AND TOOL ALLOWANCE (HIGHWAY DEPARTMENT)

This Departmental Policy will provide a safe work environment for all employees by providing allowances for safety apparel and boots and requiring all Highway Department personnel under this policy to wear safety apparel, and boots as directed by the employee handbook, and department policy.

The Highway Department will annually provide the following: All Employees, except Highway Commissioner, Highway Accounting Specialist and Clerk, Seasonal, or LTE Positions, up to \$150 for ANSI approved safety boots. **ALL** Highway Department Employees under this policy are required to wear the safety apparel, and safety boots as directed by the Department. Seasonal, and LTE employees are not provided an allowance but are expected to wear ANSI approved boots year-round, however, it is the discretion of the Highway Commissioner to allow employees to deviate from this policy only during certain winter tasks, and winter boots would be required. The Highway Department would strongly recommend that its employees would take advantage of this policy and purchase winter boots that meet the ANSI safety boot standards. Excess funds at the yearend would not carry over to the subsequent years and will not be transferable, or directly payable to any employee at any time.

Additionally, the Highway Department will provide an allowance of up to \$150 annually for safety clothing to the following: All Employees, except Highway Commissioner, Highway Accounting Specialist and Clerk and Mechanic. The safety clothing options will be selected and ordered through the Department to insure uniformity and appropriateness. Items in this category would include tee-shirts, sweatshirts, and jackets, etc. Employees will be able to purchase needed safety clothing periodically through the Department. The Highway Department would maintain a purchase record to ensure employees would not exceed the allowed annual amount. These purchases would not be for Personal Protective Equipment (PPE's). PPE's are and continue to be provided by the Highway Department at the Department expense.

Seasonal, and LTE Employees may be issued safety clothing at the discretion of the Highway Commissioner, employee length of service, season, assigned task, etc. would be consideration in providing, at the Department expense, safety clothing to seasonal and LTE employees.

Highway Department will provide, to those holding the title of Mechanic, nine (9) uniforms at no cost to the employee. The County shall provide three (3) sets of coveralls for the employees which shall be kept in the shop. Mechanics shall receive an annual tool allowance of one hundred dollars (\$100.00).

This policy shall be monitored and enforced by the Highway Commissioner and Working Foremen.

REIMBURSEMENT PROCEDURE

Employees who have purchased a reimbursable item must complete a County Expense Reimbursement Form, attach applicable original receipts and submit to their Supervisor for approval. Once the Supervisor approves the Expense Reimbursement Form, it will be submitted to the Finance Department for processing with the next check run after approval is received. Items must be purchased in the calendar year for which reimbursement is being requested and any reimbursements for a calendar year must be submitted within 30 days of any calendar year end.

3.2.15 POLICY FOR SUPPORTING NURSING MOTHERS

In recognition of the health advantages of breastfeeding for infants and mothers and in compliance with provisions of Section 7 of the Fair Labor Standards Act, Pepin County provides a supportive environment

to enable breastfeeding employees to express their milk for up to one year after the child's birth during work hours.

PEPIN COUNTY RESPONSIBILITIES

- (a) Milk Expression Breaks: Breastfeeding employees are allowed to breastfeed or express milk during work hours.
- (b) A Place to Express Milk: A private room (not a restroom) shall be available for employees to breastfeed or express milk. The room will be private, with an electrical outlet, located near a sink with running water for washing hands and rinsing breast pump parts. Employees may use their own cooler packs to store expressed breast milk or may store milk in the Health Department or Employee's department designated refrigerator/freezer.
- (c) Education: Breastfeeding information is available from the Health Department.
- (d) Staff Support: Department heads/elected officials are responsible for alerting pregnant and breastfeeding employees about the worksite lactation policy and for implementing practices that support each employee's infant feeding goals. The policy will be communicated to current staff and included in employee orientation.

EMPLOYEE RESPONSIBILITIES

- (a) Communication with Department Heads/Elected Officials: Employees who wish to express milk during the work period shall keep Department Heads/Elected Officials informed of their needs so that appropriate accommodation can be made to satisfy the needs of both the employee and the county.
- (b) Maintenance of Milk Expression Areas: Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean the area, making it ready for the next user.
- (c) Milk Storage: Employees are responsible for proper storage of their milk, providing their own containers, labeling all milk with name and date.
- (d) Use of Break Times to Express Milk: When more than one breastfeeding employee needs to use the designated lactation room, employees may need to work together to allow each employee the opportunity for milk expression times which best meet their needs.

3.3 CORRECTIVE ACTION AND DISCIPLINE

3.3.1 LEVEL OF CORRECTIVE ACTION/ DISCIPLINE

The level of corrective action and/or discipline imposed will take into consideration the seriousness of the infraction as well as the employee's performance record. When appropriate, the intervention should be corrective in nature. At the employer's sole discretion, various types of employee discipline or corrective action may be imposed which include, but are not limited to, the following: verbal warning, written warning, suspension, demotion, or termination. Employee discipline for purposes of access to the grievance procedure, is defined to include only termination, disciplinary suspensions and disciplinary demotions. None of these corrective/ disciplinary measures are required to be used before termination from employment occurs nor are the listed actions required to be used in any specific order. The Employer may repeat disciplinary and/or corrective action. While progressive discipline is encouraged, it is not required.

Employees are expected to work in a competent and conscientious manner which reflects favorably upon the employee and the County. The following is a list of examples of behavior which would normally justify corrective and/or disciplinary action.

- Fraud in securing employment
- Incompetency

- Inefficiency
- Unauthorized absences
- Repeated absence or tardiness or improper use of leave
- Neglect of duty
- Insubordination or willful misconduct
- Dishonesty
- Assuming duties while under the influence of controlled substances or intoxicants; or possession of, or use of intoxicants or controlled substances during working hours
- Conviction of a felony or misdemeanor, the circumstances of which are substantially related to the duties performed
- Negligence or willful damage to property
- Discourteous treatment of the public or fellow employees
- Failure to obtain and maintain a current license or certification as required by law or employer
- Failure to maintain effective working relationships with other employees or the public
- Sexual or other unlawful harassment
- Workplace violence
- Violation of any lawful order, directive, policy, or work rule

The offenses listed above are not intended to be all-inclusive, and corrective action/discipline, including termination from employment, may occur for any other reason depending upon the seriousness of the offense, the particular facts and circumstances surrounding the incident(s), and the employee's record of prior corrective/ disciplinary actions.

