

The Price County

Employee Handbook

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GENERAL POLICY STATEMENT

It is the policy of **Price County** to provide **equal opportunity in employment** to all qualified employees and applicants for employment. Positive action is required from all employees to help ensure that Price County complies with its obligations under state and federal law.

Price County will provide reasonable accommodation to qualified persons with disabilities who are employees or applicants for employment. Reasonable accommodation shall be provided in a timely manner. Price County will adhere to all state and federal laws, rules, and guidelines so as to provide for an environment of equal opportunity. Employees seeking reasonable accommodations must contact their Department Head or the Office of Administration to initiate an evaluation of their specific needs.

This Handbook is not a contract of employment; the Handbook supersedes and replaces provisions previously found in collective bargaining agreements that have expired and/or found in personnel policies and procedures. The Handbook applies to non-represented employees as well as general municipal employees. For employees who remain covered under a collective bargaining agreement, the terms of the bargaining agreement supersede the terms of the Handbook except where the contract is silent.

Status-quo is no longer an option in terms of many terms and conditions of employment. This Handbook is a starting point in addressing core operating policies and procedures and, as such, it is subject to change and modification with or without notice.

THE ROLE OF DEPARTMENT HEADS

POLICY: Certain rights and responsibilities are imposed by state and federal laws and regulations. Many of these rights and responsibilities have implications for policies and procedures governing employment. For this reason, the Employer reserves any and all management rights regarding employees' employment status.

General Guidelines: The role of Department Heads includes, but is not limited to, the right to:

- A. Manage and direct the employees;
- B. Hire, promote, schedule, transfer and assign employees
- C. Layoff and recall employees
- D. Discharge employees or take disciplinary action
- E. Reduce hours or schedule overtime as required
- F. Develop job descriptions
- G. Assign work duties
- H. Introduce new or improved methods or facilities or change existing methods or facilities
- I. Contract out for goods and services
- J. Discontinue certain operations and
- K. Direct all department operations of Price County, its properties and facilities
- L. Establish work rules and schedules of work
- M. Determine methods, means and personnel by which County operations are to be conducted
- N. Take whatever action is necessary to carry out County functions in situations of emergency, to comply with state or federal law or to comply with any state or federal court order or agency decisions or orders

HOURS OF WORK/WORK SCHEDULES/POSITION CLASSIFICATIONS & CATEGORIES

POLICY: To provide employees with regular work hours and work schedules while ensuring staffing coverage necessary for effective operations.

Hours of Operations: Price County hours of operations are 8:00 a.m. to 4:30 p.m. Monday through Friday.

Office Hours – Open to the Public: Per County Board Resolution 66-15, effective January 1, 2016 any department within Price County Government that deals with the public will have standard office hours that they are open to the public Monday through Friday from 8:00 a.m. to 4:30 p.m. (regular work hours).

There is an understanding that at times there may be a need to have the doors closed during a lunch break due to staffing (vacation, sick, conferences, etc.). In a situation where staffing is limited an office may close for no more than 30 minutes. It is the responsibility of the Department Head to schedule employees to provide for coverage during regular work hours. If an office must be closed, a sign is to be placed on the door indicating the time when the office will re-open. Failure to follow the policy can result in discipline up to and including termination.

If an office has an extenuating circumstance that will cause deviation from the policy, it must be submitted in writing to the County Administrator for approval.

Exception – Tourism Office: Due to the part-time status of all employees in the Tourism Office time of closure may be greater than 30 minutes. All part-time hours will be worked during the regular work hours and scheduled opposite of each employee to keep the office open to the public as much as possible.

Offices that are excluded from the policy resolution are: Airport Office, Building and Grounds, Circuit Court Judge, Court Reporter, Dams, Emergency Management, Information Technology, Personnel (until relocated into the Office of Administration), Register of Probate.

Lunch Periods: All full-time employees shall have an unpaid designated lunch period, unless specifically noted in the position job description. Part-time employees may have an unpaid lunch period depending on their work schedule and number of hours worked in a day. Lunch periods shall be established by each department for each employee to best meet the needs of the department for efficient operations.

Breaks: Scheduled breaks will be permitted only in those departments which have manual labor operations for those employees performing the manual labor. The department shall determine the appropriate break length and schedule. Exception: If a Department Head believes that a work production process in their Department necessitates scheduled breaks, the Department Head may seek approval from the Office of Administration to allow scheduled breaks for those employees impacted by that work process.

Attendance: All County employees are expected to be punctual in reporting and leaving work and have regular attendance. Unsatisfactory attendance, including reporting late or leaving early, may be cause for disciplinary action, up to and including discharge. An employee who will be late or absent from work is required to call their supervisor, or, in case their direct supervisor is out of the office, the designated person no later than one-half (1/2) hour before starting time so that adjustments can be made in work assignments, unless physically unable to do so. Any employee who is absent for three (3) consecutive work days without notifying their supervisor may be considered to have resigned. Exception: Some departments may require greater notice from their employees. Employees should check with their immediate supervisor to be sure of their department's notice requirements.

No guarantee: Price County does not guarantee any minimum hours or schedule of work.

Position Classifications and Categories: All County positions shall have a position classification and category. These classifications and categories shall determine if an employee is eligible for additional County benefits beyond what is required by State and Federal Law. An employee must be working in a position that meets both the classification and category requirements in order to be eligible for a County benefit. Classification and Category requirements are detailed in the individual benefit programs outlined later in this Handbook. The classifications and categories are as follows:

Classifications

Regular Employees: Employees whom the County considers continuously employed until the County, at its discretion, changes the status of the employee. Such classification shall not create an employment contract with the County.

