



Iowa County

Wisconsin

EMPLOYMENT HANDBOOK MANUAL

Non-Represented Employees

Iowa County
Employee Relations

Adopted 04/19/2016, Revised 12/20/2016
Employment Handbook

Dear Colleague:

I would like to take this opportunity to welcome you to Iowa County.

Iowa County is committed to providing an environment that is conducive to employee growth and development, customer service, and professionalism. For our valued employees, we strive to administer our policies, as well as our benefit and compensation programs, in a manner that is competitive, fair, and understandable. This Handbook intends to communicate terms and conditions of employment that apply to each of us as we carry out our important responsibilities at Iowa County. The policies, benefits, and services detailed herein reflect a concern not only for the well-being but also for the personal growth and development of all staff members of Iowa County.

While the Handbook provides important information relative to all aspects of your employment at Iowa County, it cannot be used as the basis for all decisions. To that end, I encourage you to consult your supervisor(s) and the Employee Relations Department.

I extend to you my very best wishes for success at Iowa County.

Larry Bierke, County Administrator

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SECTION 1: INTRODUCTION

1.1 Policy Statement

This Employee Handbook is not a contract of employment; the Handbook supersedes and replaces those provisions previously found in collective bargaining agreements that have expired; this Handbook supersedes and replaces all previous personnel policies and procedures on issues that are addressed in this Handbook. This Handbook applies to all non-represented employees.

Nothing contained in this Handbook shall imply, either implicitly or explicitly, that this Handbook is a contract between employer and employee. Nor is there any guarantee of employment or job tenure.

Employment at Will: Iowa County is an “at-will” employer. This means that you or Iowa County are free to end the employment relationship at any time, with or without notice, with or without cause and that your employment is not for a specified period of time. Employees wishing to resign in good standing are subject to the resignation policy in Section 2.

Iowa County has the right to modify and change this Handbook Manual with or without notice.

1.2 Equal Opportunity Employment/Affirmative Action Policy

Iowa County provides Equal Employment Opportunities to all qualified employees and applicants for employment. Iowa County will provide equal employment opportunity to qualified individuals regardless of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, pregnancy, membership in the military reserve, or status as a covered veteran in accordance with applicable federal, state and equal employment opportunity laws and guidelines.

This policy applies to all terms and conditions of employment including, but not limited to, the following:

- Hiring, placement, promotion, transfer or demotion;
- Recruitment and selection;
- Compensation for employment;
- Conditions of employment;
- Leave of absence;
- Training; and
- Involuntary layoff or terminations

It is the policy of Iowa County to employ individuals who are qualified for specific work by job-related standards such as experience, demonstrated knowledge and skill, and demonstrated attitude and ability.

SECTION 2: EMPLOYMENT

2.1 Recruitment

This policy applies to all newly created or vacant positions at Iowa County. Positions will be posted internally and externally except for department restructuring and/or vacancies due to shift changes. Those will be handled internally.

I. MEDIA

In almost all cases, the following media outlets will be utilized to advertise vacant positions:

- ❖ Iowa County web site
- ❖ Bloomfield Healthcare employment opportunities are referenced in general within the Employment section of the County web site, and a link is included in that reference.
- ❖ State of Wisconsin Job Service web site
- ❖ Local News Publications: Shopping News and Dodgeville Chronicle
- ❖ University of Wisconsin –Platteville site
- ❖ Southwest Technical College web site

In addition to the above locations, the following will be utilized for management or professional vacancies and recommended for all difficult to fill position unless an exception is approved by Employee Relations –

- ❖ Monster Search – using Southwest Workforce Development Board
- ❖ AccessDubuque.com and/or Madison.com web sites
- ❖ Wisconsin State Journal and/or Dubuque Telegraph Herald newspapers
- ❖ Craigslist – Madison and Dubuque Markets
- ❖ Web sites directly related to open vacancy

All positions shall be posted and/or advertised for a minimum of two weeks prior to the first review or deadline unless an exception is approved by Employee Relations.

II. JOB ANNOUNCEMENT CONTENT

All job announcements point to detailed benefit summaries and detailed job descriptions posted on the Iowa County website.

Job notices shall announce “First Review Scheduled...open until filled”, unless approved by Employee Relations.

III. APPLICATION RECEIPT AND DISTRIBUTION

With the exception of Bloomfield Healthcare job openings, all Iowa County employment applications shall be submitted to Employee Relations.

Applications are required for all posted vacancies, and are not used for other recruitments, unless noted otherwise in the job announcement.

Employment applications for Bloomfield Healthcare openings will be forwarded directly to Bloomfield Healthcare. For management vacancies, Bloomfield Healthcare will forward copies of all applications received to Employee Relations.

When an applicant accepts a job offer for a Bloomfield Healthcare position, original copies of his/her employment application are forwarded to Employee Relations and filed in the new employee’s permanent file.

2.2 Internships

Iowa County allows the opportunity for Departments to employ interns for academic purposes only. All internships must be approved by the County Administrator and will follow Iowa County’s recruitment policy.

Internships may be paid or unpaid at the discretion of the Department. Both paid and unpaid internships must be related to a student’s major field of study or career focus.

2.3 Nepotism and Fraternization

Iowa County recognizes that in order to fulfill its mission of efficiently and effectively serving the public interest, the County's employees must be free from both perceived and actual conflicts of interest. In particular, certain personal and business relationships between County employees may jeopardize public trust in the County, and negatively impact the County's operations. Compliance with this policy is intended to prevent the perception of favoritism among employees and promote a harassment-free working environment

It is the policy of the County to restrict the employment of employees whose decision making involves close relatives, employees dating, or otherwise involved in an intimate relationship within the same department, shift and/or work unit.

Definitions:

1. "Immediate Family" For the exclusive purpose of the Nepotism & Fraternalization Policy, the term "immediate family" is defined as an employee's spouse, mother, father, guardian, son, daughter, brother, sister, grandchild, and grandparent, as well as the various combinations of half, step, in-law, and adopted relationships that can be derived from the family members named herein.
2. "Intimate Relationship" The term "intimate relationship" is defined as an employee's spouse, live-in companion, fiancée, or a dating couple.
3. "Dating" is one or more social meetings under circumstances that may lead to the exchange of personal affection, romantic, emotional attachment and/or sexual or physical intimacy.

Rules of Conduct:

1. No member of an immediate family or intimate relationship shall be involved in decision making or serve as decision-makers concerning another member of the immediate family or an intimate relationship, unless written approval is received from the County Administrator.
2. When evaluating a request for approval, the County Administrator may consider work location, shift, the department in which the individual would work, the number of available qualified applicants, and whether normal recruitment and selection procedures have been followed, to ensure that all applicants have had an equal opportunity to apply for the position. Finally, the County Administrator may consider whether it is a sound business practice to have members of an immediate family or intimate relationship serve as decision-makers concerning another member of the immediate family or an intimate relationship, and whether or not reasonable measures can be taken to alleviate any problems or appearance of impropriety.
3. Due to the nature of their respective responsibilities with all Iowa County departments' operations, the Finance Director's and Employee Relations Director's immediate family members and persons with whom they have an intimate relationship are prohibited from being employed by Iowa County.

4. In the event a relationship develops between a manager or supervisor and an employee under their supervision, the management employee is responsible for bringing the matter to the attention of their immediate supervisor.
5. In the event a relationship develops between employees in a department, shift, and/or work unit, it is the responsibility of those employees to bring the matter to the attention of their immediate supervisor.
6. Any violation of the terms of this Policy or failure to fulfill one's obligations under this Policy may result in reassignment and/ or discipline, up to and including termination, as the County deems appropriate under the circumstances.
7. Iowa County Board of Supervisors may not participate in any County employment selection process that includes applicants who are an immediate family member or with whom they are involved in an intimate relationship. Consistent with the terms of the Iowa County Ethics Ordinance, Iowa County Board of Supervisors may not participate in any official action that substantially affects the work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment of an immediate family member. In such cases where a possible conflict of interest occurs, the County Board member must recuse themselves from that official action.

2.4 Orientation

On the first day of employment, or the first opportunity during the first payroll period, all new employees will meet with their immediate supervisor or his/her designee who will advise new employees of all general conditions of employment such as County rules, hours of work, and the responsibilities of the position. Each employee will also receive a copy of his/her job description and other relevant literature.

The Department Head and/or immediate supervisor will orient each new employee to the conditions related to his/her job and worksite. This will include introductions to fellow workers, work standards, workplace safety including Hazard Communication, break periods, supplies and other information.

The Iowa County Employee Relations Director will meet with new employees on the first day of employment or as soon as possible thereafter to obtain information necessary for personnel records, and provide orientation and enrollment in benefits for which the employee is eligible.

2.5 Resignation

This policy applies to any employee receiving compensation from the County. If provisions of an applicable collective bargaining agreement conflict with this policy, the labor agreement will apply in those sections.

Section 1 Notice for Non-Management Positions –

Employees wishing to resign in good standing shall give written notice to Employee Relations and their Department Head not less than ten (10) working days before such resignation is effective. Failure to provide required notice may negatively impact benefits, or future County employment.

Section 2 Notice for Management Positions –

Department Heads or manager/supervisors wishing to resign in good standing shall give written notice to the County Administrator and their immediate supervisor with a copy provided to Employee Relations, not less than twenty (20) working days before such resignation shall be effective. Written notice of resignation for the County Administrator shall be given to the County Board with a copy provided to Employee Relations. Failure to provide required notice may negatively impact benefits, or future County employment.

Section 3 Final Days of Employment –

Unless an exception is approved by the County Administrator, all employees are required to work an equivalent number of productive working days from delivery of written resignation notice until their final day of actual work based upon specific requirements described in Sections 1 and 2 above. Employee benefits are not earned beyond the employee's last day of actual work, defined as the last day the employee is completing productive work for the County within a normal work setting.

Section 4 Termination Notice –

Department Heads shall notify Employee Relations of an employee's resignation within 48 hours of the receipt of that notice.

Section 5 All Resignations Final –

All resignations shall be final. Iowa County may waive the notice requirement in its sole discretion.

Section 6 Failure to Provide Notice –

Failure to provide required timely written notice may result in immediate termination of MTO/Sick accrued benefits.

Section 7 Job Abandonment –

The County considers unauthorized absences of three (3) consecutive workdays as job abandonment which results in an employee's self-termination. Unauthorized is defined as agreement between the Department Head and County Administrator that the absence was not warranted.

Section 8 Exit Interviews –

Exit interviews may be conducted by Employee Relations to gain insight into the effectiveness of County management practices, to determine where procedures are in need of review or revision, and to determine where managerial practices need modification or improvement. The exit interview is also designed to inform exiting employees of their rights under the law and to discuss availability of continued benefits. Exit interviews will be conducted whenever possible regardless of the reason for leaving, position held, or length of service.

Section 9 Return of County Equipment –

Employees must return County identification, vehicles, books, manuals, keys, tools, equipment and other County owned items on or before their last day of work. In the event an employee leaves his/her employment without returning County property, the employee is subject to Administrative or legal procedures to recover said property.

SECTION 3: EMPLOYMENT

3.1 Background Checks

As a condition of employment, all new hires shall be required to pass a background check.

3.2 Fitness for Duty Examination

As a condition of an offer of employment for the following positions, a Fitness for Duty Exam is required:

Highway: Commissioner, Operations Manager, Lead Crewperson, Equipment Operator, Section Maintenance Patrol, Auxiliary Maintenance Patrol, Mechanics; and

Bloomfield Healthcare: Director of Nursing, Nurse Manager, Infection and Prevention Manager, Registered Nurse, Certified Nursing Assistant, Activity Director, Activities Assistant, Environmental Services Director, Environmental Services – Maintenance,

Laundry/Housekeeping Supervisor, Laundry and Housekeepers, Dietary Supervisor, Dietary Aide and Cooks; and

Environmental Services: Environmental Services Director and Environmental Services – Maintenance.

3.3 Employee Classification Status

Full-time Employee: A full-time employee is one who is normally scheduled to work between thirty two (32) and forty (40) hours per week, depending on department, on a regular basis of 52 weeks per year. Full-time employees are eligible for all County benefits including health, dental, vision, life and disability insurance, Section 125 flexible spending accounts, Section 457 deferred compensation, Long –term care insurance, retirement benefits, MTO, and holiday pay.

Part-time Employee: A part-time employee is one who is normally scheduled to work less than thirty two (32) hours per week, on a regular basis of 52 weeks per year. Part-time employees may be eligible for County benefits based upon the number of hours worked per week. If eligible, benefits are offered on a pro-rated basis.

Casual, Seasonal and Limited Term Employees: Casual, seasonal and limited-term employees are employees hired for specific periods of time and are not eligible for County benefits. Employees under this classification who meet WRS eligibility requirements may become eligible for benefits.

Exempt Employees: Exempt employees will be paid on a salary basis, but for no more than eighty (80) hours per pay period. Exempt employees are not entitled to overtime or compensatory time off. Exempt employees are expected to work a minimum of eighty (80) hours in a pay period or supplement hours not worked with paid time off.

Non-Exempt Employees: Non-exempt employees are paid on an hourly basis for all hours actually worked. Non-exempt employees, will be paid one and one-half (1-1/2) times their regular rate of pay for all productive hours worked over forty (40) in a work week. Non-exempt employees may substitute overtime for compensatory time off as set forth in Section 5.8 of this Handbook.

3.4 Transfer and Promotions

Employees who are promoted shall be placed at the step in the pay range that results in a pay increase.

Employees who transfer to a lower paid position shall be placed at the starting step in the wage schedule.

3.5 Hire Date/Status Date

Hire Date: The hire date is defined as the employee's start date with Iowa County.

Status Date: The status date is when an employee changes employment status with Iowa County. (i.e. going from part-time to full-time, changing positions)

3.6 Pay Period/Pay Day

Iowa County is on a bi-weekly payroll system. Each pay period is two weeks long and begins on a Saturday and ends on a Friday for all employees except Bloomfield Healthcare and Rehabilitation Center. Bloomfield Healthcare payroll period begins on Sunday and ends on a Saturday. All employees are paid on the Friday following the end of the pay period. If a payday falls on a holiday, the workday before the holiday shall be the payday.