3.3.2 PROCEDURE

The following procedure is designed to provide guidelines for employee discipline and to provide consistency in employee discipline to the extent practicable. This procedure is not a guarantee of employment, a guarantee of any rights or benefits, a contract of employment, expressed or implied, does not alter the at-will employment relationship and does not create tenure or a property interest of any type in employment with the County. These guidelines and this policy do not impose or require progressive discipline or a just cause discipline standard.

Each instance of employee performance and/or misconduct must be viewed based on its individual circumstances. Action by the County on an individual case does not establish a precedent in other circumstances. The County reserves the right to take any disciplinary or corrective action it deems appropriate under the circumstances of each individual case.

ADVERSE EMPLOYMENT ACTION DUE TO NONPERFORMANCE

NOTICE AND DOCUMENTATION

If an employee's performance in one or more job duties becomes unacceptable, the employee's Department Head/Elected Official and/or supervisor are expected to place the employee on notice of the performance issue in a timely manner. Management shall document all performance deficiencies in an employee's personnel file. The documentation should include the date or dates the performance deficiency was observed, a detailed description of the performance deficiency, future expectations and any action taken against the employee including, without limitation, any discipline or the implementation of a Performance Improvement Plan (PIP).

DISCIPLINARY ACTION

An employee's supervisor and/or Department Head/Elected Official may impose discipline as necessary to address performance concerns. Disciplinary action may include, without limitation, a verbal warning (with written reference in the employee's personnel file), written warning, suspension, demotion and termination.

Depending upon the circumstances, the employee may be given an opportunity to improve performance by placing the employee on a PIP. Management is not obligated in any way to institute a PIP and may proceed with any disciplinary action, up to and including discharge, in the event that an employee is not meeting performance expectations.

PERFORMANCE IMPROVEMENT PLAN (PIP)

Any PIP should advise the employee of the performance standards of the position for which his or her performance is unsatisfactory and be given a reasonable opportunity to demonstrate improvement. The employee should also be advised of the consequences of failing to improve and the type of assistance to be provided by the supervisor during the PIP. If the employee fails to meet minimally acceptable standards by the end of the PIP, action should be taken to separate the employee from employment unless another less adverse employment action is deemed advisable at the discretion of the Department Head/Elected Official and the Personnel Director.

PERSONNEL DIRECTOR REVIEW

The Personnel Director shall review any proposed disciplinary action for poor work performance and assist the Department Head/Elected Official and/or Supervisor in the preparation of a PIP.

DISCIPLINARY ACTION DUE TO MISCONDUCT

GROUNDS FOR DISCIPLINE

The County's Employee Handbook sets forth examples of conduct that will lead to disciplinary action. The examples in the Employee Handbook are not intended to be exclusive. The County may take disciplinary action under any circumstances where such action is determined to be in the best interests of the County.

INVESTIGATION

1. ELEMENTS

The immediate supervisor is responsible for investigating misconduct. Before any disciplinary action is taken, the immediate supervisor must investigate the incident and obtain witness statements, as appropriate, and any other documentation relating to the misconduct. If the supervisor personally witnesses the misconduct, he or she should prepare a memorandum for the record summarizing the incident. In some cases, it may be appropriate to have another supervisor or third-party conduct the investigation.

Once the relevant documentation has been compiled and witnesses have been interviewed by the immediate supervisor, the employee should be notified of the alleged misconduct and be given an opportunity to respond verbally or in writing. The employee's verbal response to the allegations should be well documented.

2. NOTIFICATION OF DEPARTMENT HEAD/ELECTED OFFICIAL AND PERSONNEL DIRECTOR

In the event the alleged misconduct is of a type which could possibly warrant discipline greater than a verbal or written warning or which may expose the County to legal liability (e.g., harassment, discrimination, theft, fraud, work place violence, drug and/or alcohol use, injury to third persons or property, etc.) the immediate supervisor should promptly advise the Department Head/Elected Official and Personnel Director of the misconduct and the pending investigation. The immediate supervisor should err toward reporting misconduct to the Department Head/Elected Official and Personnel Director if there is any question as to

the severity of the discipline that might result or any potential legal ramifications to the County as a result of the misconduct.

The Department Head/Elected Official and Personnel Director shall review the nature of the misconduct and the proposed scope of the investigation and determine, among other things, whether an independent investigation is warranted and whether notification of the County's insurer is appropriate. The Personnel Director shall seek the opinion of Corporation Counsel or outside counsel, if appropriate, regarding the legal ramifications of the alleged misconduct and the nature and scope of the proposed investigation.

The Personnel Director, in consultation with the Administrative Coordinator, shall determine if any interim remedial action is necessary in connection with the reported misconduct. Interim remedial action may consist of placing the employee on paid administrative leave while the investigation is being conducted, advising the employee to immediately cease any alleged misconduct and/or any other steps which may assist in preventing further incidents of misconduct while the investigation is ongoing. The Administrative Coordinator shall consult with Corporation Counsel and/or the County's labor attorney regarding the extent and appropriateness of any interim remedial action.

3. PRESERVATION OF EVIDENCE

Upon learning of potential employee misconduct, and immediately upon commencement of the investigation, managerial personnel should ensure that all potential evidence, including, without limitation, to all physical evidence, documentation and electronic media relating to the alleged misconduct is maintained. In conducting the investigation, management should be careful to note that many employees today communicate through texting and social media websites. As such, efforts should be made to preserve evidence on these communication channels. Management should consult the Administrative Coordinator and/or Corporation Counsel if there is any legal question as to whether the County may access, or require an employee to produce, information contained on County or personal electronic devices. Management, in conjunction with the Administrative Coordinator shall collect all such evidence and preserve it in a separate file so as to ensure its preservation.

4. DISCIPLINARY ACTION

If, upon completion of the investigation, the immediate supervisor finds there is sufficient evidence to believe the employee committed the alleged misconduct, then the supervisor should determine and recommend the appropriate disciplinary action.