Full-Time, Regular: Any employee hired to fill a regular, full-time position shall work either 37.5 or 40 hours a week, as defined by the position job description. Employees hired to fill these positions shall be eligible for all County benefits.

Part-Time, Regular: Any employee hired to fill a regular, part-time position shall work the annual number of hours designated by the position's designated FTE (Full-Time Equivalency) percentage, as defined by the position job description. Employees hired to fill these positions may be eligible for additional County benefits, as determined by each benefit program eligibility requirements.

Casual: Any employee who is hired to fill a limited term, on-call, seasonal, project or summer hire position regardless of the number of hours worked annually. These positions are not eligible for any benefits other than those required by State and Federal law.

Categories

Salaried: These positions are considered Exempt under the FLSA (Fair Labor Standards Act) and are not eligible for overtime pay.

Confidential – Hourly: These positions are considered Non-Exempt by the FLSA and are considered confidential due to the nature of their duties. These positions are eligible for overtime pay.

Hourly: These positions are considered Non-exempt by the FLSA and are eligible for overtime pay.

Employees who have questions as to what their position classification and category is or whether or not they are eligible for benefits should contact the Office of Administration.

PAYROLL & DEDUCTIONS FROM PAYROLL

POLICY: Standardization of payroll and payroll procedures in accordance with applicable State and Federal guidelines.

Pay Periods: The payroll period is based on a biweekly cycle. The work week is defined as Sunday 12:00 a.m. through the following Saturday 11:59 p.m. Paychecks are normally deposited, by direct deposit, on the Thursday following the end of the payroll period. However, there may be times when, due to a scheduled holiday, it will be necessary to change the pay date to either Wednesday or Friday depending on the timing of the holiday.

Employees with a County email address will have their direct deposit remittance form emailed to that address. They can then print out a copy at no cost to them. The employee may request to have their direct deposit remittance sent to their personal email address instead of the County email address.

If an employee wishes to have another person pick up their remittance form/paycheck they must notify the Office of Administration, fill out the required form and submit it to the Office of Administration prior to payday.

Timesheets: It is the policy of the County to comply with applicable laws that require records to be maintained of the hours worked by our non-exempt employees. To ensure that accurate records are kept of the hours actually worked (including overtime where applicable), and to ensure that non-exempt employees are paid in a timely manner, all non-exempt employees will be required to record their time worked and their absences on the County's official employee timesheet. This form should be completed daily and signed and forwarded to the employee's supervisor on a bi-weekly basis.

After reviewing the form and resolving any discrepancies, the employee's supervisor will sign the form and forward it to the Office of Administration for processing. If corrections or modifications are made to the employee timesheet, both the employee and the supervisor must verify the accuracy of the changes by initialing the form.

Altering, falsifying, or tampering with time records or recording time on another employee's timesheet is a breach of County policy and is grounds for disciplinary action, up to and including termination.

Data Changes: Employees are required to notify the Office of Administration within thirty (30) days of any changes that occur in their name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency. This information is necessary as it may affect an employee's compensation, dependents' eligibility for medical insurance, and other important matters.

Deductions: Price County must make certain deductions from employees' paychecks. Federal laws require that income and social security taxes be withheld from employee paychecks and State laws require the withholding of additional amounts for income tax purposes. Also, the Office of Administration may receive certain court ordered garnishments that must be deducted.

Employees may request additional voluntary deductions from their paycheck for benefits such as, but not limited to, life insurance, health and dental insurances and deferred compensation. Employees need to contact the Office of Administration to determine the proper forms that must be filled out for requesting a deduction. No deductions will be made until all proper paperwork with signature has been received by the Office of Administration.

It is the Employer's policy to comply with applicable wage and hour laws and regulations. While every effort is made to ensure the accuracy of paychecks, if you have any questions or concerns about your salaried status, or you believe that any deduction has been made from your

pay that is inconsistent with your salaried status, your hours worked or any deductions, you should immediately raise the matter with either your immediate supervisor or the Office of Administration who can assist you in understanding the information that is required in order to investigate the matter.

The Employer is committed to investigating and resolving all complaints as promptly, but also as accurately, as possible. Consistent with the U.S. Department of Labor's policy, any complaint will be resolved within a reasonable time given all the facts and circumstances. If an investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed.

WAGES & OTHER FORMS OF COMPENSATION

POLICY: It is the policy of Price County to ensure, considering the totality of the circumstances, fair and equitable wages for their employees. The Administration Committee, through the County Administrator, shall establish wage schedules for all County employment positions.

County Wage Schedules

All County positions shall be placed on an appropriate wage schedule and have an established wage grade. The Administration Committee, when deemed necessary, will review established wage schedules to ensure internal consistency with the positions on the established wage schedule. In addition, external wage information may be gathered and reviewed, when deemed necessary by the Administration Committee, for the purpose of a general review of County Wage Schedules to ensure County wages are at a level to reflect market standards and maintain the County's ability to attract and retain quality employees.

Individual Wage Grade Review: Employees may request a wage grade review of their position by contacting their Department Head with an explanation of why they feel that their position's wage grade should be reviewed. If the Department Head agrees with the request for a review the Department Head will then follow the Wage Grade Review Procedure outlined in the Price County Administration Manual.