3.7 Direct Deposit

All Iowa County employees and elected officials are required to receive their paycheck through automatic deposits into an account at a U.S. financial institution of the employee's choice. Iowa County only allows one direct deposit per employee.

3.8 Personal Data Changes

Each employee must promptly notify Employee Relations of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, number of tax exemptions, individuals to be contacted in the event of emergency, certification achievements related to position, and other such status reports must be accurate and current at all times.

Changes in Name: Employees are required to provide documentation with correct name to Employee Relations

Mailing Address, Phone Number and Emergency Contact: Employees can provide Employee Relations with an email or written notification of the change.

Driver's Licenses and Commercial Driver's License: Employees are required to notify Department Head/Supervisor and Employee Relations if a CDL is revoked, suspended or expired. Employees who are required to possess a valid driver's licenses are required to notify Department Head/Supervisor and Employee Relations if the Driver's Licenses has been revoked, suspended or expired.

3.9 Death

Upon the death of an employee, the County shall pay to the estate of the deceased employee all accumulated and unused MTO, compensatory pay and traditional sick leave for which the deceased employee may have otherwise been eligible to use at the time of his/her death. Eligible dependents of the deceased employee may be eligible to continue Health Insurance coverage.

3.10 Reduction in Workforce

The County may reduce the size of the workforce whenever it determines, in its sole discretion, that doing so is in the best interests of the County. The County will provide 30 calendar days' notice prior to a reduction in workforce that results in employee separation from employment. The County shall pay to the employee all accumulated and unused MTO. The employee is eligible for Health and Dental benefits under COBRA.

3.11 Personnel Files

Personnel files are established and maintained for each active Iowa County employee. Personnel files are located in the Employee Relations Department in the Courthouse.

Employees may inspect their files per Wisconsin Law and must follow all procedures provided by law.

3.12 References or Employment Verifications

Iowa County Employee Relations processes all references and employment verification requests. The County will verify information relating to dates of employment, and position title. Iowa County may release additional information only in the event that an employee, through their prospective employer fills out an Iowa county "hold harmless" form. By signing the "hold

harmless” form, Iowa County is not liable for any information provided to a prospective employer.

3.13 Discipline

Counseling related to performance improvement will generally take place prior to any initial disciplinary action and is not considered discipline; however any counseling given shall be documented.

Discipline may result when an employee’s actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee’s performance is not acceptable, or when the employee’s conduct is detrimental to the interests of Iowa County. An employee is expected to perform to the greatest extent of his/her ability.

Any list of rules of conduct is incomplete. However, the following non-exhaustive list is meant to provide examples of the types of conduct that may result in disciplinary action:

- Dishonesty
- Falsification of records
- Removal of County money, merchandise, or property, including being in property of the County without permission.
- Insubordination or refusal to comply with the directive of a supervisor
- Unauthorized use or abuse of County equipment, property or supplies
- Fraud in securing employment
- Destruction, negligent or unauthorized use or other misappropriation of County equipment or property
- Use of official position for personal gain
- Engaging in discriminatory or abusive conduct
- Failure to report or disregarding a violation of safety rules and regulations
- Violating safety rules and regulations.
- Divulging or misusing confidential information
- The use of profanity or abusive language
- Violation of applicable county policies, procedures and/or applicable ordinances
- Violation of State and/or Federal laws and regulations
- Knowingly making false or malicious statements with the intent to harm or destroy the reputation, authority or official standing of individuals or organizations
- Inconsiderate treatment of residents, visitors or co-workers
- Disruption of facility routine
- Failure to follow prescribed resident care plan

- Violation of safety rules
- Disloyal or unethical conduct
- Organizational activities for any group or groups on Bloomfield time and premises without permission of the Administrator
- Unsatisfactory work performance
- Failure to report an accident and/or injury before leaving premises
- Abusive treatment of others, physical and/or verbal abuse
- Destruction of resident and resident property
- Other circumstances may warrant disciplinary action

When a possible violation of County policy or work rules has occurred, Department Heads are expected to collaborate with the Employee Relations Department prior to determining whether to issue formal discipline or informal counseling. All informal counseling must be documented in writing and shared with the Employee Relations Department to ensure that a complete employment history is maintained. All disciplinary action taken must be coordinated with the Employee Relations Department to ensure that all legal requirements and County procedures are followed. Documentation of all formal discipline must be provided to the Employee Relations Department.

Formal disciplinary action may range from a warning to immediate termination, depending upon the seriousness of the offense. The County reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances of the individual case.

3.14 Grievance Procedures

Definitions:

A grievance shall mean a dispute regarding the application of County policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:

- A. The name and position of the grievant;
- B. A clear and concise statement of facts surrounding the grievance;
- C. The issue involved;
- D. The relief sought;
- E. The date the incident or alleged violation took place;

F. Any specific section of this Handbook or workplace safety rule alleged to have been violated; and

G. The signature of the grievant and the date.

1. The term day's means regular business day, Monday through Friday, excluding weekends and holidays regardless of whether the employee or his or her classification is scheduled to work. The time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.
2. A "grievant" for the purpose of this Procedure is any regular, temporary or seasonal full or part time employees of Iowa County. This does not include elected officials or independent contractors. At the grievant's cost and request they may be represented by a person of their choice.
3. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or County rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provisions of personal protective equipment, training and warning requirements, workplace violence and accident risk.
4. "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective action that does not include a reprimand.
5. "Termination" means discharge from employment. Layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

Procedures:

First Step

Within ten (10) days after the facts upon which the grievance is based or should have reasonably become known, the employee shall present the written grievance to his/her immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the County Administrator.

An employee who has been notified of termination may process the grievance commencing at Step 3.

Second Step

If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the County Administrator within five (5) days after having received the answer in the First Step.

After receipt of the written grievance by the County Administrator, he/she or the designated representative of the County Administrator will meet with the grievant within five (5) days in an effort to resolve the issues(s) raised by the grievance. Within ten (10) days after the meeting, the County Administrator shall respond to the grievance in writing. The County Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of the policy and otherwise properly processed as required by this policy. If the County Administrator is aware of other similar pending grievances, the County Administrator may consolidate those matters and process them as one grievance.

Third Step

Upon the written request of the grievant in response to an adverse decision, the decision at the second step may be appealed by a written statement forwarded to the County Administrator particularly describing the reason for appeal. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the grievant to properly follow the process, the matter shall be referred to the County Board who shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance, only the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the County Administrator. Any costs incurred by the IHO will be paid by the County. The IHO will convene a hearing in the manner he or she deems appropriate. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing.

The burden of proof shall be “a preponderance of the evidence”. In termination and discipline cases, the County shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision.

The IHO may only consider the matter presented in the initial grievance filed by the employees. The IHO shall have no power to add or subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.

Fourth Step

Either party may appeal on adverse determination at step three to the County Board, by filing written notice appealing the decision of the IHO in the County Administrator’s Office within ten (10) days of issuance of the IHO decision. The County Board shall schedule the review of the IHO’s decision within thirty (30) days after receipt of the appeal. The review will be conducted by the Board during a closed session meeting. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and/or testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall

decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be final and binding on all parties.

Timelines:

Failure to process a grievance by the grievant within the time limit, or agreed upon extension, shall constitute waiver for the grievance and will be considered resolved on the basis of the County's last answer. Failure of the management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner the time limits set by the policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

Exclusive Remedy:

This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedures that are raised by employees shall be considered by Administration which has final authority, subject to any applicable Board policy or directive, to resolve the matter.

SECTION 4: EMPLOYMENT EXPECTATIONS

4.1 Safety and Personal Protective Equipment

It is the policy of Iowa County to promote a safe working environment for all its employees. OSHA standards have been adopted and enforced for Wisconsin's safety and health rules governing public sector (state and local) workplaces.

Iowa County wants to ensure that employees wear safety equipment that will provide them the necessary support and protection required to the job they are assigned.

Departments shall periodically have a certified hazard assessment completed to determine the types of workplace exposures and identify the appropriate types of personal protective equipment if any.

Iowa County Departments will provide the following Personal Protective Equipment, if needed for the employee's position:

- Eye and Face Protection (safety glasses)
- Head Protection (hard hat)

- Hand and Arm Protection (gloves)
- Foot and Leg Protection
- Hearing Protection
- Body Protection

Iowa County positions that are required to wear safety Foot Protection (steel toe-shoes) receive an allowance. (Referenced in 4.2 Appearance and Demeanor and 4.2a Shoe Allowance)

Employees may provide their own personal protective equipment. Employees are required to notify their immediate supervisor when they are first providing their own personal protective equipment. Iowa County is responsible to assure its adequacy, including proper maintenance, and proper sanitation of such equipment. As a result, Iowa County retains the right to inspect and approve any and all protective equipment provided by employees. They may replace at their discretion and cost or utilize County provided equipment.

Employees will be responsible for following their department's safety plan(s).

4.2 Appearance and Demeanor

The County requires all employees to present a professional image to the public and clients. Accordingly, each employee is required to maintain appropriate standards of dress, grooming and hygiene while on duty or conducting County business.

Iowa County observes a casual dress environment. Clothing is to be neat, clean, in good repair and appropriate to the nature of the position.

Basic guidelines for appropriate workplace dress include:

- Blue Jeans that are not torn, frayed, worn, faded or patched
- Dress pants, Capri pants, dresses and skirts
- Trousers and slacks
- Colored denim and corduroy pants and skirts, blue jean skirts and jumpers
- Blouse, long and short sleeve dress shirts, ties, knit tops, knit shirts, polo/collared shirts
- Sweaters, vests, jackets or blazers, suits
- Dress shoes/boots, dress sandals, athletic shoes

Basic guidelines for appropriate workplace dress do not include:

- Soiled, torn or ripped clothing
- T-shirts, halter tops, thin strapped tops and other backless and/or low-cut apparel (unless a sweater or short sleeve shirt is worn over at all times)
- Sweatshirts, sweatpants or workout attire
- Shorts
- Dresses or skirts more than three (3) inches above the knee
- Sheer clothing or clothing that is otherwise revealing, distracting, or provocative
- Pants or skirts worn below the waistline
- Beach type sandals/shoes
- Clothing with language or pictures that are considered offensive or inappropriate (i.e. sexually suggestive, advertising alcohol or tobacco products, promoting advertising firms and/or contractors that do business with the County)

Individual departments may be subject to a different dress code defined by the department. However, employees are expected to follow the County's general guidelines regarding the condition of clothing and the content of apparel worn while performing duties for the County.

Bloomfield Healthcare: Please refer to the Iowa County Bloomfield Healthcare Addendum.

Highway Department: Shop and Labored Employees are able to purchase uniforms from contracted vendor. Employees who choose not to purchase from vendor are able to wear t-shirts, sweatshirts, jeans and other items as weather related. Employees are required to wear steel toe shoes. Weather can occasionally cause extreme temperatures. It is expected that employees dress accordingly. If necessary, plan for weather changes by dressing in layers, or having alternative clothing options available.

Environmental Services: Employees are allowed to wear t-shirts, sweatshirts and comfortable tennis shoes or work boots.

Employees who perform field inspection work (Land Conservation/Planning and Zoning) are required to wear steel toe shoes while performing field inspection duties.

There may be situations requiring more formal attire. If you are conducting or attending meetings, seminars, etc. where you come in contact with other business professionals, you are expected to represent the County in a professional manner and dress appropriately for conducting such business.

Hair, beards, and mustaches are to be clean, trimmed and well-groomed.

Colognes, after-shave lotions, perfumes, accessories and cosmetics should be worn with consideration for professional image and the comfort of co-workers. Strong scents should be avoided because coworkers or individual citizens might be offended or allergic to these scents.

Visible body jewelry and art, such as ear, nose, lip, eyebrow, cheek, and tongue piercings and tattoos are allowed if it does not pose a safety risk, is not considered offensive and is professional in nature.

Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. The same will apply to employees exhibiting unacceptable oral or physical hygiene.

Employees who violate dress code standards may be subject to disciplinary action.

Note: Effective in 2018, Iowa County will observe a professional business dress environment and will observe Friday's to be casual dress day.

4.2a Shoe Allowance/Reimbursement

Iowa County will provide a 50% shoe reimbursement allowance to employee positions noted in 4.1 Appearance and Demeanor for steel toe shoes/work boots up to a maximum of \$60.00 once a year, which will be reimbursed to employees upon presentation of an approved paid receipt.

4.3 Tardiness

Arriving on the job at the time you are scheduled to work is both a courtesy and an obligation owed to the County, your co-workers and the public we service. The County recognizes that there may be times when employees are delayed in getting to work. However, two (2) or more unexcused tardiness incidents occurring within a single pay period will be considered excessive and may result in disciplinary action. Habitual, repetitious or patterns of tardiness will also be subject to disciplinary action.

In the event of weather related tardiness, employees will be considered excused.

Department Heads may grant an excused tardiness for unforeseen circumstances. Employees are expected to inform their immediate supervisor of their tardiness.

4.4 Attendance and Absences

Iowa County expects regular attendance from all employees. This is absolutely necessary to fulfill our obligation to the public, guarantee good customer services and maintain effective working relationships.

An absence shall constitute an occurrence under this policy if the employee gives his/her immediate supervisor less than 16 hours of notice prior to the start of their scheduled shift that they are unable to work their shift.

Occurrences will be tracked on a six month rolling calendar starting on an employee's hire date.

Step 1: Employees receiving six occurrences on a six month rolling calendar will be provided a written disciplinary action

Step 2: Employees receiving more than six occurrences on a six month rolling calendar will be subject to a one day unpaid suspension.

Step 3: Employees receiving ten occurrences on a six month rolling calendar will be subject to termination.

Employees whose employment history; beyond the six month rolling calendar period, shows a habitual, repetitious or pattern of absences or is consistently absent may trigger disciplinary action.

Management reserves the right to use its' discretion in applying this policy under special or unique circumstances in consultation with Employee Relations.

As noted in Section 2.4, employees who have three (3) consecutive unauthorized absences will be deemed to have abandoned their employment and voluntarily self-terminated.