In selecting a penalty, all of the specific circumstances of the matter should be taken into account. Careful judgment should be used to ensure that the penalty is not out of proportion to the character of the offense and to ensure that penalties are imposed with consistency and equity throughout the County, to the extent practicable under the circumstances. Past offenses may form the basis for imposing a higher penalty for subsequent offenses, although past offenses are not a prerequisite to imposing any level of discipline. When determining the appropriate discipline, the supervisor should consider the following factors as appropriate under the circumstances. Consideration of these factors does not change the "at will" status of employees and is not intended to require just cause or the implementation of progressive discipline:

- a. The nature and seriousness of the offense;
- b. The relationship between the offense and the employee's duties, position, and responsibilities;
- c. Whether the offense was intentional or technical or inadvertent, or was committed maliciously or for gain, or was frequently repeated;

- d. The employee's job level and type of employment including supervisory or fiduciary role, contacts with the public, and prominence of the position;
- e. The employee's past disciplinary record;
- f. The reasonableness of the work rule, if any, that the employee is alleged to have broken;
- g. The employee's past work record, including length of service and job performance;
- h. The effect of the offense upon the employee's ability to perform at a satisfactory level and its effect upon supervisor's confidence in the employee's ability to perform assigned duties;
- i. Penalties imposed previously upon other employees for similar offenses;
- j. The clarity with which the employee was on notice of any rules violated in committing- the offense, and whether he or she had been warned about the conduct in question;
- k. Mitigating circumstances surrounding the offense such as unusual job tensions, personality problems, or harassment, bad faith, malice, or provocation on the part of others involved in the matter;
- l. The adequacy and effectiveness of alternative sanctions;
- m. The thoroughness of the investigation; and
- n. The quantity and quality of the evidence of misconduct.

Disciplinary action may take the form of a verbal warning (with written reference in the employee's personnel file), written warning, suspension, demotion, termination, or other action, as deemed appropriate. Disciplinary actions require the prior approval of the Department Head/Elected Official and review by the Personnel Director.

Action taken by the County on an individual case does not establish a precedent in other circumstances. The County has the right to take any disciplinary or corrective action it deems appropriate under the circumstances of the individual case.

5. PERSONNEL DIRECTOR REVIEW

The Personnel Director shall review any proposed disciplinary action involving termination, suspension of employment, or demotion prior to implementation. As part of the review, the Personnel Director shall review, among other things, the quality of the investigation, the strength of the evidence of misconduct, and the appropriateness of the proposed disciplinary action. The Personnel Director may involve the Corporation Counsel and/or outside counsel in the review process.

3.3.3 DOCUMENTATION

All corrective action/discipline shall be documented with a copy provided to the employee and a copy placed in the employee's personnel file. The documentation should include the date(s) of the misconduct, a detailed description of the misconduct, the action taken against the employee, and the reasons for taking such action.

3.4 GRIEVANCE PROCEDURE FOR CORRECTIVE MEASURES AND CONDITIONS OF EMPLOYMENT

Any employee aggrieved by conditions of employment or who receives an oral or written warning may file a grievance in the following manner:

3.4.1 STEP 1

The employee shall file a written report available from the Personnel Office with the department head/elected official within 5 working days of the occurrence of the problem creating the grievance, explaining the nature of the problem and the suggested solution. The department head/elected official shall respond to the employee regarding the grievance within 5 working days of receipt of the report. If the grievance remains unresolved, the employee may proceed to Step 2.

3.4.2 STEP 2

Within 5 working days of completing step 1, the employee shall request in writing a hearing with the Administrative Committee. The Personnel Office shall schedule the hearing at the next Administrative Committee meeting and notify the employee's department head/elected official. The Administrative Committee's decision shall be binding and recorded in the proceedings of the hearing by the Committee secretary. The employee and department head/elected official shall be provided a copy of the decision. Each employee shall be afforded an opportunity to be represented at each step in the grievance procedure by an attorney of his choice. The employee shall be responsible for such expenses.

3.5 GRIEVANCE PROCEDURE FOR EMPLOYEE TERMINATIONS, EMPLOYEE DISCIPLINE AND WORKPLACE SAFETY

3.5.1 PURPOSE AND APPLICABILITY

This procedure, as required by Wis. Stat. § 66.0509, provides an employee with the individual opportunity to address concerns regarding discipline, termination or workplace safety matters, to have those matters reviewed by an Impartial Hearing Officer and to appeal to the County Board, where appropriate. The County expects employees and management to exercise reasonable efforts to resolve any questions, problems, or misunderstandings prior to utilizing the Grievance Procedure.

If an employee is subject to a contractual grievance procedure, the contractual grievance procedure must be followed as applicable. This procedure does not replace or supersede any statutory provision which may be applicable to an employee's employment with the County.

3.5.2 DEFINITIONS

DEFINITION OF "DISCIPLINE"

For purposes of this procedure, "discipline" means an employment action that results in disciplinary suspension or disciplinary demotion/reduction in rank. "Discipline" does not include corrective actions such as any written or verbal notices, warnings, or reminders. The purpose of written and verbal notices, warnings, or reminders is to alert the employee that failure to correct the behavior may result in disciplinary suspension, termination, or disciplinary demotion/reduction in rank.

DEFINITION OF "TERMINATION"

For purposes of this procedure, "termination" means a separation from employment by the employer for disciplinary or performance reasons. "Termination" does not include layoff, furlough or reduction in workforce, reduction in hours, job transfer or reassignment, or retirement.

DEFINITION OF "EMPLOYEE" FOR PURPOSES OF DISCIPLINE AND TERMINATION GRIEVANCES

For purposes of the Procedure for Grievances Concerning Employees Terminations and Employee Discipline, "employee" includes all regular permanent full-time and part-time employees. The term "employee" excludes elected officials; individuals hired on a limited term, temporary, casual, or seasonal basis; independent contractors; and employees within their introductory period.

DEFINITION OF “WORKPLACE SAFETY”

For purposes of this procedure, “workplace safety” includes any conditions of employment related to the physical health and safety of employees, including the safety of the physical work environment, the safe operation of workplace equipment and tools, provision of personal protective equipment, and accident risks. “Workplace Safety” does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, and work schedules.

DEFINITION OF “EMPLOYEE” FOR PURPOSES OF WORKPLACE SAFETY GRIEVANCES

For purposes of the Procedure for Grievances Concerning Workplace Safety, “employee” shall include all regular full-time and part-time employees, elected officials; and, individuals hired on a limited term, casual, or seasonal basis. The term “employee” excludes independent contractors.