Beeper Pay: Social Workers working in the Children and Youth Unit of the Department of Health and Human Services shall be required to carry the on call cell phone and respond to after-hours calls on a rotation scheduled by the unit supervisor. The Social Worker shall be paid a per diem corresponding to the following schedule:

- Weekdays (M-F) \$35
- Weekends \$50
- **Holiday \$50**

Call-in Pay: Employees, excluding those on on-call status, who are called in to work outside of their regular schedule of work hours shall be paid a minimum of two (2) hours of pay at their regular hourly rate.

On-call Pay: Regular, Hourly Highway Crew Employees required to be on-call for the purpose of dispatching crews for plowing, salting and sanding or the emergency repair of winter maintenance equipment, shall be paid a flat rate of \$40.00 per day Saturday and Sunday (12:00 a.m. – 11:59 p.m.). In the event the on-call employee is required to work during the 24 hour period, outside of regular scheduled work day, they will be paid for actual hours worked and the on-call pay will not apply. No employee shall be compensated for on-call pay and actual worked time in the same 24 hour period, except as listed above. The Highway Commissioner will determine the eligibility of the on-call pay status.

Shift Differential: Regular, full-time Jailers will be paid shift premium rate per the following:

Twelve (12) hour shifts: The shift premium rate for night shift (6pm – 6am) of fifteen cents (15¢) per hour.

7K Cycle Policy: For the purpose of complying with the Fair Labor Standards Act and state law, the work period for jail officers shall be 14 days. Overtime is calculated only for hours worked in excess of 86 hours in the 14-day work period.

Field Training Officer (FTO) Pay: Designated Jail Officers shall be paid premium rate of an additional \$1 (one) dollar per hour for every hour they are engaged in FTO duties.

Flex Hours: Employees whose departments allow flex hours must schedule hours during the work week, not the pay period.

OVERTIME

POLICY: To provide a consistent system for distributing overtime in compliance with the overtime pay provisions of the Fair Labor Standards Act.

Exempt/Non-Exempt Employees:

Each position is designated as either “Exempt” or “Non-exempt” from the federal Fair Labor Standards Act and state wage and hour laws. Employees in “non-exempt” jobs are paid on an hourly basis and are entitled to overtime pay for actual hours worked in excess of 40 hours per week. Employees in “exempt” positions are generally paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws and are not eligible for overtime pay. Employees should contact their supervisor if they are unsure of their position’s designation.

Accrual: Only hours actually worked, excluding any paid leave time, shall be counted as hours worked for overtime purposes.

Approval: All overtime must be approved in advance by management. Overtime shall be project oriented and cannot be created to accrue comp time for future use.

Premium Rate: Premium Rate will be paid at one and one-half times regular hourly rate, unless otherwise defined.

Exceptions:

1. **Holidays:** For employees in departments that have 24/7 staffing needs (Sheriff, Jail, Buildings and Grounds, DHHS, Airport, and Highway), any time worked on holidays will be paid at either overtime rate (if employee has worked 40 hours), or a premium rate (if employee has not reached 40 hours worked).
2. **Storm Related/Emergency Response:** Time worked by Regular, Hourly Highway Crew or Buildings and Grounds employees called in outside the normal scheduled hours of operation for emergency response to accidents, sign knockdowns, storm damage, winter maintenance, etc. shall be paid at either overtime rate (if employee has worked 40 hours), or a premium rate (if employee has not reached 40 hours worked). The department head will determine what constitutes an emergency.
3. **Beeper Time:** Actual time worked by Children and Youth Social Workers when responding to after-hours calls shall be paid at premium rate.

Comp Time: Compensatory time off may be granted in lieu of cash payments for overtime worked. However, all compensatory time used must be authorized in advance by the employee's immediate supervisor. The Unit Supervisor/Department Head will have final approval as to when comp time can be taken to ensure that use of comp time does not unduly disrupt department operations. Eligible non-exempt employees may accumulate up to sixteen (16) hours of compensatory time at any given time, per the individual Department Policy. Highway shop and road crew employees and jail officers may accumulate up to twenty-four (24) hours of compensatory time at any given time. Accrued unused compensatory time shall be paid out at the end of each year. These payments shall be included on the second payroll of the next year at the previous year's hourly rate of pay.

Public Safety employees covered by a collective bargaining agreement should refer to their specific contract regarding work schedules, overtime pay and compensatory time.

HOLIDAYS

POLICY: To identify employee holidays and to establish a consistent procedure for scheduling and payment.

Price County regular full-time and regular part-time employees, except as otherwise herein provided, shall be granted ten (10) paid holidays* per year at an employee's regular rate of pay as follows:

1. New Year's Day
2. Friday before Easter
3. Memorial Day
4. Independence Day

5. Labor Day
6. Thanksgiving Day
7. Friday after Thanksgiving Day
8. Christmas Eve
9. Christmas Day
10. New Year's Eve

*Highway Crew will have one floater holiday in place of New Year's Eve.

Observance: When a holiday falls on a Saturday or Sunday, the holiday will be rescheduled on the Friday immediately preceding, the Monday immediately succeeding, or as determined by the employer.

Eligibility: All regular, full-time and part-time, employees in all categories and project employees working at least an annual average of twenty (20) hours per week are eligible to receive compensation for holidays. Casual position employees with the exception of project employees are not eligible. In order to receive holiday pay, employees must be in pay status the day before and the day after each holiday to be eligible for holiday pay with the exception of normal days off. No employee shall be compensated more than once for each holiday.