Employees are to call their direct supervisor to report their absence immediately and no later than their scheduled time of work. Employees are to leave a message if their supervisor is not available. Departments and Managers will call employees back if a message is left.

Employees who call in after the start of their scheduled shift may be subject to discipline regardless of the number of occurrences they have accumulated.

Absences due to illnesses or injury that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record.

Department Heads/Supervisor will consult with Employee Relations Department regarding any disciplinary action.

4.5 Other Employment

Employment with Iowa County is considered a primary responsibility. Any Iowa County employee may hold a job outside of County employment only if, the outside job does not distract, discredit, or interfere with employment with the County. Employees are required to notify the County prior to accepting outside employment to ensure that it does not conflict with County employment.

4.6 Identification Badges

All employees, elected officials, and appointed officials are issued a photograph identification card through the Information Technology Systems Department. Bloomfield Healthcare will issue its own photograph identification cards. Identification cards will have the individual's first and last name on the front of the card. Department Heads may request that only the employee's first name is printed on the front of the card. Identification cards may also be issued to individuals providing volunteer or special services and for whom the respective Department Head has requested that they be issued a card.

All employees, elected officials, and appointed officials must wear the identification card so it is visible whenever performing the duties of their County employment or representation. The card must be worn on the front of the outermost garment, with the name and photograph visible. The exception to this is employees who routinely work outdoors, such as Highway Department employees, or at the discretion of County Administrator.

Employees losing their badge must report the loss immediately to their department.

Employees losing or damaging their identification card must have another card made at a charge to the employee of five dollars (\$5.00). If the replacement is necessary due to the ordinary wear and tear in the course of employment, name change, or change of department or employment status, the five dollar (\$5.00) fee will not be charged to the employee.

Photographs taken by Iowa County are considered Iowa County property and Iowa County may use them for business purposes.

4.7 Workplace Smoking

Smoking in County facilities is prohibited. All county employees are subject to County Ordinance 600.26 regarding smoking on County property. Ordinance 600.26 is maintained in the County Clerk's Office and on the Iowa County website.

4.8 Alcohol and Drug Abuse

Employees are forbidden to use, sell, possess, transfer or purchase alcohol, illegal drugs or controlled substances at any time during the work day or anywhere on Iowa County property or while performing Iowa County business. Employees violating this policy will be subject to immediate discipline.

Employees under the influence of alcohol or drugs on the job will be subject to discipline. Employees who appear to be in an impaired condition on the job may be asked by their supervisor to submit to a test to determine whether they are under the influence of alcohol or illegal drugs. Any refusal to submit to a test will be treated as insubordination and will be subject to discipline including up to termination.

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

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

Federal Department of Health and Human Services drug test levels will be used to determine presence of illegal drugs.

Employees who must use a prescription drug that causes adverse side effects that affect their ability to perform assigned work should inform their supervisor that they are taking such medication, what the side effects are and if requested produce a copy of the original prescription. If the side effect of the prescription drug interferes with the employee's ability to perform assigned work, the employee may be required to utilize MTO.

Pre-employment testing: As a condition of employment, applicants will be subject to a pre-employment drug screen.

Reasonable Suspicion testing: Employees may be tested for drugs and/or alcohol if he/she has been observed using, having possession or impairment, or if Iowa County management staff has other reasonable suspicion for testing him/her. Employee Relations must be consulted before sending an employee for reasonable suspicion testing. Refusal to submit to testing will result in disciplinary action up to and including termination.

Employees testing positive for illegal drugs and/or alcohol will be subject to disciplinary action up to and including termination. Employees testing positive may also be subject to

unannounced follow-up testing anytime during the first six months after returning to work or anytime during the course of the substance abuse counseling program.

Iowa County reserves the right to inspect workspaces and/or vehicles owned by or leased to Iowa County at any time in an effort to enforce this policy.

Employees that are governed under DOT regulations, please refer the DOT Substance Abuse Policy located on the website.

4.9 Return of County Property

All employees who separate from their employment with Iowa County must return all County property in their possession and complete the appropriate form verifying that the property was returned.

If an employee does not return all County property, Iowa County may report the item as stolen and/or invoice the employee for the cost to replace the item(s).

The completed form will be signed by the employee and a copy will be given to the employee. The original copy will be sent to the Employee Relations Department to be placed in the employee's personnel file.

Building/Office Keys or Proximity Cards

Department Heads have the right to determine to whom keys, proximity cards and/or fobs may be issued for offices under his/her direction. The Department Head and/or the Employee Relations Director may require an employee or all employees to return keys, proximity cards and/or fobs at any time and for any reason. The County Administrator has the right to affirm or reverse the Department Head's or Employee Relations Direction's decision.

Proximity cards and/or fobs need to be requested by the Department Head to the ITS Department with at least a one day notice if possible.

All Courthouse and Health and Human Service Building departments need to request a building or office key from the County Clerk.

Employees to whom keys, proximity cards and/or fobs are issued will acknowledge receipt by signing the appropriate form which will be maintained in their personnel file. They are expected to safeguard the keys, proximity cards and/or fobs and to limit their usage of the keys, proximity cards and/or fobs to approved county business. A key, proximity card and/or fob are not to be loaned or given to anyone else at any time. Employees who willfully violate this section may be subject to discipline.

Lost keys, proximity cards and fobs must be reported immediately to the appropriate issuer. If a replacement key, proximity card or fob is desired, the Department Head must make a report to the issuer and a new request must be filled out. If an employee loses a key; employee will be charged the whole replacement cost. Employees losing or damaging a proximity card or fob must have another card made at a charge to the employee of ten dollars (\$10.00) for the first occurrence, fifteen dollars (\$15.00) for the second occurrence and increasing with subsequent occurrences to a maximum of fifty dollars (\$50.00) per incident. The Department Head may determine not to replace a lost key, proximity card or fob.

Moneys received at the Department level for the above charges will be deposited with the County Treasurer. The original receipt will be sent to the Employee Relations Department to be placed in the employee's personnel file.

4.10 Electronic Communication – Acceptable Use Policy

It is the intent of this policy to establish guidelines for any person using Iowa County's computing facilities, including computer hardware, printers, fax machines, phones, voice-mail, software, e-mail, and Internet and intranet access, collectively called "Information Technology."

PURPOSE: All employees share Information Technology facilities at Iowa County and these resources are limited. These facilities are provided to employees for the purpose of conducting County Business. The County does permit a limited amount of personal use of these facilities, including computers, printers, e-mail and Internet access. However, these facilities must be used responsibly by everyone, since misuse by even a few individuals has the potential to negatively impact productivity, disrupt County business, and interfere with the work or rights of others. Therefore, all persons are expected to exercise responsible and ethical behavior when using the County's Information Technology facilities. Any action that may expose the County to risks of unauthorized access to data, disclosure of information, legal liability, or potential system failure is prohibited and may result in disciplinary action up to and including termination of employment and/or criminal prosecution.

POLICY: The use of the County's information technology facilities in connection with County business and limited personal use is a privilege, not a right, extended to various County employees. Users of Iowa County's computing facilities are required to comply with all policies referred to in this document.

Users also agree to comply with applicable country, federal, state, and local laws and to refrain from engaging in any activity that would subject the County to any liability. Iowa County reserves the right to amend these policies and practices at any time without prior notice and to take such further actions as may be necessary or appropriate to comply with applicable federal, state/province, and local laws.

To protect the integrity of Iowa County's Information Technology facilities and its users against unauthorized or improper use of County facilities, the County will monitor and investigate possible misuse. Iowa County reserves the right, without notice, to limit or restrict any individual's use of those facilities. The County may inspect, copy, remove, or otherwise alter any data, file, or system resource which is used in violation of County rules or policies. Iowa County does monitor and has implemented an Internet filter for blocking users from accessing certain websites, and may increase the websites blocked as necessary. Iowa County also reserves the right periodically to examine any system and other usage and history as necessary to protect its Information Technology facilities.

SCOPE: This policy applies to all Iowa County employees and users. It is the responsibility of all operating units to ensure that these policies are clearly communicated, understood and followed.

These policies also apply to State employees; limited term employees, software contractors, and vendors/suppliers providing services to Iowa County that bring them into contact with Iowa County's Information Technology infrastructure. An Iowa County employee who contracts for these particular services is responsible to provide the contractor/vendor/supplier with a copy of these policies before any access is given.

These policies cover the usage of all of the County's Information Technology and communication resources, including, but not limited to:

- All computer-related equipment, including desktop personal computers (PCs), portable PCs, terminals, workstations, PDAs, wireless computing devices, telecomm equipment, networks, databases, printers, servers and shared computers, and all networks and hardware to which this equipment is connected.
- All electronic communications equipment, including telephones, pagers, radio communicators, voice-mail, e-mail, fax machines, PDAs, wired or wireless communications devices and services, Internet and intranet and other on-line services.
- All software including purchased or licensed business software applications, County-written applications, employee or vendor/supplier-written applications, computer operating systems, firmware, and any other software residing on County-owned equipment.
- All intellectual property and other data stored on County equipment. All of the above are included whether they are owned or leased by the County or are in the County's possession, custody, or control.
- These policies also apply to all users, whether on County property, connected remotely via any networked connection, or using County equipment.

Detailed Electronic Communications Policy

1. The content of any and all electronic communications are the property of Iowa County and may be monitored to support operational, maintenance, auditing, security, and investigative activities. No employee should have any expectation of privacy as to his or her Internet usage or any other County provided electronic communications including, but not limited to, e-mail, telephones including voice mail, computers, and facsimiles.
2. Iowa County reserve the right to inspect any and all files stored in private areas of the network in order to assure compliance with policy.
3. All installation, removal or disabling of software or hardware must be performed or authorized by ITS. All other downloading is prohibited. By request, ITS will download additional applications into a safe environment and be evaluated for compatibility with the County network. Any software or files downloaded or installed into the County network become the property of the county. Any such files or software may be used only in ways that are consistent with their licenses or copyrights and the County policies.
4. User IDs and passwords help maintain individual accountability for Computer/Internet resource usage. Any employee who obtains a password or ID for a Computer/Internet resource must keep that password confidential. Sharing of user IDs or passwords obtained for access to Internet sites is prohibited. Management reserves the right to the passwords for all data stored on its Information Technology. There will be no file(s), programs or data that cannot be accessed by appropriate management personnel.
5. No employee may use County facilities to distribute pirated software or data.
6. Since a wide variety of materials may be deemed offensive by coworkers, colleagues, suppliers and the general Public, it is a violation of County policy to store, view, print or redistribute any document or graphic file that is not directly related to the user's job or the county's business activities.
7. The display of any kind of sexually explicit image or document on any County system is a violation of the County's policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using County network or computing resources.
8. Transmitting or causing to be transmitted, communications that may be construed as sexually suggestive, offensive, demeaning, insulting, harassing or disparaging of others is prohibited. Messages which may be considered offensive include messages which contain sexual implications, religious slurs, gender-specific comments, or any other comment that

offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability.

9. Interfering with intended use of Information Technology resources, seeking to gain unauthorized access to information resources, or destroying, altering, dismantling or otherwise interfering with the integrity of computer base information and/or information resources is strictly prohibited.
10. No employee may use the County's Information Technology infrastructure to deliberately propagate any virus, worm, Trojan horse, or trap-door program code. Playing games on any Iowa County equipment is also prohibited.

INTERNET USE POLICY

12. No employee may use the county's Internet facilities to knowingly disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
13. Each employee using the Internet facilities of the County shall identify himself or herself honestly, accurately, and completely (e.g., including one's County affiliation, position/title and function where requested) when participating in chats or newsgroups, or when setting up accounts on outside computer systems.
14. Only those employees or officials who are duly authorized to speak to the media, to analysts or in public gatherings on behalf of the County may speak/write in the name of the County to any newsgroup or chat room. Other employees may participate in newsgroups or chats in the course of business when relevant to their duties, but they do so as individuals speaking only for themselves. Where an individual participant is identified as an employee or agent of the County, the employee must indicate that any political, union or religious advocacy, or endorsement or appearance of endorsement of any commercial product or service is done in their individual capacity.
4. Use of County Internet access facilities to commit infractions such as misuse of County assets or resources, harassment which includes sexual harassment, unauthorized public speaking and misappropriation or theft of intellectual property are also prohibited by general County policy, and will be sanctioned under the relevant provisions of the personnel policies that apply to their position.
5. If an employee is accidentally connected to a site that contains sexually explicit or offensive material, he/she must disconnect from that site immediately, and notify the ITS Department to identify and address any potentially damaging data to County computer systems.

6. The County's Internet facilities and computing resources must not be used to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way.
7. Use of any County resource for illegal activity is grounds for discipline up to and including immediate termination. The County will cooperate with any legitimate law enforcement process that results from this activity.
8. The County will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives and backups on individuals' Internet activities, which could include resurrecting "deleted" files and messages.
9. All employees with Internet access must take particular care to understand the copyright, trademark, libel, slander and public speech control laws to ensure their use of the Internet does not inadvertently violate any laws which might be enforceable against the County.
10. Video and audio streaming technologies represent significant data traffic which can cause local network congestion. Unless deployed for job related use, accessing these resources is prohibited. (e.g. Watching video clips, tv shows, sporting events, or listening to the radio,etc)
11. Downloading software from the Internet, unless it is an approved upgrade to an existing product via the vendor's web site, is prohibited unless approved for use by the ITS Department.
12. Downloading screen-savers, desktop themes, and/or games from the Internet is strictly prohibited. Playing games on the Internet is prohibited.
13. Using the Internet to access personal email accounts for non-work related activity must be in accordance with the County's Acceptable use guidelines for personal use.

EMAIL USE POLICY

15. An Iowa County Email Address is intended only for official County business and all mail becomes property of Iowa County. You are expected to keep personal correspondence to a minimum.
16. Using Iowa County Email for any personal economic gain is not permitted.
17. Users are not permitted to send chain letters, viruses, and obscene or otherwise offensive material through Iowa County Email.