3.5.3 GENERAL PROVISIONS

ROLE AND APPOINTMENT OF “IMPARTIAL HEARING OFFICER”

For purposes of this policy, the role of the “Impartial Hearing Officer” will be to define the issues, identifying areas of agreement between the parties and identifying the issues in dispute, and to hear the parties’ respective arguments.

The Hearing Officer may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing. The Hearing Officer will have the authority to administer oaths, and issue subpoenas at the request of either party. The Hearing Officer shall apply relaxed standards for the admission of evidence and may allow or request oral or written arguments and replies.

The Personnel Supervisor shall be responsible for securing a record of the proceeding to include: an audio tape of the hearing, a copy of all exhibits introduced and received into the record, any written arguments or replies allowed by the Impartial Hearing Officer.

The Impartial Hearing Officer shall be selected from a panel of three (3), designated by County Board Chair and approved by the County Board, based upon the nature of the matter in dispute. Two panels shall be designated and approved: one for employee discipline and termination grievances and one for workplace safety grievances. The Impartial Hearing Officer selected for the workplace grievance panel must have a background in risk management or safety. The Impartial Hearing Officer shall be selected at random, subject to the Impartial Hearing Officer’s availability to conduct the hearing and submit a written decision within the time frames specified below.

COSTS

Each party shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees, in investigating, preparing, presenting, or defending a grievance. 75% of any fees for the Impartial Hearing Officer for a grievance involving employee discipline or termination will be paid by the County and 25% by the employee, which shall be refunded to the employee if the employee prevails (denial or modification of the discipline or termination at the conclusion of the appeal process, including County Board review, if applicable). The County will pay 100% of any fees for the Impartial Hearing Officer for a grievance involving workplace safety.

TIME LIMITS

The term “days” as used in this provision means calendar days, excluding holidays as defined in the Personnel Code. The employer and grievant may mutually agree to extend time limits, in writing. If the last day on which a grievance is to be filed or a decision is to be appealed is a Saturday, Sunday or holiday as defined in Section 4.5 of the Employee Handbook, the time limit is the next day which is not a Saturday, Sunday or holiday.

A grievance or decision or appeal is considered timely if received by the employer during normal business hours or if postmarked by 12:00 midnight on the due date.

The employer and grievant may mutually agree, in writing, to waive any step to facilitate or expedite resolution of the grievance.

If the grievance is not answered within the time limits, the grievant may proceed to the next available step within 7 days.

SCHEDULING

Grievance meetings and hearings will typically be held during the grievant's off-duty hours. Time spent in grievance meetings and hearing outside of normal business hours shall not be considered as compensable work time.

REPRESENTATION

The grievant shall have the right to a representative during the Grievance Procedure at the Grievant's expense.

3.5.4 PROCEDURE FOR GRIEVANCES CONCERNING EMPLOYEE TERMINATIONS AND EMPLOYEE DISCIPLINE

STEP 1

An earnest effort shall be made to settle the matter informally between the aggrieved employee and the employee's immediate supervisor. If the grievance is not resolved informally, it shall be reduced to writing by the employee who shall submit it to the employee's Department Head/Elected Official, with a copy to the Personnel Supervisor.

The written grievance shall give a detailed statement concerning the subject of the grievance, the facts upon which the grievance is based, and indicate the specific relief being sought.

Time Limit: If the employee does not submit a written grievance within seven (7) days after the facts upon which the grievance is based first became known, or should have been known to the employee, the grievance will be deemed waived. The Department Head/Elected Official will reply in writing to the employee within ten (10) days after receipt of the written grievance.

STEP 2

If the Grievance is not settled at Step 1, and the employee wishes to appeal the decision, the employee shall submit the grievance to the Personnel Director to request a meeting with the Administrative Committee.

Time Limit: If the employee does not submit a written request within ten (10) days after receipt of the Department Head's/Elected Official reply, the grievance shall be deemed waived. If timely requested, the meeting shall be scheduled for the Administrative Committee's next regularly scheduled meeting.

The Administrative Committee shall meet with the grievant and the Department Head/Elected Official to attempt to informally resolve the matter. In cases where the Administrative Committee recommends additional investigation, at the conclusion of the additional investigation, a second, follow-up meeting shall be scheduled.

STEP 3

If the grievance is not settled in Step 2, and the employee wishes to appeal the decision, the employee shall submit the written grievance to the Personnel Director to request a hearing before an Impartial Hearing Officer.

Time Limit: If the employee does not submit a written grievance to the Personnel Director requesting a hearing before an Impartial Hearing Officer within ten (10) days after the Administrative Committee meeting, the grievance will be deemed waived. If timely requested, the hearing will normally be scheduled within 30 days of receipt of the request for hearing.

At the hearing, the employer shall present evidence and explain the basis for the action taken. The employee shall then present evidence and argument in support of his/her grievance.

The employee shall have the burden of proving by a preponderance of the evidence that the decision to take disciplinary action or terminate employment was arbitrary and capricious. A decision is arbitrary and capricious if it lacks a rational basis and was the result of an unconsidered, willful and irrational course of conduct.

The Hearing Officer shall render a written decision to the employer and employee within ten (10) calendar days from the date of the hearing, sustaining or denying the grievance, and setting forth the reasons for the decision.

STEP 4

The employer or employee may appeal the decision of the Hearing Officer to the County Board. The decision of the governing body shall be final and binding upon the parties.

Time Limit: The employee or employer may request a review by the County Board by filing a request with the Personnel Director within ten (10) days of receipt of the written decision of the Hearing Officer. The request must set forth in detail the reasons for the appeal. The non-appealing party shall have ten (10) days to submit a reply to the detailed request. Once the request and reply are received, the review will be scheduled at the Board's next regularly scheduled meeting, provided the request and reply are received no less than ten (10) days before the meeting. If the request and reply are received less than ten (10) days prior to the next regularly scheduled meeting, the grievance shall be scheduled for the next monthly's meeting. If not timely submitted by the grievant, the grievance can no longer be addressed in the grievance procedure.