Working on a Holiday: Any employee who works on any of the above mentioned holidays shall be scheduled for a different day off in lieu of the holiday. For departments that are required to schedule employees on holidays, see Overtime Policy – Exceptions.

Holiday Pay Rate: Holiday pay shall be based on the employee's annual FTE (full-time equivalency) percentage for hours worked and the pay rate shall be computed at the employee's regularly classified rate.

LEAVES – VACATION

POLICY: To provide eligible employees with paid vacation time while meeting the operational needs of the Price County.

Eligibility: All regular, full-time and part-time, employees in all categories working at least an annual average of twenty (20) hours per week are eligible to earn vacation days. Casual position employees are not eligible.

Accrual: Vacation days shall accrue based on the employee's annual FTE (full-time equivalency) percentage for hours (maximum of eight (8) hours per day) worked based on the following schedule*:

5 days after 1 year of service	10 days after 2 years of service
15 days after 7 years of service	20 days after 15 years of service

*Employees hired prior to November 15, 2011 (December 31, 2012 for Professional Union Employees) shall receive vacation day accrual based on the schedule they were in on November 15, 2011 (December 31, 2012 for Professional Union Employees) minus the top level unless employee is already at top level. Exception to the loss of the top level: Jail Officers hired prior to November 15, 2011.

Employees must be in pay status, or protected under a state and/or federal leave program, for at least 50 percent of their FTE percentage for monthly hours worked in order to accrue vacation time for that month.

Accumulation: Vacation time may not accumulate above the annual earned amount and will be forfeited if not taken during the one (1) year period following anniversary date, unless the department needs prevent the employee from taking vacation within the specified time. Permission to use remaining vacation days after the anniversary date may be given by the Department Head, but must be used within ninety (90) calendar days thereafter. Written notification of this delayed use of vacation time must be submitted to the Office of Administration.

Approval: Vacation with pay cannot be granted until earned. Use of vacation time requires the prior approval of the employee's supervisor at least two (2) weeks in advance. Employees shall use vacation in thirty (30) minute increments.

Limitations on Payment at Separation: Upon separation from County employment in good standing with at least two (2) weeks written notice an employee who has at least one year of service will be paid at their regular base rate of pay for all earned unused and pro-rated vacation days accrued as of the last anniversary date, to be paid in a lump sum on the first pay period following the last day worked. Employees with less than one year of service will not receive vacation payout.

Voluntary Leave Donation Program

The Voluntary Leave Donation Program allows County Employees to voluntarily donate earned vacation or sick leave to a Shared Leave Bank for use by another County Employee otherwise eligible for vacation with a qualifying Family Medical Leave crisis for themselves or a family member. All regular, benefit-eligible full-time and part-time employees are eligible under this program. Non-benefit eligible regular employees and casual employees are excluded from this program.

LEAVES – SICK LEAVE

POLICY: To provide employees with paid time to address their own personal health care needs or the health care needs of an immediate family member.

Eligibility: All regular, full-time and part-time, employees in all categories working at least an annual average of twenty (20) hours per week are eligible to earn sick leave. Casual position employees are not eligible.

Definition: For purposes of this provision, “immediate family” means children and spouse. Child is defined as natural, adopted, foster child, stepchild, or legal ward (less than ~~18~~ 19 years of age or developmentally disabled) who is sick and requires care by the employee. Spouse means an employee’s legal husband or wife as referenced in Wisconsin State Statute §103.10(1)(h).

Accrual: Eligible full-time employees shall accrue sick leave on the basis of hours worked to a maximum of eight (8) hours for each calendar month of service. Eligible part-time employees shall accrue sick leave prorated on the basis of position FTE percentage.

Employee sick leave allowance shall be accumulated in the employee’s sick leave account, accumulating from year to year, up to eighty (80) days, based on FTE percentage.

FMLA: Under Federal FMLA, employees may be required to use all accrued paid leave time before receiving leave without pay. Under State FMLA, employees may substitute accrued paid leave time or choose to take unpaid leave.

Usage: Employees are not able to use their accrued leave until after six (6) months of employment. Leave cannot be used until it has accrued. Sick leave shall be used in thirty (30) minute increments.

Notification: A request for sick leave must be submitted to the appropriate supervisor as soon as reasonably practical and no later than thirty (30) minutes before the start of assigned work hours or as required by their department’s policy on notice.

Verification: The employer may require verification of illness.

Payout: Unused sick time is forfeited upon termination of employment with the following exceptions:

1. Employees in Salaried and Confidential/Hourly category positions with at least one (1) year of service will be paid out 50 percent of their sick leave bank at time of termination in good standing and provided two (2) weeks’ notice is given.
2. Employees in Hourly category positions with at least fifteen (15) years of service or at time of WRS retirement will be paid out 50 percent of their sick leave at time of termination in good standing and provided two (2) weeks’ notice is given.

Treatment of Accumulated Sick Leave: In January of each year, employees are to be paid at the previous year’s rate of pay for one-half of employee sick leave hours accrued in the previous year over and above eighty (80) days, based on FTE percentage.

LEAVES – GENERAL LEAVES OF ABSENCE

POLICY: To allow unpaid time off for non-emergency reasons not covered by other policies or when FMLA is not available.

Procedure: Department Heads may grant up to two (2) weeks unpaid leave to an employee needing time off that does not qualify under other leave policies. If additional time is needed, the employee may request approval by the County Administrator.