18. Employees shall not use a code, access a file, or retrieve another employee's e-mail messages without that person's permission. However, this rule does not prohibit designated Information Systems or supervisory personnel from reviewing or monitoring employee e-mail as appropriate.
19. Users should delete e-mail messages that they send, or that are sent to them, once the messages have served their original purpose. All non-County related email and email that is not considered open records should be deleted. Employees must not delete messages (or files) that do not belong to them.
20. Users should not forward e-mail intended to be (and appropriately qualified as) confidential and for their use only.
21. Users should exercise caution with jokes or comments which may be misunderstood or inconsistent with conducting the business of the County in a professional manner.

SOFTWARE USE POLICY

30. All purchases/downloads of new software must be approved by the ITS Department. Pursuant to Iowa County Resolution #1-0999, the ITS Department/Committee must review and authorize the purchase of any new software for any computer on the County network.
31. Duplication of County-owned software through any medium (e.g., DVD, CD-ROM writer, diskettes) for personal use or unauthorized distribution is prohibited.
32. All software must be used only in ways that are consistent with their licenses or copyrights and the County policies.
33. Installation and/or use of personal software from home on County owned a computer without permission is prohibited.
34. Employees shall respect and abide by the terms of software licenses, including, but not limited to a prohibition on reproduction of licensed software.
35. Any suspected misuse of software shall be reported to the appropriate supervisor.

HARDWARE USE POLICY

1. No new computer hardware can be installed without informing the ITS Department. Pursuant to County Resolution # 1-0999, the ITS Department/Committee must review and authorize the purchase of any new computer hardware.

2. Computer equipment is not to be relocated or reassigned without informing the ITS Department.
3. Swapping internal computer hardware equipment (such as network cards, video cards, hard disks, etc.) from one PC to another without authorization from a member of the ITS Department is strictly prohibited.
4. Computer equipment cannot be taken home without written authorization from the ITS Department (except laptops and notebooks). Employees taking *any* computer equipment home (including laptops or notebooks) must have permission from their Department Head.
5. The ITS Department must approve any lease or contract for professional services that relates to computer hardware. This includes design, support or maintenance of computer hardware, networking, Internet, and computer repair services.
6. Any non-County hardware, such as vendor or state laptops, must be approved by ITS prior to connecting to the County network for any resources, such as internet use.
7. Any County computers/laptops that are removed from the network in excess of a month must be reviewed by ITS prior to reconnecting to County resources to make sure it is not a security threat.

ACCEPTABLE USE POLICY

45. Personal use of County resources should be done in a manner which does not interfere with normal operations of the County. Excessive personal use or use that interferes with normal County business may result in the county restricting or prohibiting all personal use for an employee and/or department.
46. Wishing a "happy birthday" or advising of an agency sponsored social event over email is permitted.
47. Advising employees of recreational activities or opportunities, such as holiday parties, picnics, retirement parties, etc. is allowed.
48. Use of the internet to retrieve general information during non-working time (i.e.: reading the newspaper on-line, checking weather forecast) is acceptable.
49. Using an appropriate personal picture as your background on a computer is acceptable.

50. Personal use of County Information Technology must be done at no cost to the County and has to be limited to lunch time, break time, or 15 minutes before or after the employees normal work day.
51. Information Technology should not be used for any purpose that employees would not want coworkers or members of the general public to witness. All information stored on County equipment is not considered private and may be disclosed under applicable Open Records laws or as required by litigation.
52. If an employee has a question about the proper use of the Internet, it shall be their responsibility to obtain guidance from their Department Head or Employee Relations Department prior to such use.

4.11 Mobile Device - Acceptable Use Policy

Iowa County grants its employees the privilege of purchasing and using smartphones and tablets of their choosing at work for their convenience. Iowa County reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below.

This policy is intended to protect the security and integrity of Iowa County's data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms.

Iowa County employees must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to the company network.

Acceptable Use

- The county defines acceptable business use as activities that directly or indirectly support the business of Iowa County.
- The county defines acceptable personal use on county time as reasonable and limited personal communication or recreation, such as reading.
- Employees are blocked from accessing certain websites during work hours/while connected to the County's network at the discretion of the County.
- Devices' camera and/or video capabilities are disabled while on-site.
- Devices may not be used at any time to:
 - Store or transmit illicit materials
 - Store or transmit proprietary information belonging to another company
 - Harass others
 - Engage in outside business activities

- Etc.
- Employees may use their mobile device to access the following county-owned resources: email, calendars, contacts, etc.
- Iowa County has a zero-tolerance policy for texting or emailing while driving and devices must be set to a hands-free mode while driving.

Devices and Support

- Smartphones including iPhone, Android, and Windows phones are allowed
- Tablets including iPad and Android are allowed.
- Connectivity issues are supported by ITS; employees should contact the device manufacturer or their carrier for operating system or hardware-related issues.
- Devices must be presented to ITS for proper job provisioning and configuration of standard apps, such as browsers, office productivity software and security tools, before they can access the network.

Reimbursement

- The County will not reimburse the employee for a percentage of the cost of the device.
- The County will not reimburse the employee for the following charges: roaming, plan overages, etc.

Security

- In order to prevent unauthorized access, devices must be password protected using the features of the device and a strong password is required to access the County's network.
- The county's strong password policy requires that passwords be at least 8 characters and a combination of upper- and lower-case letters, numbers and symbols. Passwords will be rotated every 90 days and the new password can't be one of 15 previous passwords.
- The device must lock itself with a password or PIN if it's idle for five minutes.
- After five failed login attempts, the device will lock. Contact ITS to regain access.
- Rooted (Android) or jailbroken (iOS) devices are strictly prohibited from accessing the network.
- Employees are automatically prevented from downloading, installing and using any app that does not appear on the county's list of approved apps.
- Smartphones and tablets that are not on the county's list of supported devices are not allowed to connect to the County's network.
- Smartphones and tablets belonging to employees that are for personal use only are not allowed to connect to the County's network.
- Employees' access to County data is limited based on user profiles defined by ITS and automatically enforced.

- The employee's device may be remotely wiped if 1) the device is lost, 2) the employee terminates his or her employment, 3) ITS detects a data or policy breach, a virus or similar threat to the security of the County's data and technology infrastructure.

Risks/Liabilities/Disclaimers

- While ITS will take every precaution to prevent the employee's personal data from being lost in the event it must remotely wipe a device, it is the employee's responsibility to take additional precautions, such as backing up email, contacts, etc.
- The county reserves the right to disconnect devices or disable services without notification.
- Lost or stolen devices must be reported to the county within 24 hours. Employees are responsible for notifying their mobile carrier immediately upon loss of a device.
- The employee is expected to use his or her devices in an ethical manner at all times and adhere to the county's electronic use policy as outlined above.
- The employee is personally liable for all costs associated with his or her device.

Iowa County reserves the right to take appropriate disciplinary action up to and including termination for noncompliance with this policy.

4.12 Social Media – Acceptable Usage Policy

Iowa County has a policy on Social Media. The Policy is intended to provide a framework for use of social media when authorized by the County as part of an employee's job duties. This policy also provides general guidelines for the personal use of social media by all employees.

The forms of social media or technology referred to in this policy include, but are not limited to Facebook, LinkedIn, Twitter, or other similar forms of online journals, diaries or personal newsletters not affiliated with Iowa County.

County-owned technology resources are the property of Iowa County, as is all data created, entered, received, stored, or transmitted via County-owned equipment. All use of social media or similar technology is subject to all County policies, including but not limited to the Information Technology Use policy, as well as any existing internet, email, and harassment policies.

Employees may be subject to discipline, up to and including discharge for conduct that violates County policies or rules and regulations, whether such conduct occurs on duty or off-duty. Please refer to each of these policies for additional information.

Please reference the full Social Media – Acceptable Use Policy available on the Iowa County website.

Nothing in this handbook or in any of the policies is intended to or should be interpreted to restrain legitimate protected concerted activity.

SECTION 5: COMPENSATION

5.1 Wages

Iowa County administers a uniform employee Compensation structure. The salary provided by the County to its employees is for the purpose of obtaining and retaining employees to perform services which the County provides.

Iowa County intends to maintain its wage structure by providing the General Government Committee the Market Rate provided by a Third Party Consultant Firm and benchmark ten (10) positions each year as authorized by the General Government Committee.

The General Government Committee makes the sole determination on the information provided to them regarding the Market Rate and salary date for the benchmarked positions.

5.2 Temporary Wage Adjustment

An employee may be called upon from time to time to make decisions or to take action that may be outside their normally assigned duties and functions which do not qualify for exception pay. Some vacancies at Iowa County require staff to assume greater functions and duties on a temporary basis.

The County Administration upon recommendation from the office of Employee Relations is authorized to temporarily adjust wages for any non-represented employee who is assigned greater essential duties for an absent or vacant position (greater than two weeks) with a short-term base wage adjustment within a range of 90% to 110% of the entry point of the wage grid for the vacant position.

Under certain circumstances upon recommendation of the office of Employee Relations, the County Administrator may authorize more than one individual to receive a temporary wage adjustment.

The temporary wage adjustment shall be funded from the existing Department's budget and may not exceed a six month time period unless approved by the General Government Committee.

Employees who receive a temporary wage adjustment for a vacancy greater than two weeks shall have their wage retro-active to the first day of taking the additional responsibilities.

5.3 On-Call Pay

Social Workers in the Social Services Department assigned “on call” duty will receive a daily stipend of \$24 during the week (Monday through Friday) and a daily stipend of \$40 on weekends (Saturday and Sunday) and holidays. Employees who are called for worked outside of their normal work hours while on-call shall be compensated at one and a half (1 ½) times their hourly rate or compensatory time.

5.4 Emergency Disaster Call In-Pay

All Iowa County Employees are subject to “call in” for the purpose of a Large Emergency or Disaster. A “call in” could occur anytime of the day or night. In the event of a Large Emergency or Disaster, non-exempt employee’s hours that are worked between 10:00 p.m. and 6 a.m. will be paid at time and one-half and will also count towards total hours worked for that week. This excludes the Highway Laborer staff, as they are subject to differential pay as outlined in the Highway Addendum.

5.5 New Hire Compensation Package

Iowa County provides a compensation package to new hires based upon existing County employee compensation and benefit policies. The County retains the discretion to adjust new hire compensation to unique market conditions as set forth in this policy.

Wage and Salary Administration - The County’s customary new hire wage or salary offer will place the new hire at the minimum or starting step of the pay grade established for their position, as provided in the Iowa County Combination Pay Structure approved plan.

Managed Time Off Benefit Administration –The County’s normal new hire MTO benefit will place a new hire on the first tier of the MTO accrual schedule, at the 0-1.99 year’s level, which is 136 hours of MTO accrued per year.

Compensation Package Administration Discretion - If because of remarkably higher levels of education, experience, or difficult market conditions (as may be evidenced by difficulty in recruiting) the following discretion in offering compensation packages to new hires includes:

Hiring managers have authority, without further consultation, to offer a provisional wage up to step two on the respective wage schedule for that position, providing that there is more than one step on that scale, based upon applicant qualifications,.

Provisional job offers greater than step two on a wage or salary scale requires authorization of the County Administrator.

Provisional job offers greater than the mid-point on a wage or salary scale requires General Government Committee authorization.

Hiring managers will have the authority to offer provisional job offers of MTO accruals up to the 2-5 years accrual tier.

Provisional job offers that include MTO accruals greater than tier two (2-5 years) of the MTO Policy requires authorization of the County Administrator.

Provisional job offers that include MTO accruals greater than tier three (6-10 years) of the MTO Policy requires General Government Committee authorization.

The County Administrator is authorized to offer market exception pay or benefits to positions that are clearly difficult to fill based upon market conditions.

Any exception granted to standard hiring practice must be documented in consultation with Employee Relations.

5.6 Performance Evaluation Reviews and Pay for Performance

Iowa County provides annual performance evaluations with all employees. Performance evaluations are designed to acknowledge employees achievements and assist employees in improving their job performance.

Managers and Department Heads are responsible for conducting annual performance evaluations with employees whom they supervise.

Employee performance is evaluated annually on employee's date of hire. Management employees who were promoted into a management position prior to October 5, 2014 will use their status date instead of hire date. All employees are evaluated on the following core competencies:

- Attendance
- Job Knowledge
- Job Performance
- Communication and Customer Service
- Attitude, Professionalism and Teamwork
- Safety and Following Policies and Procedures
- Goal Setting

In addition to the above core competencies, management employees are evaluated on the following leadership core competencies:

- Coaching and Delegation
- Team Leadership and Facilitating Change
- Budget Management

Employee's shall complete a self-evaluation and submit to their manager no more than a month prior, but at least two weeks before evaluation date. Failure to complete self-evaluation is reflected in performance review. Managers complete and review a separate performance evaluation with the employee. The manager submits the completed evaluation and status change form to Employee Relations before the end of the payroll week in which the evaluation date occurred. Employee Relations provides the status change form to Finance/Payroll.

Status change forms are not processed until Employee Relations receives the completed performance evaluation review.

Performance Factor Rating

Step Process (Minimum- Step 1 up to Control Point-Step 6):

Non-Management Employees:

Employees within the step portion of the Iowa County Wage Structure receiving a rating of 30 points to 47 points get a "Meets Expectations" rating, which includes a pay increase to the next step. Employees receiving a rating of 29 points or below get a "Does not Meet Expectation" rating, which provides no step increase. Employees receiving a rating of 48 points or more get an "Exceeds Expectation" rating, which results in a pay increase of two steps.

Managers that do not have Budget responsibilities:

Employees within the step portion of the Iowa County Wage Structure receiving a rating of 37 points to 58 points get a "Meets Expectations" rating, which includes a pay increase to the next step. Employees receiving a rating of 36 points or below get a "Does not Meet Expectation" rating, which provides no step increase. Employees receiving a rating of 59 points or more get an "Exceeds Expectation" rating, which result in a pay increase of two steps.

Management Employees:

Employees within the step portion of the Iowa County Wage Structure receiving a rating of 38 points to 60 points get a "Meets Expectations" rating, which includes a pay increase to the next step. Employees receiving a rating of 37 points or below get a "Does not Meet Expectation" rating, which provides no step increase. Employees receiving a rating of 61 points or more get an "Exceeds Expectation" rating, which result in a pay increase of two steps.