Level of Review: The County Board shall conduct a de novo review of the hearing record, the written decision of the Hearing Officer, the reasons for the appeal, and the reply, to determine if the employee has met its burden of proving by preponderance of the evidence that the disciplinary action or termination was arbitrary and capricious.

The Board may listen to any portion of the audio recording of the hearing before the Impartial Hearing Officer. The County Board shall not take testimony, accept additional evidence, accept briefing, accept oral argument or otherwise conduct a hearing of any sort in relation to the appeal.

The County Board shall render a written decision affirming, overturning or modifying the Impartial Hearing Officer's decision, setting forth the reasons for its decision.

3.5.5 PROCEDURE FOR GRIEVANCES CONCERNING EMPLOYEE WORKPLACE SAFETY

STEP 1

Any employee who personally identifies, or is given information about, a workplace safety issue or incident must notify his/her supervisor of the issue or incident as soon as reasonably practicable. All safety issues, no matter how insignificant the situation may appear to be, must be reported.

Time Limit: Any workplace safety incident or issue must be reported by an employee within 24 hours after the incident or issue was raised in order to be addressed as part of the grievance procedure.

A written report of the incident or issue, outlining the events that transpired and proposed resolution, if any, shall be signed by the employee and submitted to the Personnel Director within seven (7) days of the incident or issue for review and consideration by the Property Committee.

STEP 2

After receipt of the written report, the Administrative Committee Chair or his/her designee will conduct additional investigation if required, and the written report shall be scheduled for consideration at the Administrative Committee's next regularly scheduled meeting, or at a special meeting at the Administrative Committee Chair's discretion. The Administrative Committee shall issue a report of its findings and conclusions to the person(s) who signed the written report, as well as to the Department Head/Elected Official and Personnel Director.

STEP 3

The employee may appeal the findings and conclusions of the Administrative Committee and request a hearing before an Impartial Hearing Officer.

Time Limit: If the employee does not submit a written grievance to the Personnel Director requesting a hearing before an Impartial Hearing Officer within seven (7) days after receipt of the Administrative Committee's final report, the grievance can no longer be addressed in the grievance procedure. If timely requested, the hearing will normally be scheduled within fourteen (14) days of receipt of the request for hearing.

At the conclusion of the hearing, the Impartial Hearing Officer shall record one of three outcomes: 1) Sustaining the conclusions of the Property Committee, 2) Denying the conclusions of the Administrative Committee, or 3) Recommending additional investigation prior to final determination. In cases where the Hearing Officer recommends additional investigation, at the conclusion of the additional investigation, a second, follow-up hearing shall be scheduled. The Hearing Officer shall render a written decision to the employer and employee within ten (10) calendar days from the date of the hearing setting forth the reasons for the decision.

STEP 4

The employer or employee may appeal the decision of the Hearing Officer to the County Board. If the Impartial Hearing Officer denies the conclusions of the Administrative Committee, but no appeal is filed, the County Board shall review the decision of the Hearing Officer and the record of the proceeding as set forth below, as applicable. The decision of the governing body shall be final and binding upon the parties.

Time Limit: The employee or employer may request a review by the County Board by filing a request with the Personnel Director within ten (10) days of receipt of the written decision of the Hearing Officer. The request must set forth in detail the reasons for the appeal. The non-appealing party shall have ten (10) days to submit a reply to the detailed request. Once the request and reply are received, the review will be scheduled at the Board's next regularly scheduled meeting, provided the request and reply are received no less than ten (10) days before the meeting. If the request and reply are received less than ten (10) days prior to the next regularly scheduled meeting, the grievance shall be scheduled for the next monthly's meeting. The County Board Chair, at his/her discretion, may call a special meeting of the County Board to address a workplace safety grievance. If not timely submitted by the grievant, the grievance can no longer be addressed in the grievance procedure.

Level of Review: The County Board shall conduct a de novo review of the hearing record, the written decision of the Hearing Officer, the reasons for the appeal, and the reply to determine if the evidence presented supports the findings of the Impartial Hearing Officer.

The Board may listen to any portion of the audio recording of the hearing before the Impartial Hearing Officer. The County Board shall not take testimony, accept additional evidence, accept briefing, accept oral argument or otherwise conduct a hearing of any sort in relation to the appeal.

The County Board shall render a written decision affirming, overturning or modifying the Impartial Hearing Officer's decision, setting forth the reasons for its decision.

4 BENEFITS

4.1 BENEFIT ELIGIBILITY

Regular full-time employees shall be eligible for employee benefits in this section. Regular part-time employees normally scheduled to work more than 1,000 hours a year (1,200 hours per year for employees hired after 7/1/11) shall be eligible for fringe benefits (PTO, PTOSL, funeral leave, and holidays) on a pro rata basis, and eligible for group health insurance benefits as detailed in the group health insurance provision. Regular part-time employees working less than 1,000 hours a year (1,200 hours per year for employees hired after 7/1/11) shall not be eligible for fringe benefits (except as detailed in the group health insurance provision). Limited term employees shall not receive any employee benefits.

4.2 DEFERRED COMPENSATION

All full-time and part-time regular employees of the County may voluntarily participate in the deferred compensation plan approved by the County Board, subject to the rules, regulations and requirements of the plan.

4.3 FLEXIBLE BENEFITS PLAN

The County has authorized an IRS Section 125 Flexible Benefits Plan for all employees. Participation in this Plan is strictly voluntary on the part of any employee of the County. Application and additional information on this Plan shall be available through the Finance/Personnel Office. Any employee desiring to participate must sign an Agreement implementing the Plan. It is understood that all administrative and other costs associated with the Section 125 Flexible Benefits Plan shall be borne by the County and that the County may discontinue the Plan at any time pursuant to IRS Regulations and upon a thirty (30) day written notice to the participating employees.

4.4 HEALTH INSURANCE AND COBRA

4.4.1 HEALTH INSURANCE

The County Board may change the Health Insurance carrier, plan, and/or the elements of insurance plan design, including deductibles, co-pays and co-insurance, at its discretion.

PREMIUMS

Effective for the premiums in the new plan year beginning with January Health Insurance coverage, deductions to be made in December of the prior year; the County will pay the dollar amounts shown on the following table for its employees' group health insurance premiums. The County will pay 100% of the premium of the lowest cost qualified HMO Plan available in Pepin County, in the case of 2 spouses who both are current employees of the County. The County will pay 100% of a plan that is less than the rates listed below.