An employee wishing to take a leave of absence (LOA) shall submit a written request including the duration of the absence, the purpose, and other information explaining the reason for the leave, to the Department Head. The request should be submitted with at least thirty (30) days advance notice or as soon as the need for the leave is identified. The Department Head must then approve or deny in writing the Request for Leave of Absence. A copy of the Request and decision of Department Head must be forwarded to the Office of Administration for placement into the Employee's personnel file.

For LOA requests greater than two (2) weeks, the Department Head will submit the request, along with their recommendation to the County Administrator for final approval. Such extension shall not exceed three (3) months. In no case shall the total period of leave exceed six (6) months.

Employees are required to use any and all accumulated vacation, compensatory time and sick leave, as applicable, while out on an approved LOA. Variances from this requirement must be approved by the County Administrator.

Ramification to benefit accrual: For every ten (10) days of unpaid leave in a rolling twelve (12) month period, the employee shall have their vacation and sick leave accruals reduced by one (1) month.

LEAVES – FAMILY, MEDICAL & MILITARY

POLICY: To grant family, medical and military leaves to qualified employees in accordance with the Wisconsin Family and Medical Leave Law and the federal Family and Medical Leave Act.

Family and Medical Leave Policy

It is the policy of Price County ("County") to comply with the requirements of the federal and Wisconsin Family and Medical Leave Acts (FMLA). Federal and Wisconsin FMLA leave will run concurrently to the extent provided by law.

To be eligible for federal FMLA leave, the employee must (1) have been employed by the County for at least 12¹ months; (2) have worked at least 1,250 hours during the 12 month period immediately preceding the commencement of the requested leave; and (3) be employed at a work

site where 50 or more employees are employed by the County within a 75-mile radius.

To be eligible for Wisconsin FMLA leave, the employee must have been employed by the County for more than 52 consecutive weeks and compensated for 1,000 hours during the 52 week period immediately preceding the commencement of the leave.

The County will inform employees requesting leave whether they meet the basic eligibility requirements for state and federal FMLA leave. At the same time, the County will inform the employee of any additional information required to verify that the need for leave is for a FMLA qualifying reason and employee's rights and responsibilities while taking FMLA leave.

Types of Leave and Amount of Leave Available: Generally, federal law allows eligible employees to take up to 12 weeks of unpaid leave one or any combination of the following reasons:

1. Family leave for the birth of an employee's child or because of the placement of a child with the employee for adoption or foster care.²
2. Family leave to care for a child, spouse, or parent suffering from a serious health condition;³
3. Medical leave for an employee to care for his/her own serious health condition; and
4. To address a qualifying exigency arising out of an employee's spouse's, child's, or parent's covered active duty or call to covered active duty. However, the federal FMLA does not provide for a full 12 weeks of leave for all types of qualifying exigencies.⁴

Further, employees are entitled to take up to 26 weeks unpaid leave to care for the employee's spouse, child, parent or next of kin who is a covered service-member that incurs, or aggravates, a serious illness or injury while in the line of duty on active duty⁵. This leave is available only during a single 12 month period and is available on a per covered service-member, per injury basis. In certain instances, this leave may be combined with all other FMLA leaves, limiting the employee's FMLA leave entitlement for all purposes to no more than a total of 26 weeks of leave during the single 12 month period. Note: the FMLA definition of a serious illness or injury is distinct from the FMLA definition of a serious health condition.

Wisconsin law allows employees to take the following leaves in a calendar year:

1. Up to six (6) weeks of family leave for the birth or adoption of a child⁶
2. Up to two (2) weeks family leave to care for a child, spouse, domestic partner, parent or parent-in-law (including a domestic partner's parent) suffering from a serious health condition; and
3. Up to two (2) weeks medical leave for an employee to care for his/her own serious health condition.

See the Office of Administration to determine whether a request for leave qualifies under one of the above categories.

Under federal FMLA, the County may require spouses who both work for the County to share total leave time for birth, adoption, foster care, or to care for a parent with a serious health

condition. However, such employees are entitled to minimum leave periods as provided by Wisconsin FMLA law. Federal and Wisconsin FMLA leave will run concurrently to the extent permissible by law.

Notifying the County of the Need for Family or Medical Leave:

A. Requesting Leave

In all instances, the County will require an eligible employee to submit a completed Request for Family and Medical Leave Form to Office of Administration. Forms are available from the Office of Administration.

When asking for FMLA leave, an employee must provide sufficient information for the County to determine if the absence may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that, because of a serious health condition, the employee is unable to perform job functions, a family member is unable to perform daily activities, or the employee or family member require hospitalization or continuing treatment. Sufficient information may also include circumstances supporting the need for military family leave. The County may then collect other information from the employee to properly determine whether the absence will be treated as FMLA leave. If the employee is seeking leave for an FMLA qualifying reason for which the County has previously provided FMLA protected leave, the employee must specifically refer to the qualifying reason for leave or the need for FMLA leave which has been previously taken or certified. Failure to do so may result in the delay or denial of FMLA approved leave.

B. Timing of Request for Leave

Generally, if the need for FMLA is foreseeable, an employee's request for FMLA leave should be submitted as far in advance as possible, and no later than 30 days before the leave is expected to commence. If the approximate timing of the need for leave is not foreseeable, employees should give notice of the need for leave as far in advance as practicable. Notice of leave for a qualifying exigency must be provided as soon as practicable, regardless of how far in advance such leave is foreseeable.

If the employee is capable of complying with the County's normal call-in and reporting procedures or arranging for the County to receive timely notice of the employee's absence, and fails to do so, the County may deny or delay the FMLA leave.