All performance evaluations including management and non-management reviews that get an “Exceeds Expectations” rating need to be discussed and approved by the County Administrator.

Pay for Performance (Control Point – Step 6 to Maximum):

Employees who receive a rating of “Exceeds Expectations” are eligible for Pay for Performance. An “Exceeds Expectations” rating is 48 points or more for non-management employees, 59 for management employees with no budget responsibilities and 61 points or more for management employees.

Employees will receive a two (2%) performance bonus of current base rate, which will be divided within 26 pay periods plus a two (2%) base wage increase.

When an employee is on Step 5 and receives an “Exceeds Expectations”, employee will receive a one and a half (1.5%) performance bonus of current base rate, which will be divided within 26 pay periods plus a one (1%) base wage increase of Step 6.

The performance bonus pay will exhaust after the 26 pay periods unless employees receives an “Exceeds Expectations” rating at their next annual performance review.

All pay including base wage and bonus pay cannot exceed the maximum step unless approved by County Board. If an employee is near maximum, they will earn the base wage increase before the performance bonus pay.

All performance evaluations including management and non-management reviews that get an “Exceeds Expectations” rating needs to be discussed and approved by the County Administrator.

5.7 Timesheets/Reporting

Timesheets are a legal source document for all payroll transactions. Timesheets serve as the legal authority to pay an employee. Timesheets also serve as verification of time off, and provide the legal basis to grant an employee benefits, including worker’s compensation as appropriate. It also gives verification for the annual audit of worker’s compensation by the county’s insurance carrier.

All Iowa County employees, exempt and non-exempt, (exception elected officials) are required to record all working hours on County timesheets, which are official records of hours worked. The information on the time records must include:

- actual beginning and ending time of work day
- actual beginning and ending time of meal periods

Similarly, time off should be reported on the date or dates that such time was taken off from work. It is the responsibility of the employee to sign a timesheet with an original signature. In the event that the employee cannot sign the timesheet due to absence, illness or similar condition, the employee's supervisor may sign for the employee but shall indicate on the timesheet that he/she signed for the employee.

Many Bloomfield Healthcare employees utilize a timeclock.

All employees' timesheets shall be reviewed and initialed by their direct supervisor. Department heads shall sign each time sheet with an original signature. The Department Head may delegate such duties to another supervisor in his/her absence.

For each signed timesheet, the Department Head's signature implies certification that the timesheet was reviewed, and to the best of his/her knowledge, represents the time sheet as a true and accurate record of time worked or time off.

Submission of Time Sheets: Department Heads are required to deliver the time sheets to the Finance Office by 10:00 a.m. on the Monday after the pay period ends, except Bloomfield Healthcare and Highway. Highway Department is required to have time sheets and payroll interfaced by 1:00 p.m. on the Monday following the end of the pay period and Bloomfield Healthcare is required to have time sheets and payroll interface by 10:00 a.m. on the Tuesday following the end of the pay period. If a Department Head anticipates that time sheets will be late, they must call the Finance Office as soon as this is known. If an employee knows he/she will be absent on the Monday of the payroll week then he/she should submit the time sheet to his/her Department Head/Supervisor at the end of the week prior to the payroll week or prior to when his/her leave begins. Department Heads/Supervisor should also make arrangements for submitting timesheets if absent or unavailable on Monday of the payroll week.

Fraudulent Timesheets: Iowa County considers submission of fraudulent time sheets constitutes misuse of public funds. Falsifying a time sheet by failing to add time worked, adding time worked when such work was never performed, recording of time on another employee's time sheet or by failing to accurately report time off and/or use of accrued time (MTO, Medical Leave Bank, Traditional sick leave, and compensatory time) is a violation. An employee submitting fraudulent time sheets may be subject to disciplinary action, up to and including termination of employment and is further subject to criminal penalty. Iowa County reserves the right to monitor employees working hours for the purpose of verifying the accuracy of time reporting. Various methods of monitoring may include, but are not limited to visual observation, review of ID badge access activity, County computer records, County telephone logs and billing, and GPS tracking.

5.6a Flex Time: The periodic adjustment of the work schedule to accommodate the operations of Iowa County, or the occasional adjustment to allow employees to accommodate personal

obligations is considered flex time. Allowing flex time is at the sole discretion of the Department Head and/or supervisor.

Exempt Employees: Flex time may be used in the pay period it is worked and cannot be carried to another pay period.

Non-Exempt Employees: *Employees scheduled 40-hours per week:* Flex time must be used in the payroll week it is worked and cannot be carried over the pay period or cannot be carried to another pay period. *Employees scheduled less than 40-hours per week:* Flex time may be used in the pay period it is worked (if it does not generate more than 40-hours per pay week) and cannot be carried to another pay period.

5.8 Overtime

Non-exempt employees may receive pay for overtime hours. This will be paid at time and one half the hourly rate of pay for any hours worked in excess of 40 productive (physical work) hours per workweek.

All non-productive hours such as holiday pay, managed time off, traditional sick leave and jury duty pay do not count towards the 40 hour work time.

Employees overtime hours must be pre-approved by the employee's supervisor or Department Head. Non-exempt employees cannot authorize any overtime hours of work for themselves or any other employee. Individual departments may establish overtime work conditions which may waive the pre-approval requirement.

Employees who do not comply with pre-approval of overtime hours may be subject to disciplinary action.

5.9 Compensatory Pay

Iowa County may provide compensatory time off to hourly employees in non-exempt positions in lieu of providing overtime pay. Compensatory time will be provided at the rate of one and one half (1 ½) hours of compensatory time off for each hour of overtime worked.

An employee may make a request to his/her supervisor to receive compensatory time off in lieu of receiving overtime pay that would otherwise be required under the County's Overtime Pay Policy. Such requests must be made before the overtime is worked, and must be approved in writing by the employee's supervisor.

In recognition of the operational differences among County departments and the need for managers to promote productivity within those departments, Department Heads have the discretion to establish standards in their respective departments for granting compensatory time off in lieu of providing overtime pay. Managers shall comply with the compensatory time standards established by their Department Heads.

Managers have flexibility in scheduling employee work hours to meet the operational needs of their respective departments. Managers are expected to attempt to utilize flexible scheduling during each work week in order to control overtime pay expenses and employees' reduced productivity due to overtime or compensatory time off.

An employee who requests to use accrued compensatory time off shall be permitted to use said time within a reasonable period after making the request if the use of that compensatory time does not unduly disrupt the operations of the department.

Upon termination of employment, an employee who has accrued compensatory time off will be paid for the unused compensatory time.

Employees will be permitted to carry a compensation time balance in excess of 40 hours until the end of the calendar quarter. Compensatory time that exceeds 40 hours at the end of the calendar quarter will be paid out on the following payroll. Quarterly will reflect March 31, June 30, September 30 and December 31. It is understood that the 40 hours bank is intended solely to reflect the maximum allowable carryover of compensatory hours, and shall not be interpreted as restricting the employee's right at any time to receive pay during a normal pay period for any or all banked hours upon request.

5.10 Expense Reimbursement

All Iowa County employees may request reimbursement for travel expenses and other expenses as authorized by their respective Department Heads and provided herein. Employees shall be required to complete an Expense Reimbursement form before reimbursement will be provided. Employees are to request reimbursement of expense on a monthly basis.

Automobile/Vehicle Travel: To be eligible, an employee shall hold a valid driver's license. Reimbursement for automobile/vehicle travel will be at the current year's IRS mileage rate for travel directly related for actual necessary and reasonable itemized travel costs incurred while on official authorized County business. Commuting mileage between an employee's residence and his/her normal place of employment are not reimbursable.

Mileage reimbursement will only be made to those employees who hold a valid driver's license and have filed proof of insurance. The County will accept a certificate of insurance or a copy of the declaration page indicating the amount of coverage for liability and an expiration date as

proof of insurance. The employee's proof of insurance must be filed with the County Clerk's Office for each vehicle used while on County business. Per Iowa County's Insurance Company, personal automobile insurance shall be in the amount of:

\$100,000 per person;

\$300,000 per accident bodily injury;

\$100,000 combined single limit.

In the event that more than one eligible person is traveling to the same destination, shall make every attempt to carpool to reduce travel expense. In such case, mileage shall be paid to the eligible person actually providing the automobile/vehicle transportation.

Public transportation: Employees who have prior authorization shall receive full reimbursement for authorized travel by plane, train or bus. An employee should make every effort to locate the lowest and most reasonably priced transportation before authorization. Prior to departure, a purchase order and/or sale tax exemption certification should be obtained from the Finance Director.

Meal: Actual and reasonable expense reimbursement will be allowed for meals outside Iowa County provided a detailed receipt is furnished. No reimbursement shall be made for the cost of alcohol beverages or for tips over fifteen percent (15%). Maximum amount allowed per meal, including tax and tip are:

Meal	Amount for In-State Travel	Amount for Out-of-State Travel
Breakfast	\$8.00	\$10.00
Lunch	\$12.00	\$15.00
Evening Meal	\$20.00	\$23.00

Lodging: Employees shall be reimbursed for the expense of a reasonably priced hotel or motel at the single room rate. If employees share a room with other Iowa County employees, a higher room rate would be allowed. An employee is required to find the most reasonable lodging in the area. In the event that a significant other of an Iowa County employee shares a room, reimbursement shall be made only at the single room rate. If the County is directly billed for the lodging expense, the above restrictions apply. Receipts shall be submitted for all lodging expense. Lodging expenses for an eligible person attending meetings or conferences within a 60 mile radius of the county seat shall not be reimbursed without prior approval of the County Administrator. Consideration will be given for the previous night lodging for conferences/seminars/meetings/trainings that start prior to 8:00 a.m. and are further than 80 miles from the County Courthouse. An eligible employee seeking reimbursement for lodging expenses within a 60-mile radius of the County Courthouse shall make a written request for County

Administrator approval The request shall include the reasons why reimbursement should be granted, which has been approved by the Department Head. Request shall be attached with the employee's reimbursement expense and/or the voucher requesting payment for lodging expenses.

SECTION 6: TIME AT WORK/TIME AWAY

6.1 Hours of Work

The normal work week for most full-time employees will be forty (40) hours; however this should not be construed as a guarantee of work. The normal schedule for most employees will be 8:00 a.m. to 4:30 p.m. Monday through Friday with a half (1/2) hour lunch, unless changed by the Department Head. Staff in Land Conservation (Department Assistant), County Clerk, Register of Deeds, Treasurer, Child Support and District Attorney's normal work week will be (35) hours. The normal schedule will be 8:30 a.m. to 4:30 p.m. Monday through Friday with a one (1) hour lunch, unless changed by the Department Head.

Highway Department Employees:

Normal Winter hours are from 7:00 a.m. to 3:30 p.m. Monday through Friday starting the first full week in October through the last full week of April.

Normal Summer hours are from 6:00 a.m. to 4:00 p.m. Monday through Thursday effective the first full week of May through the last full week in September.

Bloomfield Healthcare Employees:

Business Office hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday.

The facility is staffed 24-hours per day and scheduled accordingly. A more detailed description of hours worked is outlined in Addendum A.

Sheriff's Office Administration Office:

Office employees normal work week will be 37.5 hours. Normal work schedule is from 8:00 a.m. to 4:00 p.m. Monday through Friday with a half (1/2) hour lunch.

All employees need pre-approval to work outside of their normal work hours from their supervisor or the Department Head. Employees who do not receive prior authorization to work outside of their normal work hours may receive disciplinary action.

6.2 Lunch Periods and Breaks

Lunch Periods: Employees working six or more consecutive hours are required to schedule a thirty (30) minute unpaid lunch which should be scheduled midway through employees shift. An employee who works less than six (6) consecutive hours is not required to take a lunch period. An employee schedule thirty five (35) hours per week is scheduled to take a one (1) hour lunch. Employees are encouraged to take lunch periods away from their workstations.

Department Head/supervisor approval is required if an employee is unable to meet the requirement.

Break Period: An employee may take a break period of no more than fifteen (15) minutes for every four (4) hours of consecutive work, except when the job requires that the employee remain on duty. Employees may leave their workstation for a break period. Employees who miss a break period may not use that time to take an extended lunch period, arrive at work later than normal starting time, or leave work before normal quitting time.

Lunch and break times are at the discretion of Department Head/Manager.

6.3 Managed Time Off

Plan Provisions

A. General Policy

It is the policy of Iowa County to provide employees with necessary paid time away from work. This Policy is implemented by means of a Managed Time Off (MTO) Plan, which covers paid leave previously available under the vacation, floating holiday, sick leave, bereavement leave, and other leave policies.

MTO may fall into two categories: Scheduled Time Off and Unscheduled Time Off. MTO is always subject to audit and monitoring, as well as absenteeism policies.

1. Scheduled Time Off

- a. An employee may request to take scheduled time off using his/her accrued MTO. Such requests must be submitted to the employee's Department Head or designee as far in advance as possible, but no later than three (3) working days prior to the date for which the time off is requested. Requests to take scheduled time off using accrued MTO must be approved in advance by the employee's Department Head or designee.

- b. Except in emergencies, employees are required to request to use accrued MTO for scheduled dental and medical appointments in the same manner as referenced above. In addition, an employee must also notify his/her supervisor as far in advance as possible of a scheduled dental or medical appointment.

2. Unscheduled Time Off

- a. Unscheduled time off is defined as an absence that has not been approved in advance by the employee's Department Head or designee. An absence shall be considered unscheduled when an employee's request to use MTO is made less than three (3) working days prior to the date for which time off is requested or where no request for time off is made.
- b. When unscheduled time off is necessary, an employee shall notify his/her Department Head or designee prior to the beginning of his/her scheduled reporting time and within the notification time period designated by the Department Head. The employee shall also inform his/her Department Head or designee of his/her anticipated date of return to work.
- c. A Department Head or designee may grant approval of a request to use MTO made by an employee with less than three (3) days' notice if the employee's absence does not negatively affect departmental workload, project completion, and maintenance of sufficient departmental staffing levels, or if the absence is deemed to be covered by the state and/or federal Family and Medical Leave Act ("FMLA"). Notice of unplanned FMLA leave shall be given as required in the County FMLA policy.