Employee Group	Single Policy	Family Policy
Working less than 600 hours annually	Not Eligible	Not Eligible
(1,200 hours annually for employees hired after 7/1/11)		
Working > 600 hours to < 4/5's annually Without a break in service	prorated % of full-time	prorated % of full-time
(1,200 hours annually for employees hired after 7/1/11)		
Working four-fifths to < full-time annually	90% of full-time	90% of full-time
Working full-time annually	80% of Tier 1 Qualified Plans' Average Premium Single	80% of Tier 1 Qualified Plans' Average Premium Family

LEAVE OF ABSENCE

An employee who is on a leave of absence may continue health and loss of time insurance policies by paying the premiums themselves. Arrangements for insurance continuation shall be made with the Finance/Personnel Office.

FAMILY OR MEDICAL LEAVE

An employee who is on family or medical leave as defined by § 103.10, Wis. Stats., or the federal FMLA, shall only be required to pay the employee share of the health insurance premium, if any, while on such leave. However, if the employee fails to return from leave or terminates employment within 30 days of return from such leave, they will be required to reimburse the County for the employer's share contributed while on such leave.

It's Your Choice for health insurance will be held annually in the fall. Covered employees will be eligible to switch from their current plan to any of the plans being offered.

Effective January 1, 2005, employees who are eligible for any health insurance coverage at County expense may receive a cash payment in lieu of coverage if they:

Provide proof of other health insurance coverage for themselves and their dependents; and

Waive coverage under the Pepin County Group Health Insurance Plan.

The employee, who effectively waives coverage, shall be entitled to payment from the County pursuant to the following schedule:

Employees working at least 1560 hours per year will receive payments totaling \$1,898.00 per year. Part-time employees, signing up for payment after May 23, 2001, working less than 1560 hours annually are not eligible for any payment, except for employees working over 1,000 hours per year that have health insurance coverage under the Pepin County Group Health Insurance Plan and elect to go off of the Plan. The waiver for those employees shall be prorated based on their hours of work.

No one may initially receive the payments detailed below unless the County Finance Director has determined that such waiving of health coverage does not jeopardize the County's ability to continue to be eligible.

An employee, to effectively waive coverage, must execute a Waiver form.

An employee who waives coverage for a portion of a year, such as a new employee hired after January 1 of any year or a retiring employee or terminating employee whose employment ends before the end of a calendar year, shall be entitled to a pro rata amount of the scheduled amounts set forth in Paragraph 2 above based on the number of full months employed during the year. For example, if an employee is hired on September 1, - that employee would be eligible for 1/3 of the scheduled payments pursuant to Paragraph 2 above.

COBRA

Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") and subsequent amendments to the Act, employees covered under an employer's group health care plan are eligible for continuation of health care coverage under the group plan upon the employee's termination (except for gross misconduct) or reduction in hours. COBRA regulations also allow the employee's spouse and covered dependents to elect continuation coverage upon the employee's death, divorce or legal separation, an employee's entitlement to Medicare, a dependent's loss of dependent status under family coverage, or the employer's filing of a bankruptcy proceeding.

All employees, as well as their qualified dependents, will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the employee begins. If a qualifying event occurs which entitles the employee and/or qualified dependents to continuation coverage, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Unless otherwise agreed, continued participation is solely at the participant's expense.

4.5 HOLIDAYS

The following are paid holidays: New Year's Day, President's Day, Friday before Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas

Holidays occurring on Saturday shall be observed on Friday. Holidays occurring on Sunday shall be observed on Monday.

Holidays for full-time employees shall be taken in the pay period in which accrued or the succeeding pay period, when the holiday falls at the end (last 2 working days) of the pay period. Eligible part-time employees shall be allocated pro-rated holiday hours on an annual basis and may use them at any time during the year. All Holiday hours must be used by December 31st of each year or will be forfeited.

Highway and Maintenance Department employees will receive time and one-half for working on the day being observed as a holiday at the government center, in addition to receiving their holiday pay.

Regular County employees who are in good standing who terminate employment with the County shall receive payment for unused holidays, provided that the required termination notice has been given as set forth in Section 3.2.10. Employees who are terminated by the County for reasons other than discipline shall receive payment for unused holidays. Employees terminated for disciplinary reasons shall not be entitled to any accrued fringe benefits. Upon termination, the County shall withhold from the final check the amount owed for unaccrued holiday pay which has been used.

The Sheriff Department's non-union Jail Lieutenant shall be compensated for the holidays listed in 1 above, at the rate of eight (8) hours per day at the employee's base rate of pay. The pay for these holidays shall be paid on the first paycheck in December each year. In addition to the holiday compensation, if the non-union Jail Lieutenant performs work on any of the holidays listed in 1, he/she shall be compensated for all hours worked at the time plus one-half rate. If an employee's employment is terminated during the year, his/her holiday pay will be added to their last paycheck on a pro-rata basis.

Annually, on Columbus Day the Government Center and Highway Departments will be closed to the public. Employees will participate in a staff training and development day organized by the Administration and Personnel Departments in cooperation with Department Heads/Elected Officials.

4.6 INCOME CONTINUATION

All eligible employees may voluntarily participate in the State of Wisconsin Income Continuation Insurance (ICI) plan as of April 1, 2005, and thereafter. Pepin County shall contribute .25% of the monthly average earnings (in other words, the premium at the 180-day elimination period) for all eligible employees.

4.7 SOCIAL SECURITY

The County shall provide social security coverage to employees under the Federal Old Age, Survivors, Disability and Health Insurance System pursuant to Section 40.4, Wis. Stats.

4.8 PAID TIME OFF

The following shall apply:

Years of Service	Total PTO Days Earned Per Year	Max PTO Bank Accrual Days	Max PTO Payout Days
0-4	24	25	25
5-9	27	25	25
10-14	30	25	25
15-19	33	25	25
20-24	36	25	25
25>	39	25	25

New employees shall accrue and may use benefits as they are earned.

Years of service accrual rate changes will be effective January 1 of the year the accrual rates changes.

A maximum of 25 days may be carried at any time. Once the maximum of 25 days is reached any additional hours are forfeited until PTO hours are utilized. During the 1st year of implementation employees will be allowed to carry 30 days at any time before forfeiting accrual until balance is under 30 days.