Certification of the FMLA Qualifying Need for Leave:

The County requires employees to submit a completed Certification Form verifying the need for FMLA leave. The specific form required will depend upon the reason for the leave request; however, it will be one of the following, all of which are available from the Office of Administration.

- Certification of Health Care Provider for Employee's Serious Health Condition Form

- Certification of Health Care Provider for Family Member's Serious Health Condition Form
- Certification for Serious Injury or Illness of Covered Service-member for Military Family Leave Form
- Certification for Serious Injury or Illness of Covered Veteran for Military Family Leave Form
- Certification of Qualifying Exigency for Military Family Leave Form

The applicable Certification Form must be completed by the appropriate individual (the treating health care provider for a serious health condition; any authorized health care provider in the case of a serious illness or injury of a service-member; the employee for a qualifying exigency). Employees must return the Certification Form to the Office of Administration within 15 calendar days after the date of the County's request. If an employee cannot comply with this deadline, the employee must contact the Office of Administration and request an extension prior to the date the form is due. The County has complete discretion on whether an extension will, in fact, be granted. Failure to timely return the form and/or request an extension may result in the denial of the employee's FMLA leave request.

Additional Certifications of Serious Health Conditions:

If the County has a reason to question the validity of a medical certification of a serious health condition completed by a health care provider of the employee or the employee's family member, an employee may be required to provide a second certification from a healthcare provider selected and paid for by the County. If the second opinion differs from the first, a third opinion may be required. The healthcare provider for the third opinion must be mutually chosen by the employee and the County and paid for by the County. The third opinion, by law, is binding on all parties. This provision shall also apply to certifications of a serious illness or injury for a covered service member where permitted by law.

Periodic recertification and annual certifications to verify that an employee's or employee's family member's serious health condition is ongoing may be required as provided by the law. Failure to provide this certification within 15 days of a request will result in the delay or denial of the leave.

Designation of FMLA Leave:

The County will provide employees a Designation Notice informing employees whether the leave will be designated as FMLA protected and, if so, the amount of leave counted against the employee's leave entitlement.

Use of Paid and Unpaid Leave:

Under Wisconsin's FMLA, an employee entitled to family or medical leave may substitute (use), for any leave requested under the Act, any other paid or unpaid leave which has accrued to the employee. The County will not require substitution when an employee is taking leave under Wisconsin's FMLA.

Under federal law, the employee may elect or the County may require that the employee substitute accrued vacation, disability, personal or other County provided paid leave during periods of federal FMLA leave. However, the County may prohibit the substitution of any accrued paid leave where the employee does not otherwise meet the conditions for use of such leave. Please consult the County's applicable policies for more information on the requirements for conditions of use.

When paid benefits are substituted for the otherwise unpaid time, the employee is using the benefits concurrently with FMLA leave and those benefits will not be available to the employee later. Similarly, substitution or use of paid leave does not extend the amount of FMLA leave available to an employee, it provides for pay.

As appropriate, employees on medical leave (for the employee's own serious health condition) may simultaneously be eligible for and receive disability or workers' compensation income replacement benefits. In such cases, such benefits will run concurrently with this FMLA leave.

Intermittent and Reduced Schedule Leave:

Intermittent leave or reduced schedule leave will be permitted when it is medically necessary and in the case of qualified exigencies. If an employee wants to take family leave for the birth or placement of a child for adoption or foster care on an intermittent basis (as opposed to taking leave on a continuous basis), the employee should discuss this with the Office of Administration. Such a request may not be granted in all instances.

Intermittent leave and reduced schedule leave for planned medical treatment should be scheduled with minimal disruption to the employer's operations. As practicable, medical appointments and treatment related to a serious health condition or a covered service-member's serious illness or injury must be scheduled outside of working hours or at such times as allow for a minimal amount of time away from work.

If leave is taken on an intermittent or reduced schedule basis, the employee may, in some cases, be temporarily transferred to another job with no reduction in pay and benefits if the new position would better accommodate recurring periods of leave than the employee's regular position.

Benefit Continuation During Leave:

Employees may elect to continue group health insurance coverage while on leave in the same manner as if the employee continued working. Employees will be required to continue to pay their portion of the premium as if they continued working. Other employment benefits, such as group life insurance, etc., will also be continued during the leave, so long as the employee continues to pay any required contribution. *If applicable, in addition to paying their portion of health insurance premiums, employees shall be required to pay the full cost of continuing their voluntary deductions (dental, AFLAC, Deferred Comp) during leave. If an employee fails to return to work for a reason other than the serious health condition of the employee or the employee's immediate family member, or other reason beyond the employee's control, the employee will be required to reimburse the employer for the employee's cost of these benefits*

while the employee was on unpaid leave. If an employee has pay substituted for otherwise unpaid FMLA leave or has appropriate pay available, the employee contribution toward the insurance premium will be deducted as part of a normal payroll deduction to the extent permitted by law. To the extent a payroll deduction is not available to fully cover the employee contribution; the employee must make the appropriate premium payment no later than the pay day to which coverage relates. If an employee does not make the appropriate employee contribution to the cost of group health plan coverage within 30 days of the payment's due date, the employee's group term health benefits will cease.

Use of FMLA leave will not result in the loss of any employment benefit that accrued to an employee prior to the start of an employee's FMLA leave.