B. Procedures

1. Accrual Policy

- a. MTO accrual commences on an employee's initial date of employment on a prorated basis. The maximum amount of annual MTO that an employee can accumulate is calculated from the employee's anniversary date of initial employment. The maximum annual MTO accrual is set forth in the Accrual Schedule below.
- b. MTO hours are earned based upon regular hours paid, while on an approved FMLA qualified absence and while receiving a disability income (not on overtime hours worked or compensatory time earned).

- c. On an employee's anniversary date, if the employee's accrued MTO hours exceed the maximum set forth in the Accrual Schedule below, the excess hours shall be transferred to the employee's Medical Leave Bank in the subsequent pay period. If the employee's Medical Leave Bank accrual balance is at the maximum level at the time the excess MTO hours are to be transferred, the excess MTO hours will be deemed forfeited. MTO hours transferred to an employee's Medical Leave Bank pursuant to this section shall not be returned to the employee's MTO account. The employee Medical Leave Bank has been established to provide additional medical leave to employees that have reached the maximum MTO accrual permitted instead of simply restricting MTO accrual, and is solely to be used during an employee's employment for the purposes specified. Therefore, at the time of an employee's termination or retirement, the employee shall not be entitled to remuneration for unused time from the Medical Leave Bank. See the section of this Policy regarding Medical Leave Bank for further information.

Accrual Schedule

Accrual Periods	Maximum Annual Accrual for Employees Working 40 Hours per Week
0-1.99 year	136 hours
2 – 5 years	176 hours
6 – 10 years	208 hours
11-15 years	248 hours
16-20 years	288 hours
21 or more years	312 hours

(MTO granted in a particular year may be used as MTO in that year, even if the aggregate amount of MTO exceeds the maximum accrual level)

2. Use of MTO

- a. MTO is accrued based upon hours worked and may be used subsequent to the pay period in which it is earned. Employees accrue MTO from the first day of employment and may use accrued MTO when it is available, with advance approval.
- b. Except in certain, limited circumstances where use of MTO is approved by the Employee Relations Director or a right of use is provided by law (e.g.,

FMLA), an employee request to take unpaid leave will not be granted if the employee has accrued MTO available.

- c. The County Administrator shall be notified when an employee's use of MTO exceeds two consecutive weeks.
- d. MTO may be used in increments of no less than one hour.
- e. Use of MTO in combination with hours worked shall not exceed the number of hours an employee is scheduled to work for that day.

3. End of Employment Options

Upon separation from employment with Iowa County, and consistent with the terms of the Iowa County Resignation Policy, the hours of accrued MTO in an employee's account will be paid out at the employee's current wage rate (subject to withholding).

Medical Leave Bank

The County will provide a Medical Leave Bank for each eligible employee as part of its MTO Plan. The purpose of this Bank is to provide paid time off for long term medical needs associated with an employee's personal illness, or the personal illness of an eligible employee's family member's that are covered by this policy.

A. Procedures

- 1. An employee is eligible to use hours in his/her Medical Leave Bank for the same events which would qualify him/her to use State or Federal Family and Medical Leave (described in the Iowa County FMLA Policy), e.g., for a qualified illness, injury, and/or medical emergency of the employee or his/her covered family member, or military exigencies of the employee or his/her covered family member, subject to approval by the Employee Relations Department.
- 2. The Medical Leave Bank account may be accessed for an employee's non-intermittent FMLA leave after the appropriate certifications have been received and approved by the Employee Relations Department.
- 3. An employee may use his/her Medical Leave Bank for intermittent leave if he/she is entitled to do so by law (e.g., FMLA) or in the discretion of the Employee Relations Director or designee under certain limited circumstances, such as prolonged therapies

necessitating multiple appointments, travel due to medical treatment or symptomatic absences due to treatment.

4. Medical Leave Bank may be used for the three (3)-day waiting period to cover time lost due to a Worker's Compensation time loss event.
5. The County reserves the right to require satisfactory medical documentation, which may include a physician's statement or other evidence. Unauthorized use of time accrued in an employee's Medical Leave Bank may result in loss of pay for the duration of the employee's absence, and may also be grounds for disciplinary action or termination of employment.
6. The County may require the employee to provide a certificate of recovery from a State of Wisconsin licensed physician approved by the County.

B. Maximum Accumulation

An employee may accumulate a maximum 480 hours in his/her Medical Leave Bank. Once an employee's balance reaches 480 hours, no additional time will be credited to the employee's Bank until the balance falls below the 480-hour maximum.

C. Time Off Without Pay

1. If an employee's Medical Leave Bank is exhausted, s/he must use available MTO prior to requesting time off without pay. Time off without pay is not permitted, unless authorized by State or Federal FMLA, required by other laws (e.g., ADA), or when the employee has the prior written authorization of the Department Head and Employee Relations Director.
2. MTO does not accrue when an employee is absent from work without pay. MTO does accrue when using time in his/her Medical Leave Bank.
3. Except as provided by State and Federal FMLA, employees are obligated to pay all insurance premiums when on an approved unpaid leave.
4. Separation From Employment

The employee Medical Leave Bank has been established to provide additional medical leave to employees that have reached the maximum MTO accrual permitted instead of simply restricting MTO accrual, and is solely to be used during an employee's employment for the purposes specified. Therefore, at the time of an employee's termination or retirement, the employee shall not be entitled to remuneration for unused time from the Medical Leave Bank, and no residual or post-employment wage or benefit shall be paid to the employee for unused Medical Leave.

Administrative Guidelines

A. Participation

All regular, qualifying, current and newly-hired employees working an average of twenty (20) hours or more per week shall participate in the MTO Plan on a prorated basis, i.e. employees will be paid at their normal rate of pay for MTO leave taken, based on the number of hours normally worked in a workweek.

B. Vacation Balance Conversion

Vacation balances that exist at the time this Policy takes effect shall be converted to MTO hours in the following manner: Vacation balances shall be converted into MTO hours at 100% of their current hourly value. New MTO hours shall be added to the balance pursuant to the limits and rates established in this Policy based upon an employee's years of service.

C. Sick Leave Balances At Time of Adoption

1. At the time of the MTO Policy's adoption, an employee's existing sick leave shall be locked in a personal Sick Leave Bank, to be used for qualifying events due to illness and medical appointments or qualified State or Federal FMLA leave. This pre-existing Sick Leave Bank is not the same as the Medical Leave Bank. Pre-existing Sick Leave Bank refers to the sick leave benefit earned and accrued by qualified employees prior to, but not after, the implementation of the MTO Plan. Sick leave shall not be earned after the MTO Plan is implemented.
2. Employees who are eligible for retirement under Wisconsin Retirement System regulations and who elect to retire are authorized to receive a payout of their Sick Leave Bank at retirement, to the extent that and consistent with County contracts and/or policies in effect at the time Sick Leave was earned and banked. Said banked sick leave will be paid out at the employee's hourly wage at the time of retirement.

D. MTO Record-Keeping

Department management will be responsible for maintaining records that document the approvals and denials of employees’ requests for MTO. A standard form, “Request for Time Off,” shall be used to account for any scheduled or unscheduled time off.

E. Floating Holiday Balances At Time of Adoption

Any floating holiday balances remaining when this Policy is adopted shall not be converted to MTO.

F. Employee Responsibility

Employees have sole responsibility for verifying the accuracy of the accrual-balance reporting. Employees are encouraged to verify balances bi-weekly and immediately report any discrepancies in writing to the Payroll Department.

G. Implementation

The Medical Leave Bank will be implemented at the same time as the initial implementation of the Managed (Paid) Time Off Plan.

H. Interpretation

This policy does not create a contract. The County reserves the right to modify, interpret, and apply this policy, in its discretion and judgment.

6.4 Holidays

The County observes the following Holidays with paid time off:

New Year’s Day	Thanksgiving Day
Good Friday	The Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	

If any County celebrated holiday falls on Sunday, the following Monday shall be deemed the holiday, and if the holiday falls on Saturday, the preceding Friday shall be declared the holiday. In the event the Christmas Eve holiday falls on a Sunday, the previous Friday shall be declared

the holiday. In the event Christmas falls on a Saturday, the following Monday shall be declared the holiday.

Employees are expected to work the day before and after the holiday, unless they have scheduled time off or an approved absence from their Department Head. Employees who have an unexcused absence the day before and/or after the holiday may not receive holiday pay and may be subject to disciplinary action. If an employee is absent on a holiday they are scheduled to work, the employee will be required to provide a doctor's note for the absent holiday. The employee needs to provide the doctor's note to his/her Department Head/Supervisor on his/her next scheduled shift. Failure to provide a doctor's note will result in loss of holiday pay. Employee will not allowed to use MTO or Traditional Sick Leave (for employees hired before January 1, 2013) when absent on a holiday.

Regular Part time employees are eligible to receive holiday pay on a pro-rated basis. The determination of holiday pay will be based upon the number of hours the part-time employee worked. For example, a part-time employee working 15 hours a week would be eligible to receive 3 hours of holiday pay.

In cases where an employee is required to work on a holiday due to unforeseeable circumstances, or required to work on a holiday as part of their normal work schedule, the employee shall receive holiday pay for the holiday plus time and one half the for the actual hours worked. Employees who work on the "Observed" holiday will only receive straight pay for actual hours worked.

6.5 Jury Duty

Employees who are called for jury duty on a regularly schedule working day(s), shall be paid by the County at their regular hourly wage. Employees will return any jury duty pay earned to the County Treasurer. Employees are required to supply copies of the jury duty summons, or the subpoena and a copy of the check submitted to the County Treasurer to their Department Head/Supervisor. The copies will be forward to the Employee Relations Office to be filed in the employee's personnel file. Employees who work a late afternoon or night shift may only have to pay Iowa County a portion of their jury duty pay depending on the length of time scheduled for jury duty.

Employees are to work any of their regularly scheduled hours that do not conflict with jury and will be paid for travel time that occurs within scheduled working hours.

6.6 Voting Leave

Any employee who is entitled to vote at an election is entitled to be absent from work while the polls are open for a period not to exceed three (3) consecutive hours to vote. The employee must notify his/her Department Head or supervisor before Election Day of the intended absence.

Any employee who wishes to serve as an election official under s. 7.30 of the Wisconsin State Statutes is entitled to be absent from work to attend to election duties.

Employees who absent themselves from work to vote or to serve as an election official will not be considered as hours worked for Iowa County pay purposes.

6.7 Volunteer Fire and EMS Leave

In compliance with Wisconsin Statutes, Iowa County provides for any employee who is a volunteer fire fighter, emergency medical technician, first responder or ambulance driver for a volunteer fire department of fire company, a public agency, or nonprofit corporation shall be allowed to be late for or absent from work if the lateness or absence is due to the employee responding to an emergency that begins before the employee is required to report to work and if the employee complies with all of the following requirements:

- By no later than 30 days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance services provider, the employee must submit to his/her Department Head a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance services provider notifying Iowa County that the employee is a volunteer fire fighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation. The written statement will be forwarded to the Employee Relations Department for inclusion in the employee's personnel file.
- When dispatched to an emergency, the employee must make every effort to notify his/her Department Head or supervisor that the employee may be late for or absent from work due to the employee responding to the emergency, or if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the employee to contact his/her Department Head, submits to the County a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance services provider explaining why prior notification could not be made.
- When late or absent from work due to responding to an emergency, the employee must provide, upon request, a written statement certifying that the employee was

responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

An employee shall seek approval from the Department Head/Supervisor when requesting to leave work to respond to an emergency.

When the employee's status as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the employee must notify his/her Department Head of that change in status. The Department Head is responsible for notifying the Employee Relations Department.

Hours missed from work due to an employee's status as a volunteer firefighter or emergency medical technician as described above will be considered as hours worked for Iowa County pay purposes.

6.8 Family and Medical Leave

Iowa County will grant family and medical leaves of absence in accordance with the Family and Medical Leave Act (FMLA) and Wisconsin Family Medical Leave Act (WFMLA).

Please refer to Family and Medical Leave Act policy located on the website for more details.

6.9 Military Leave

Iowa County complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) for any employee performing duty on a voluntary or involuntary basis in a uniformed service under competent authority, which includes active duty, activity duty for training, initial active duty for training, inactive duty training, and full-time National Guard duty. Employees called to military duty are required to fill out a FMLA/NON FMLA Leave Request form and shall submit copies of their military orders to the Employee Relations Department.

Employees shall be granted military leave without pay for the period of military service outlined in the orders, in accordance with applicable laws. Eligibility for reinstatement after military duty is completed is also determined in accordance with applicable laws.

Continuation of Benefits: The County will continue to pay any portion of group health insurance and other Iowa County Insurance premiums for coverage that it was responsible for paying immediately prior to the leave. MTO and/or vacation and sick leave shall accrue during military leave up to twelve (12) weeks per year.

Iowa County will follow all USERRA guidelines and applicable laws with regard to Wisconsin State Retirement.

6.9 Wisconsin Bone Marrow and Organ Donation Leave Act

The Wisconsin Bone Marrow and Organ Donation Leave Act provides qualifying employees with up to six (6) weeks of job-protected leave in a twelve (12) month period for the purpose of undergoing a bone marrow or organ donation procedure and to recover from the procedure.

To qualify for leave an employee must have worked for the County for at least 52 consecutive weeks and have worked at least 1,000 hours during the 52 week period prior to the start of leave.

Employees intending to take leave for the purpose of serving as a bone marrow or organ donor must make a reasonable effort to schedule the donation procedure so that it does not unduly disrupt the County's operations, subject to the approval of the health care provider of the bone marrow or organ donee. Employees must submit a NON FMLA/FMLA Leave Request Form to their Department Head/Manager at least 30 days in advance of the leave when possible. In addition, the employee must submit a State Healthcare Provider Certification prior to the commencement of leave when possible.

Leave taken under the Wisconsin Bone Marrow and Organ Donation Leave will be unpaid, unless employee chooses to substitute sick, vacation, or other accrued time off. Employees enrolled in the County's group health and dental plans will maintain their coverage during the leave under the same terms as if the employee continued to work. The employee will be required to pay their regular portion of insurance premiums.