Unscheduled PTO requests will be considered if the employees calls in within 30 minutes of their scheduled work time due to illness. Unscheduled continuous absence of 3 or more days due to illness will require a doctor's note to return to work.

PTO hours shall accrue each pay period based on years of service. Employees may use PTO any time after it is accrued and approved. Regular County employees who are in good standing who terminate employment with the County shall receive payment for unused PTO provided that the required termination notice has been given as set forth in Section 3.2.10. Such payment shall be calculated based on accrual through the last date actually physically present for work. Employees who are terminated by the County for reasons other than discipline shall receive payment of unused PTO. Employees terminated for disciplinary reasons shall not be entitled to any accrued fringe benefits. Upon termination, the County shall withhold from the final check the amount owed for unaccrued PTO which has been used.

All PTO requests should be made as far in advance as possible to their Department Director or Elected Official or their designee, with a minimum of two weeks of the requested time off preferred. PTO requests must be submitted in writing (or electronically). Department Directors shall submit their PTO request in writing or electronically to the Administrative Coordinator. The Administrative Coordinator, Department Director, Elected Official or their designee shall either approve or disapprove of the PTO request in writing (or electronically) within ten working days, but must be provided prior to the requested day off and prior to payroll processing. Reasons for disapproving a request must be given by the Department Head/Elected Official, or their designee. Compensatory time earned is strongly suggested to be used prior to the use of PTO unless accrual would be forfeited during that pay period. (see section 3.1.2. 7)

Employees hired as salaried Department Directors shall be placed on the PTO schedule equivalent to the year of placement on the salary schedule.

All requests to use PTO are subject to approval and meeting the operational day to day needs of the Department.

Union Staff see current contract for vacation details

4.9 PTO DONATION POLICY

4.9.1 PURPOSE

To establish a procedure through which eligible employees may voluntarily donate a portion of their accrued PTO or PTOSL leave balance to assist another employee who has exhausted PTO and PTOSL hours due to his/her approved FMLA absence.

4.9.2 POLICY

All PTO eligible employees who have completed the introductory period will be considered eligible to participate in this program.

4.9.3 PROCEDURES

Donations of accrued PTO or PTOSL leave must be in whole hours, with a minimum of one hour per donation. The employee donating PTO or PTOSL is limited to a donation of up to 40 hours per qualified FMLA event. The employee receiving the donations shall be limited to receiving a total paid leave of 12 weeks.

All donated PTO or PTOSL hours will be added to the PTOSL account of the employee eligible for donations.

The donating employee shall specify the employee to receive the value of the donation.

Prior to proceeding the first donation(s) to an employee, the County will verify the eligibility of the named recipient (i.e. employee status and exhaustion of paid time off sick leave) and request the individual's consent to receive donations. No donations will be processed until this authorization is received. The authorization will remain valid until the individual revokes it or he/she becomes ineligible to participate in the program.

Under a similar program, the IRS has ruled that these payments are to be considered wages, and therefore taxable income to the recipient. As a result, the payments will be included in the annual Form W-2 prepared for the recipient and State and Federal income tax and FICA/Medicare tax and Retirement contributions depending on the eligibility of the recipient, will be withheld by the County at the time of payment. The IRS III has also ruled that the donating employee realizes no income and incurs no tax-deductible expense or loss, either upon donation or payment to the recipient.

The County will not inform the recipient of the names of those donating hours or the number of hours donated.

The donations processed for a recipient each pay period shall be limited to the amount equal to that individual's regular gross earnings per pay period (i.e. his/her current hourly base rate multiplied by his/her scheduled hours of work per pay period). In the event donations exceed this limit, they will be processed in order of the date on the donation authorization form, with the earliest date processed first. Excess donations will be held until the following pay period(s) and processed at that time.

Once a donation has been processed, neither the donor nor the recipient may revoke the transaction, even if it has not yet been paid.

4.9.4 ADMINISTRATIVE RESPONSIBILITY

The Personnel Department shall be responsible for implementing and maintaining this program.

4.10 WRS

Employers and employees are required to pay a percentage of each payment of earnings equal to “one-half of the total actuarially required contribution rate.” Employee contributions are pre-tax.

4.11 WORKERS COMPENSATION

All employees shall be covered by Worker’s Compensation insurance. In the event an employee suffers compensatory injury or illness in the course of performing his/her duties, he/she shall report the injury to their supervisor immediately.

If the injury causes loss of work, wages shall be paid to the employee by Pepin County’s Workers Compensation Insurance carrier commencing the 4th calendar day from the commencement of the day the scheduled work shift began and shall be payable weekly thereafter during such disability. If the disability exists after 7 calendar days from the date the employee leaves work as a result of the injury and only if it so exists, indemnity shall also be due and payable for the first 3 calendar days. If the employee used sick leave benefits during those first 3 calendar days, those days will be returned to the employee. The day of the injury shall be considered a full workday.

4.12 VOLUNTARY BENEFITS

All eligible employees of the county, as defined in section 4.1 of the handbook, may voluntarily participate in the voluntary benefit programs offered as approved by the Administrative Committee, subject to the rules, regulation and requirements of the plan. The Administrative Committee may approve a minimal cost sharing of these benefits as approved in the budget process.

5 COMPENSATION

5.1 TOTAL BASE WAGES & OTHER FORMS OF COMPENSATION

Employers are prohibited from engaging in collective bargaining with general municipal employees on any form of compensation except for total base wages. Premium pay, merit pay, automatic pay progressions and any other form of supplemental compensation may be considered, but not bargained, by the employer.

Employers may bargain with units comprised exclusively of public safety employees on any term or condition of employment, including any form of compensation, except for health insurance plan design and selection of carrier.

5.2 COMPENSATION DURING TEMPORARY ASSIGNMENT

In a situation where an employee is assigned all of the duties of a higher classification anticipated to be for a period in excess of ten (10) consecutive working days, the employee will be assigned a temporary pay rate in the range of the higher classified position. Payment for hours over 8 in a day or 40 a week will be paid according to the FLSA status of the higher position. Such pay will be for the period of the temporary assignment. Temporary assignment must be approved by the Department Director, the Personnel Director, and the Administrative Coordinator. An employee who is temporarily assigned to a position with a lower pay range for any period shall not receive a reduction in pay. No such temporary assignment shall exceed six months unless approved by the Administrative Coordinator upon recommendation of the Personnel Director.