Rights upon Return from Leave:

An employee who takes leave under this policy will be reinstated to the same position or an equivalent position upon completion of the leave. However, the law provides that an employee has no greater rights upon a return from leave than the individual would have had if he/she had continued to work. Therefore, an employee may be affected by a layoff or other job change if the action would have occurred had the employee remained actively at work.

Fitness for Duty:

If leave has been taken due to the employee's own serious health condition, the employee must provide a Fitness for Duty Certificate to the Office of Administration before the employee returns to work. Failure to provide a Fitness For Duty Certificate may result in the delay or denial of job restoration. Fitness For Duty Certificates are available from the Office of Administration.

Periodic Reports and Intent to Return to Work:

While on leave, employees are requested to report periodically to the County regarding their status and their intent to return to work. Any changes in status that would affect the employee's estimated return to work date need to be reported immediately to the Office of Administration.

Extensions of Leave:

An employee is expected to return to work upon expiration of an approved leave. An employee needing an extension of an approved leave must notify the Office of Administration of the need for the leave extension promptly after learning of the need for the extension. Extensions may be granted under other County policies and/or other laws. If an employee fails to report to work promptly upon expiration of approved FMLA leave any additional absences will be considered unexcused and treated in accordance with the County's applicable workplace policies.

A request for an extension must be in writing and accompanied by any required forms prior to the expiration of the original leave. The County does not guarantee an extension will be granted, and the continuation of benefits, substitution of other paid leave, and job availability may change if an extension is granted.

Miscellaneous:

The Wage and Hour Division of the US Department of Labor is the federal agency that regulates the federal FMLA. Federal law makes it unlawful for an employer to interfere with, restrain, or deny the exercise of any right provided under the FMLA; or to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for the involvement in any proceeding under or relating to the FMLA. Nothing in the FMLA affects any federal or state law prohibiting discrimination, or supersedes any state or local law or collective bargaining agreement which provides greater family and medical leave rights. Employees have the right to file a complaint with the US Department of Labor (“DOL”) or bring a private lawsuit if they feel the County has violated their rights under the FMLA. For more information, you may contact the DOL at 866-487-9243 or www.wagehour.dol.gov.

This policy provides an introduction to the rights provision of the Family and Medical Leave laws. Questions employees may have about this law should be directed to the Office of Administration.

Endnotes:

¹ Periods of employment preceding a 7 year break in service towards do not count toward the 12 months of employment unless the break in service was due to service qualified under the Uniformed Services Employment and Reemployment Rights Act, or where otherwise provided under written agreement.

² Such leave must generally be completed within 12 months of the birth or placement.

³ A “serious health condition” is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 full consecutive calendar days combined with at least 2 visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

⁴ Qualifying exigencies may include attending certain military events, arranging for alternative child-care, addressing certain financial and legal arrangements, attending certain counseling sessions, attending post-deployment reintegration briefings, and arranging for parental care.

⁵ A “covered service-member” is a service-member (regular Armed Forces, National Guard or Reserves) who incurs, or aggravates, an illness or injury in the line of duty on active duty that renders the service-member medically unfit to perform the duties of his or her office, grade, rank, or rating. A covered service-member must also be: (1) undergoing medical treatment, recuperation, or therapy; (2) otherwise in outpatient status; or (3) otherwise on the temporary disability list for such illness or injury.

In addition, a “covered service-member” includes a veteran service member who was discharged or released under conditions other than dishonorable at any time during the five-year period preceding the first date on which the eligible employee takes FMLA leave to care for the covered

veteran and who is undergoing medical treatment, recuperation, or therapy for a serious illness or injury.

⁶ An employee must request family leave that commences no earlier than 16 weeks before the estimated birth or placement for adoption or foster care and no later than 16 weeks after the actual birth or placement.

LEAVES – USERRA

POLICY: Price County complies with all requirements of the federal USERRA (The Uniformed Services Employment and Re-employment Rights Act) law. This policy generally outlines the procedures and benefits.

Eligibility: USERRA applies to persons who perform duty, voluntarily or involuntarily, in the "uniformed services," which include the Army, Navy, Marine Corps, Air Force, Coast Guard, as well as the reserve components of each of these services, and Public Health Service commissioned corps. Federal training or service in the Army National Guard and Air National Guard also gives rise to rights under USERRA. In addition, under the Public Health Security and Bioterrorism Response Act of 2002, certain disaster response work (and authorized training for such work) is considered "service in the uniformed services."

Uniformed service includes active duty, active duty for training, inactive duty training (such as drills), initial active duty training, full-time National Guard duty and funeral honors duty performed by National Guard and reserve members, as well as the period for which a person is absent from a position of employment for the purpose of an examination to determine fitness to perform any such duty.

USERRA prohibits employment discrimination against a person on the basis of past military service, current military obligations, or intent to serve. An employer must not deny initial employment, reemployment, retention in employment, promotion, or any benefit of employment to a person on the basis of a past, present, or future service obligation. In addition, an employer must not retaliate against a person because of an action taken to enforce or exercise any USERRA right or for assisting in an USERRA investigation.

The pre-service employer must reemploy service members returning from a period of service in the uniformed services if those service members meet five criteria:

- The person must have been absent from a civilian job on account of service in the uniformed services;
- The person must have given advance notice to the employer that he or she was leaving the job for service in the uniformed services, unless such notice was precluded by military necessity or otherwise impossible or unreasonable;
- The cumulative period of military service with that employer must not have exceeded five years;

- The person must not have been released from service under dishonorable or other punitive conditions; and
- The person must have reported back to the civilian job in a timely manner or have submitted a timely application for reemployment, unless timely reporting back or application was impossible or unreasonable.