Employees returning from leave must provide a "Return to Work" form signed by their health care provider.

6.10 General/Personal Leave of Absence

In the event an employee has exhausted all applicable paid leave and state and federal FMLA, or who is not eligible for FMLA, and needs to take a leave; the employee's Department Head may grant a request for General/Personal leave not to exceed 90 days. Department Heads must consult with Employee Relations.

Employees requesting such leave are required to fill out a FMLA/NON-FMLA Leave Request Form. Employees need to indicate on the form the reason for the requested leave and the anticipated beginning date and duration of the leave. Forms must be submitted to the Employee Relations Office.

Iowa County has the right if applicable; to request supporting documentation from a physician. If an employee is granted leave due to his/her own physical condition, an employee will be required to provide Iowa County a return to work slip form, prior to returning to work.

Employees are required to use all paid time-off available before any unpaid time is granted. Employees on an unpaid leave are responsible for the entire cost of insurance premiums.

6.11 Suspension of Operations

It is the policy of Iowa County to keep all services, offices and departments open and available to public to the fullest extent possible.

Please reference the Suspension of Operations Policy and Procedure.

6.12 Employee Loss and Damage Policy

In the event that an Iowa County employee's personal property is damaged or exposed to unforeseeable health or hazardous material due to carrying out the essential functions of their job, the County Administrator may provide an allowance to reimburse the employees.

In the event that an Iowa County employee needs time for personal clean-up or "to refresh", Iowa County will allow employees to use the Iowa County facilities: Health and Human Services Building, Bloomfield Healthcare and/or Highway Department on paid time.

All other exceptions to this section need to be approved by the County Administrator.

SECTION 7: BENEFITS

7.1 Wisconsin Retirement

Iowa County participates in the Wisconsin Retirement System paying 50% of the total contribution, with the exception of non-represented employees who are classified as a Protective occupation employee.

To qualify for participation in the WRS, employees initially employed by a WRS employer prior to July 1, 2011 must work or be expected to work 600 hours within the first year of employment with the County and be employed for at least one year. If initially employed by a WRS employer on or after July 1, 2011, employee must work or be expected to work at least two-thirds of what is considered full-time employment defined as a minimum of 1,200 hours and be employed for a minimum of one year. Once considered eligible, coverage is mandatory.

Employer and Employee contribution rates are established annually by the Department of Employee Trust Funds.

7.2 Health Insurance

Iowa County provides health insurance through the State of Wisconsin Group Health Insurance Program. Iowa County participates in the Local Deductible Plan. Eligibility is based upon an employee qualifying for the Wisconsin Retirement System.

The availability of health insurance plans and the application of health insurance premiums cost sharing formulas are solely determined by the County Board and are subject to changes without notice.

The Health Insurance Contribution Level Chart indicates the average percentage of the four qualified plans (Unity Community, Dean Health Plan, Physicians Plus and Medical Associates) the County will pay based upon the number of hours an employee was hired to work.

Employee premium contribution percentages are subject to change every year.

Health Insurance Contribution Level		
Level	Hours Normally Worked in a Pay Period	Percentage of Premium Paid by the County based on the average premium cost of qualified plans
Level 1	64 or More Hours	85%
Level 2	At Least 60 Hours but Less Than 64 Hours	73%
Level 3	At Least 48 Hours but Less Than 60 Hours	63%
Level 4	At least 40 Hours but Less than 48 May or May not be eligible for Health Insurance, based on WRS eligibility	50%
Level 5	Less than 20 Hours May or May not be eligible for Health Insurance, based on WRS eligibility	County may pay as little as 25% of the lowest qualifying plan

Employees who are WRS Retirement eligible may continue their ETF health insurance at their own expense at the time of their retirement.

Qualified employee’s coverage is effective the 1st of the month after 30 days of employment.

Employees may elect upon initial enrollment, during “It’s Your Choice” Open Enrollment and/or within 30 days of a qualifying event.

7.3 Dental Insurance

Iowa County offers full-time and eligible part-time employees who work 20 hours or more per week the opportunity to enroll in Group dental coverage through Delta Dental. The County agrees to pay one hundred percent (100%) of the Low single coverage premium and eighty five percent (85%) of the Low family coverage premium for dental insurance. The County offers a High plan for both single and family coverage. Employees are responsible for the difference in premium cost between the High and Low Dental plans.

Qualified employees’ coverage is effective the 1st of the month after 30 days of employment.

Employees may elect upon initial enrollment, open enrollment and at the time of a qualifying event.

Employee premium contribution percentages are subject to change every year. The employer’s premium contribution for part-time employees is pro-rated.

Levels	Hours Normally Worked in a Pay Period	Percentage of Premiums Paid by the County for Low Dental Plan. County will pay the same premium cost towards the High Dental Plan
Level 1	64 or More Hours	Single: 100% Family: 85%
Level 2	At Least 60 Hours but Less Than 64 Hours	Single: 75% Family: 60%
Level 3	At Least 48 Hours but Less Than 60 Hours	Single: 60% Family: 45%
Level 4	At least 40 Hours but Less than 48	Single: 50% Family: 40%

7.4 Life Insurance

Iowa County participates under the Wisconsin Public Employers Group Life Insurance Program through The Department of Employee Trust Funds. Eligibility is based upon enrollment in the Wisconsin State Retirement System. Iowa County offers Basic Coverage which provides a beneficiary with a benefit equal to an employee's annual salary at the time of death. The County pays an additional twenty percent (20%) of the employee's Basic premium. Additional levels of coverage for employees and coverage for spouse and dependents is available.

Qualified employees' coverage is effective the 1st of the month following 30 days from the date of hire.

Employees wishing to enroll after the first thirty (30) days of employment will be required to complete an Evidence of Insurability Application to determine eligibility. Employees may enroll or increase employee's coverage within thirty (30) days of a qualifying event.

7.5 Vision Insurance

Iowa County offers a voluntary Vision insurance plan to employees who work 20 hours or more per week. Employees are responsible for paying the full premium.

Qualified employees' coverage is effective the 1st of the month following thirty (30) days of employment.

Employees may elect coverage upon initial enrollment, open enrollment and within thirty (30) days of a qualifying event.

7.6 Domestic Partnership

Health, Dental, Life and Vision Insurance allows for employees to enroll their Domestic Partner and his/her children in the covered plan. A Domestic Partnership needs to be established to enroll eligible Domestic Partner in coverage.

Information regarding Domestic Partnership can be obtained in the Employee Relations Office.

7.7 Disability Insurance

Iowa County offers employees who work 20 hours or more per week the opportunity to participate in a voluntary short term and long term disability insurance plan. Employees are responsible for paying the full premium.

Qualified employees' coverage is effective the 1st of the month following thirty (30) days of employment.

Employees wishing to enroll after the first thirty (30) days of employment will be required to complete and Evidence of Insurability form to determine eligibility.

7.8 Deferred Compensation

Employees may voluntarily participate in the Wisconsin Deferred Compensation Program, which provides an opportunity for employees to invest money for supplemental retirement income.

The amount deferred reduces income taxes in one of two ways: before-tax or after-tax (Roth). The before-tax Wisconsin Deferred Compensation option allows eligible employees to save and invest before-tax dollars, meaning you pay taxes later in life when you take a distribution. The after tax Wisconsin Deferred Compensation Roth option applies income taxes on contributions as they are invested in your account, but neither the contributions nor the interest earned are taxed later in life when the employee takes a distribution.

Participation in the Deferred Compensation Program is voluntary and at the employee's expense.

7.9 Long Term Care Insurance

State of Wisconsin Department of Employee Trust Fund has offered an optional long-term care benefit to State and University employees and annuitants. This voluntary benefit is now being made to Iowa County. Employees may voluntarily participate in Long Term Care Insurance for them self and their eligible family members.

7.10 Flexible Spending Account

Employees may voluntarily participate in a Flexible Spending Account for healthcare and/or dependent care in order to reduce taxable income. A designated amount (determined by the employee) is deducted from each paycheck, reducing their taxable income by that amount. New employees have 30 days to enroll in the Flexible Spending Account. All eligible employees shall be given notice of annual enrollment opportunities. Once the plan year begins, the employee's election is irrevocable and cannot be changed, unless there is a qualifying event.

Amount balances that remain in the account at the end of the plan year are forfeited, so employees should take care in planning their allocations to the accounts.

Qualified employees' coverage is effective the 1st of the month after 30 days of employment.

Healthcare Flexible Spending Account: Employees may allocate money pre-tax for reimbursement of out-of-pocket medical expenses incurred by the employee or the employee's family during the plan year.

Maximum Contribution level for Healthcare Flex Spending Account is up to \$2,550 for 2016 and is adjusted for inflation in subsequent years.

Dependent Care: The pre-tax contributions can be used to pay for work-related eligible child (under 13 years old) and dependent care expenses incurred by the employee during the plan year. An eligible dependent may also include your mentally or physically disabled spouse/child/dependent that is residing in the home, who is unable to care from themselves. It may also be used for adult day care for senior citizen dependents that reside in the home such as parents or grandparents.

Maximum Contribution level for Dependent Care if married and filing jointly or a single parent is up to \$5,000 per plan year. If married and filing separately the maximum contribution is up to \$2,500 per year.

7.11 Section 125 Premium

Employees may elect to pay their share of insurance premiums (health, dental, and vision) on a tax-free basis. Premiums will only be deducted on a pre-tax basis if the employee returns the Salary Redirection for Insurance Premium form.

7.12 Consolidated Omnibus Budget Reconciliation Act (COBRA)

COBRA coverage is provided to separating employees who qualify, based upon federal COBRA regulations.

Employees may be entitled to COBRA continuation rights which allow the employee to continue health and dental insurance at group rates at their own expense if specific events occur, such as termination, resignation, layoff, etc. In addition, former dependents of employees, including separated, divorced, Medicare-eligible spouses and children, or adult dependent children may continue health and/or dental insurance coverage at 102% of group rates but also at their own expense.

Employees enrolled in Flex Spending are also entitled to COBRA Continuation rights.

7.13 Benefit Payout

An employee who terminates their employment and provides timely notice per the Resignation Policy will receive pay for all accrued and unused MTO and compensatory time on the date of termination. Individuals who do not provide adequate notice will not receive an MTO payout. Employees who are involuntarily terminated for disciplinary reasons are not eligible to receive pay for accrued but unused MTO.

Employees who retire from Iowa County and are eligible to receive a Wisconsin Retirement Fund annuity will receive pay for accrued and unused MTO, Traditional Sick Time and compensatory time.

7.14 Employee Assistance Program

Iowa County offers an Employee Assistance Program for all full-time employees and those part-time employees who are regularly scheduled to work 20 or more hours per week. The program is offered to help employees when difficulties arise. The EAP service is free of charge and is 100% confidential.

7.15 Worker's Compensation

Employees who experience an injury or illness that is determined to be compensable under the State of Wisconsin Worker's Compensation benefit program will receive Worker's Compensation payments as required by Worker's Compensation statutes and regulations. Iowa County uses a Third Party Administrator to administer its Worker's Compensation benefit.

Employees are to adhere to the following procedures as it relates to a workplace injury or illness:

- Employees are required to notify their supervisor immediately of the injury;
- Employee, supervisor, and any witnesses are requested to fill out a First Report of Injury Claim
- Supervisor is required to notify and provide the First Report of Injury to the County Clerk and Employee Relations Office
- County Clerk or Employee Relations is required to submit the First Report of Injury to the County's Third Party Administrator for Worker's Compensation insurance.

Eligibility for benefits while receiving Worker's Compensation benefits will be based on the employee's leave status under Federal FMLA, Wisconsin FMLA, and/or County General Leave of Absence.

At year end, the Employee Relations Office submits a Summary of Work-Related Injuries and Illnesses to the State of Wisconsin.

SECTION 8: WORKPLACE POLICIES

8.1 Harassment, Discrimination and Retaliation

Iowa County is committed to provide a work environment that is free of discrimination, and unlawful harassment. Federal and State law prohibits employment discrimination on the basis of race, color, religion, creed, sex, age, disability, national origin, sexual orientation, or any other characteristic protected by Federal or State law. Among these prohibitions is the harassment of fellow employees. Actions, words, jokes, or comments based on an individual's gender, race, ethnicity, age, religion, or any other legally protected characteristic enforced by the Federal and State equal rights laws will not be tolerated. Accordingly, Iowa County is committed to vigorously enforcing this harassment, discrimination, and retaliation policy at all levels within the County.

It is the policy of Iowa County that harassment, discrimination and retaliation in the workplace is unacceptable conduct and will not be tolerated or condoned. It is the affirmative duty of each employee to help maintain a workplace free from harassment, discrimination and retaliation which includes refraining from insulting, degrading, demeaning or exploitative behavior towards other employees, vendors, members of the public, etc. In addition to maintaining a workplace free from harassment, discrimination, and retaliation, it is the affirmative duty of an employee observing such conduct to report it to the appropriate personnel.

While all forms of harassment, discrimination, and retaliation are prohibited by the County, sexual harassment warrants special mention. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

*The following examples are illustrative and should not be construed as all-inclusive:

Verbal: sexual innuendo, suggestive comments, insults, threats, jokes or derogatory comments based on sex; sexual propositions or advances; and pressure for sexual favors.

Nonverbal: displaying of sexually suggestive or derogatory pictures, cartoons or drawings; making suggestive or insulting noises, leering, whistling, or making obscene gestures.

Physical: touching, pinching, squeezing, patting, brushing against the body; impeding or blocking normal work or movement; coercing sexual intercourse; or assault; or, any attempt to engage in the above conduct.

Violations of the policy in the area of sexual harassment occur when:

- (1) submission to such conduct is made a condition of employment; or
- (2) submission to or rejection of such conduct is used as the basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.; or
- (3) such conduct otherwise interferes with work performance by creating an intimidating, hostile, or offensive working environment.

Any employee who feels he/she has been subjected to sexual harassment should address the matter immediately with his/her Department Head or the Employee Relations Director.