5.3 COMPENSATION AND CONSULTATION (EFFECTIVE 1/1/2021)

Pepin County implemented a compensation plan which incorporates a step process with a classification and grade as recommended by Carlson Dettmann Consulting. It is the policy of Pepin County to administer a fair and equitable uniform employee compensation plan that will obtain and retain quality employees.

Many of the positions in the County are similar to one another. Those positions which require similar skills, responsibility, and qualifications constitute a class of positions. All non-union, non-elected full-time Pepin County positions shall be placed on an appropriate wage schedule and have an established wage grade.

The Administrative Committee, through the Personnel Director, shall establish wage schedule for all County employment positions. The Administrative Committee, when deemed necessary, will review the established wage schedule to ensure internal consistency with the position on the established wage schedule. In addition, external wage information may be gathered and reviewed, when deemed necessary by the Administrative Committee, for the purpose of general review of the Pepin County Wage Schedule to ensure wages are at a level to reflect market standards and are within the financial limits of Pepin County.

Movement between steps occurs the first check in April of each year beginning April 1, 2022, provided employee receives a satisfactory performance evaluation. Mid-year hires, hired on or after October 1st, are eligible to receive a COLA January 1st the following year; however, shall not receive a step increase until the first check in April of the year following their first-year anniversary provided the employee receives a satisfactory performance evaluation.

Employees submitting their resignation notice prior to the first check in April of each year will not be eligible for the step increase. This does not apply to employees providing their retirement notice

Pepin County non-union, non-elected employees as of January 1, 2021, shall be placed at the step of their classification as determined by Carlson Dettman Consulting, as indicated on Resolution NO. 33-20.

A new hire may be hired up to the Control Point based on their level of experience or skill set with approval from the Administrative Coordinator as recommended by the Department Head and Personnel Director with identified funding source within the department's budget to cover expenses. If the

Administrative Coordinator, Personnel Director, and Department Head do not agree the Administrative Coordinator will seek a final decision from Administrative Committee chair.

Employees may request a wage grade review of their position by contacting their Department Head with an explanation of why they feel that their position's wage grade should be reviewed. This could be during the initial implementation and when any employee's duties change substantially over the course of a year. Except for the initial implementation, this process should coincide with the budget process to allow for the County to plan for any increase in compensation. If the Department Head agrees with the request for a review the Department Head will then forward in writing to the Personnel Department the reasons for the objection to the wage grade in which the position was placed. After affirming with the Administrative Committee, the appeal will then be forwarded to Carlson Dettman Consulting to evaluate. The recommendation of the appeal will then be provided to the Administrative Committee and those appealing. The Administrative Committee will make the final determination to accept or deny the recommendation of the appeal.

APPENDIX A

Hours:

The normal workday for Highway employees shall be Monday through Thursday from 6:00 a.m. to 4:00 p.m., 10-hour days. The starting and quitting times may be varied earlier or later at the direction of the Highway Commissioner or Foremen by up to two hours as necessary depending on time of year (i.e. daylight hours), weather conditions or emergencies. A minimum of two (2) hours' pay shall be paid to employees reporting or called in for work. All hours worked on Saturdays, Sundays, and holidays shall be compensated at one and one-half (1½) times the regular rate of pay. The highway commissioner may call employees any workday before the workday commences in the event there is no work available for a portion or all of that workday, and said employees will not be called to work and will not receive pay for unworked hours. In such case, the employee may substitute compensatory or PTO time, if available, for unpaid time off. The County shall notify employees at least forty-five (45) minutes before starting time of its desire not to have employees report to work or to vary an employee's starting time.

** The Highway Office will be open the same days as the shop and closed on Fridays.

Breaks:

1st Break-9:00 AM-9:20AM* 2nd Break-12:00 PM-12:30 PM*

Employees may use the rest period as they desire. Example: telephone, fresh air, snack, etc. If employees leave their worksite during their rest periods the breaks will be unpaid.

*Breaks may be scheduled at different times so that jobs Do Not Shut Down.

Paid Time Off:

PTO	10 hours per day or hourly as approved
PTOSL	10 hours per day
Funeral Leave	8 hours per day

Holidays:

Holiday weeks employees will take 2 hours of PTO, compensatory to make up for 10-hour day, when working a 4 X 10 shift for that week.

During Holiday weeks' hours maybe flexed to 8-hour shifts Monday through Friday when unscheduled hours may occur due to seasonal weather or other unavoidable reasons.

Additional Hours: Efforts shall be made to accomplish major work items on a Monday through Thursday schedule to minimize the need for Friday work. Employees within the Highway Department may be directed to work different schedules within the standard work week as deemed by the Highway Commissioner or Foremen as most advantageous to the County.

On Call Foremen: The working foremen designated by the Highway Commissioner to be on call shall be paid a weekly payment as approved on the current wage scale starting on the first Thursday of the week/weekend that includes October 15th through the weekend that includes April 15th.

EMPLOYEE ACKNOWLEDGMENT

I, _____, acknowledge receipt of this Employee Handbook.

I understand that while Pepin County believes wholeheartedly in its policies and procedures, many of which are set out in the Handbook, they are not guaranteed conditions of employment. Rather, the Employee Handbook is simply a means to acquaint me with Pepin County and its operations and provide guidelines in regard to its policies and my employment.

I understand that by accepting employment with Pepin County, I am not being asked or required to provide anything in return beyond my services. I further understand that the Employee Handbook does not constitute a contract of employment, express or implied, between Pepin County and myself and that no oral statements by supervisors or management can alter this disclaimer or create a contract. Only the Board has the authority to create an employment contract, and such contract must be in writing and signed by the Chairperson to be valid.

I understand that Pepin County reserves the right to modify, amend, or delete any provisions of the Employee Handbook at any time. I will receive copies of any such modifications, amendments, or deletions.

I understand that this Employee Handbook supersedes all previous manuals, handbooks, and personnel policies that I have received or have been advised of or established by past practice. I also understand that any subsequent revisions to the provisions of this Handbook after I commence my employment will supersede those contained herein.

(Signature)

Date: _____