It is the affirmative duty of each employee to cooperate with and not impede any investigation(s) of alleged sexual harassment. Furthermore, Iowa County prohibits any employee from retaliating or discriminating in any way against anyone who has articulated a concern about sexual harassment suffered by him/her or any other person.

All complaints of alleged sexual harassment will be promptly and thoroughly investigated, including anonymous complaints, and violations of the policy will be treated as serious disciplinary infractions. Departmental Heads will immediately bring forth any available evidence of sexual harassment to the Employee Relations Director. The Employee Relations Director and Departmental Head will work together to deal effectively with the harassment once such behavior has been brought to their attention. Any employee who violates the policy against sexual harassment, or encourages another to violate the policy will be subject to disciplinary action up to and including discharge. Iowa County recognizes that false accusations of sexual harassment can have grave repercussions on those accused and intentional false accusations will be considered a violation of County Policy.

Iowa County will provide periodic management education and employee awareness programs that emphasize the County's concern for the seriousness of this harassment issue.

8.2 Respectful Workplace

Iowa County strives to maintain a workplace that fosters mutual respect and promotes harmonious, productive working relationships. The County prohibits any behavior that is discourteous and demeaning to others. Disrespectful behavior may include, but is not limited to the following:

- Name calling or nicknames that may be offensive;
- Refusing to communicate or speak with another individual;
- Offensive verbal, visual, or physical conduct;

- Gossiping about another individual;
- Repeating negative comments about others;
- Jokes that are demeaning
- “Bullying” behavior; and
- “Cyber” bullying.

Iowa County expects that everyone will act responsibly to establish a pleasant and friendly work environment. If an employee feels that they have been subject to any form of disrespectful behavior or bullying, the employee should report that conduct to his/her immediate supervisor or Department Head, or Employee Relations Director.

All employees should notify their supervisor regarding any disrespectful behavior that they witness or are told another person received.

The County will investigate all concerns in a confidential manner. However, the County will not allow the goal of confidentiality to be a deterrent to an effective investigation. Appropriate corrective action, up to and including termination, may be taken against any employees engaging in disrespectful behavior. The corrective action issued will be based on the severity of the conduct.

8.3 Employee Possession of Weapon

Iowa County recognizes that employees have the right to obtain a license to possess and carry a concealed weapon. The County prohibits employees from possessing dangerous weapons (as that term is defined in Wisconsin Statutes § 939.22(10)) while they are working for the County or acting within the course and scope of employment, subject to the following provisions and exceptions:

An employee may carry or store a dangerous weapon in the employee’s personal vehicle, regardless of whether the vehicle is used in the course of employment or whether the vehicle is driven or parked on property owned or utilized by the County.

- An employee may not possess a dangerous weapon in a County vehicle.
- The prohibition from possessing dangerous weapons during work time does not apply to any Iowa County Sheriff’s Office – Law Enforcement Officers or other authorized individuals if required as a condition of employment with Iowa County.

A knife that is used in the normal course of County business, such as a butcher knife used for food preparation, a box cutter used to break down boxes, or a common pocket knife, is exempt from this policy.

8.4 Workplace Violence

Iowa County is committed to promoting a safe environment for its employees. The County will work with its employees to maintain a work environment free from violence, threats of violence, intimidation, and other disruptive behavior.

Violence, threats, intimidation, and other disruptive behavior in the workplace will not be tolerated. All reports of incidents will be taken seriously and will be dealt with appropriately. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. Any situation which gives the perception that a danger may exist should be reported. Such situations or behaviors may include but are not limited to the following:

- Oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.
- Possession of firearms or other dangerous weapons while at work, unless a requirement of your employment with Iowa County.
- Threatening or intimidating behavior or acts of violence against an employee, contractor, vendor, visitor or other individual present in a County facility or property.

Employees are responsible for reporting any incidents or situations, which cause them personal concern or concern for the safety and well-being of others, even in the absence of an expressed threat. Employees should immediately report any behavior they have witnessed or heard discussed by others that they regard as threatening or intimidating. All reports will be investigated and assessed for their level of severity.

Employees should report any threatening or intimidating behavior or cause for concern to their Supervisor, Department Head, Employee Relations Director or County Administrator immediately. Immediately is defined as soon as it was heard or expressed.

Violations will lead to disciplinary action up to and including termination, arrest, and prosecution.

Restraining Orders: Employees who are seeking or have obtained restraining orders or injunctions against abusive persons should notify their Department Head/Supervisor so that appropriate measures can be taken. When an injunction or restraining order lists place of employment or County facilities as being protected areas, employees must provide their supervisor with a copy of any injunction or restraining order which is granted, and a copy of any injunction or restraining order which is made permanent.

Addendum Statement:

Addendums for the Iowa County Highway Department and Iowa County Bloomfield Healthcare and Rehabilitation Center has been prepared as a supplement to the Iowa County Employment Handbook Manual. In the case of a direct conflict between the Employment Handbook and this addendum, this addendum shall control. Unless expressly specified by this addendum, all policies of the Iowa County Employment Handbook Manual will be the policy of the Iowa County Highway Department and Iowa County Bloomfield Healthcare and Rehabilitation Center.

HIGHWAY DEPARTMENT ADDENDUM

Lunch/Meal Period

During summer hours; the lunch break is adjusted to be 20 minutes in duration and is a paid break.

Early Snow Plow Break: Employees who get called in for snow plowing/removal and are expected to report to work prior to 5:00 a.m. will be allowed to take a 30 minute break. Employees are expected to complete one cycle through their sections prior to this meal break. Nonetheless, after one cycle through the section, the employee may take this meal break after calling the office over the radio, unless management reasonably objects.

This early snow plow break is in lieu of the fifteen (15) minute morning break. Highway Management may determine that an additional morning break of ten (10) minutes may be appropriate.

Normal Work Hours:

Iowa County Highway Department, normal work hours shall be established as 6:00 a.m. to 4:00 p.m. Monday through Friday. Employees shall receive their regular rate of pay for all hours worked within the Normal Work Hours established. The Department may fluctuate its' normal starting time within those timeframes without incurring shift differential pay. If the Department sets hours of work outside of these timeframes, employees shall receive a shift differential pay rate for all hours worked, pursuant to the Shift Differential policy.

Observed Holidays:

A non-exempt Highway Department employee, who is required to work on a day recognized as one of the nine (9) Observed Holidays on the annual County Observed Holiday calendar for management and non-represented employees; shall receive a shift differential pay for all hours worked, pursuant to the Shift Differential policy.

On Call/Call Back Pay:

A non-exempt Highway Department employee who is required to respond to a call for assistance during hours other than Normal Work Hours will receive a minimum of two (2) hours of pay regardless of the amount of time worked in responding to that request for assistance. Additional working hours accumulated will be paid at the employee's rate of pay; subject to the Shift Differential policy, until the requirement for overtime pay is met.

Shift Differential Pay:

A non-exempt Highway Department employee, who is required to work hours other than those within the Normal Work Hours, will receive a shift differential rate of pay. The shift differential rate of pay shall be established as 1 and ½ times the normal regular rate of pay for the position held. Highway Department office/administration staff is excluded from the shift differential policy.

Tardiness:

Arriving on the job at the time you are scheduled to work is both a courtesy and an obligation owed to the County, co-workers and the public we service. Iowa County Highway Department expects that all employees will arrive to work on time. All tardiness will be considered unexcused. Employees are expected to notify managers immediately of their tardiness.

Iowa County Highway Department employees who violate this policy may be subject to disciplinary action including up to termination.

In events that are unforeseen, Iowa County Highway Management may grant an excused tardiness.

Tool Requirement:

Shop Operations Lead and Mechanics are required to provide, maintain and be responsible for a set of personal tools and equipment for the performance of basic mechanical duties and repairs.

Please see Department for list of required tools.

Iowa County provides insurance on the tools for emergency disasters, such as a fire, that occur on Iowa County property.

BLOOMFIELD HEALTHCARE AND REHABILITATION CENTER ADDENDUM

Appearance and Demeanor

Employees will follow the Appearance and Demeanor policy listed in the Iowa County Employment Handbook unless listed differently below.

Nursing Department (Nurses, Nursing Assistants, Health Unit Coordinator)

Employees are required to wear scrub uniforms with low-heeled, closed toed and slip resistant shoes.

Stockings, tights or socks are encouraged, however not mandatory. Employee may wear blue jeans on Fridays.

Food Service

Employees are required to wear low-heeled, closed toed and slip resistant shoes. Stockings, tights or socks are encouraged, however not mandatory. Food Service employees shall wear hair restraints such as hair coverings or nets, hats, beard restraints and clothing that cover body hair.

Laundry/Housekeeping

Employees are required to wear low-heeled, closed toes and slip resistant shoes. Stockings, tights or socks are encouraged, however not mandatory.

Environmental Services

Employee shall wear a blue uniform. Employees are able to wear t-shirts, sweatshirts and are required to wear tennis shoes or work boots.

Direct Contact Employees

Employees shall not wear dangling or loose jewelry/scarfs of any kind. Employees whose hair is shoulder length or longer must be secured back from the face and secured with a clip, in a braid, or ponytail. Fingernails are to be kept clean, smooth and no longer than ¼ inch long. Employees are discouraged from wearing artificial fingernails or extenders. Should artificial nails/extendors be worn, the employee must wear gloves with all resident contact.

Attendance and Absence

Bloomfield Healthcare employees will adhere to the Iowa County Employment handbook for this section.

In addition to the Iowa County Employment handbook, Iowa County Bloomfield Healthcare employees scheduled to work either day of the weekend (Saturday/Sunday) and are absent will be required to work the following weekend.

Change in Status

Employees who request to change to a different full-time equivalent classification or shift are required to fill out a Voluntary Change in Status Form.

Employees who are looking to decrease full-time equivalent classification need to be in current position for at least six (6) months.

Communicable Diseases/Infection Control

A prerequisite of employment is a tuberculin skin test performed at Bloomfield Healthcare.

Please refer to the Iowa County Bloomfield Healthcare policies and procedures on Communicable Diseases and Infection Control.

Employee Classification

In addition to the Iowa County Employment Handbook, Bloomfield Healthcare has two different classifications of Casual Status employees:

Regular Casual Status: Employee must work a minimum of two shifts per month, with one being a weekend shift. Employees are not eligible for any Iowa County benefits including, but not limited to, Wisconsin Retirement System, Health Insurance, Dental Insurance, Vision Insurance, Disability and Flex Spending. Employees are not eligible for any other compensated wages such as overtime, Holiday pay, shift differentials or MTO.

School Casual Status: Employees must work a minimum of eighty (80) hours annually on a calendar basis. To be eligible, employees must be attending an institution of post-secondary education and must provide proof, each semester, demonstrating enrollment in and attendance at an institution of post-secondary education located fifty (50) or more miles away from Bloomfield Healthcare (either commuting or residing on campus).

Employee Parking

Employees shall park in the required designated Employee Parking area.

Designated Parking areas: Employees shall park either on the South side of Bloomfield Healthcare across the fence and/or on the east side of Bloomfield Healthcare.

Employees working the Night shift may park in the visitor's parking lot.

Exchanging Days Off

Employees may exchange days/shifts with other employees if approved by an immediate supervisor. Employees are required to fill out a "Shift Change" form. If the exchange is approved, employees are responsible for working exchanged shifts. Failure to report to exchanged shift, may result in disciplinary action.

Hours of Work

Bloomfield Healthcare serves the community twenty-four hours a day, seven days a week, so it is expected that employees may have to work on Saturdays, Sundays, holidays and on different shifts and in different areas.

Night Shift: Employees are not allowed to leave the premises during their working hours. Employees shall be provided with a working meal break.

In-Service Training Programs and Meetings

All departments are encouraged to provide in-service trainings to give employees the opportunity to improve skills and knowledge. Some in-service trainings and meetings will be Mandatory. If Mandatory, all staff, full time, part-time and Casual Regular Status employees are required to attend the meeting/in-service. All meetings will be scheduled and posted at least seven (7) days in advance. Managers shall have the authority to excuse an employee from a mandatory staff meeting.

Casual School Status Employees: Bloomfield Healthcare Managers will provide via email a notice of the in-service or training. School Status employees shall attend as many of the mandatory trainings or meetings as possible. If unable to attend the mandatory training, Employees will be responsible to complete all in-services or trainings prior to working their next scheduled shift. The required training needed before the employees' scheduled shift is at the discretion of management. All ECS's should be read prior to working on the floor.

Learning Modules: All learning modules need to be completed prior to the target date. Employees are able to complete the learning modules at home with manager approval. If learning modules are completed at home, employees are responsible for filling out a timesheet exception form.

Failure to attend in-service trainings or mandatory meetings may result in disciplinary action.

Licensing and Certification Requirements

All employees who are required to be either licensed or certified for their position must keep such license and/or certification up to date, a copy shall be provided to the Employee Relations Department.

Lockers

Lockers are available to all employees. To request a locker, please see the Laundry/Housekeeping Supervisor. Iowa County will not be responsible for lost articles. Provided lockers remain the property of Iowa County and may be searched. Employees shall not have an expectation of privacy in County provided lockers.

Purchase of Meals/Buying Food

Employees may purchase meals from Bloomfield Healthcare for lunch and/or supper.

Employees need to purchase a ticket from the Business Office and must sign up with Dietary before 10:30 a.m. for lunch and 3:30 p.m. for supper.

Employees who are working a double shift will receive a complimentary meal.

It is strictly prohibited for any person including employees to remove food or food scraps from the facility, without the written approval of the Administrator. The purchasing of food from vendors, Bloomfield, or the borrowing of food from Bloomfield is prohibited.

It is strictly prohibited for employees to remove or take snacks, beverages or any other food item for their own personal use from residents.

Release of Information

All information concerning a resident's medical condition, medical treatment, financial and personal information is confidential and may not be released without the written consent of the resident/guardian. If information is requested, refer them to the Director of Nursing or Nurse Manager.

Timeclock

Employees of Iowa County Bloomfield Healthcare and Rehabilitation Center are responsible for accurately badging in and out for their scheduled shifts. Employees working outside of scheduled shift shall fill out a "Time Card Expectation Sheet" in addition to badging in and out, indicating the hours actually worked and the reason.