USERRA establishes a five-year cumulative total of military service with a single employer, with certain exceptions allowed for situations such as call-ups during emergencies, reserve drills, and annually scheduled active duty for training. USERRA also allows an employee to complete an initial period of active duty that exceeds five years.

Employee Rights: USERRA generally provides that returning service members are to be reemployed in a position based on the length of service which may include the job that they would have attained had they not been absent for military service, (the "escalator" principle), with the same seniority, status and pay, as well as other rights and benefits determined by seniority. USERRA also requires that reasonable efforts (such as training or retraining) be made to enable returning service members to qualify for reemployment. If the service member cannot qualify for the "escalator" position, he or she must be reemployed, if qualified, in any other position that is the nearest approximation to the escalator position and then to the pre-service position. USERRA also provides that while an individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other similarly-situated individuals on non-military leaves of absence. The time limits for returning to work are as follows:

- **Less than 31 days service:** By the beginning of the first regularly scheduled work period after the end of the calendar day of duty, plus time required to return home safely and an eight hour rest period. If this is impossible or unreasonable, then as soon as possible.
- **31 to 180 days:** The employee must apply for reemployment no later than 14 days after completion of military service. If this is impossible or unreasonable through no fault of the employee, then as soon as possible.
- **181 days or more:** The employee must apply for reemployment no later than 90 days after completion of military service.
- **Service-connected injury or illness:** Reporting or application deadlines are extended for up to two years for persons who are hospitalized or convalescing.

As appropriate, the County may require documentation to confirm timely application, the length of the leave (not more than five (5) years) and that the separation from military service is not disqualifying.

Health and pension plan coverage for service members is also addressed by USERRA. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 24 months; however, they may be required to pay up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the service member had remained employed. USERRA pension protections apply to defined benefit plans and defined contribution plans as well as plans provided under federal or state laws governing pension benefits for government employees. For purposes of pension plan

participation, vesting, and accrual of benefits, USERRA treats military service as continuous service with the employer. The employee cost must be paid by the returning employee.

Procedure: Employees who have received notification for call up to service duty should notify the Office of Administration within one (1) business day of having received said notice, or if this is impossible or unreasonable through no fault of the employee, then as soon as possible. The employee should provide the Office of Administration with a copy of their orders and complete details of their need for Military Leave of Absence including when leave will start, length of time Employee will be gone and, if applicable, whether they wish to continue Health Insurance coverage through COBRA.

If the Employee receives their call up notice with at least 48 hours before they must deploy, the employee must also notify their Unit Supervisor/Department Head of their need for Military Leave of Absence and the dates and length of service. If less than 48 hours' notice is given to the Employee, the Office of Administration will be responsible for informing the Unit Supervisor/Department Head.

Once military service is completed, the employee must report back to work with in the timelines established by the law, as outlined above. Failure to do so will result in loss of re-employment rights.

Employees who wish to request USERRA time off must contact the Office of Administration. This policy generally describes rights and benefits. However, the terms of the applicable state or federal law shall govern in all instances.

LEAVES – BEREAVEMENT

POLICY: To allow paid leave for purposes of making funeral arrangements and/or attendance at a funeral.

Eligibility: All regular, full-time and part-time, employees working at least an annual average of twenty (20) hours per week are eligible for bereavement leave. Casual position employees are not eligible.

Procedure: In the event of the death of a member of an employee's immediate family, the employee shall be granted a leave of absence with pay up to three (3) work days (based on current work schedule) for attending, preparing for, and immediate return from the funeral. Immediate family shall be defined as spouse, child, brother, sister and parent of the employee or employee's spouse.

In the event of a death of one of the following members of the family, the employee will be granted one (1) day (based on current work schedule) leave of absence with pay for attending, preparing for, and immediate return from the funeral: sister-in-law, brother-in-law, grandparent, grandparent-in-law, grandchild or any other relative living in the same household.

Note: Sister-in-law and brother-in-law shall be defined as the spouse of a sibling of the

employee or employee's spouse.

The Employer recognizes that "immediate family" may not recognize people whom we care deeply about. In these instances, other forms of paid or unpaid leave may be available for use. Please see your supervisor to discuss any requests.

LEAVES – JURY DUTY

POLICY: Employees who receive a summons to serve on jury duty will be granted jury duty leave and shall be paid the difference between their regular rate of pay and the pay received for jury duty as specified below.

Eligibility: All regular, full-time and part-time, employees working at least an annual average of twenty (20) hours per week are eligible to receive jury leave with pay; casual position employees are not eligible for leave with pay.

General Guidelines: Employees must give their supervisor reasonable advance notice of their intended absence for jury duty. Employees may be required to defer jury service to another time should work loads necessitate their presence at work. Employees are to indicate jury duty hours on their time cards or timesheets as necessary. The employee will receive their regular paycheck and shall submit any received payment from the Court for jury duty pay, minus any payment for mileage and expenses, to the Office of Administration. Any pay for jury duty performed on the employee's own time need not be returned to the County. If an employee is dismissed from jury duty on any given day with at least two (2) hours remaining before the end of their regularly scheduled working hours, they shall report to work for the balance of the working day.

LEAVES – EMT/FIREFIGHTERS

POLICY: Price County recognizes that many of the emergency services that operate in Price County do so through community members volunteering their time and skills. Price County wishes to support those employees who act as volunteers to the area fire departments and ambulance/EMT services.

Procedure: Price County has a responsibility to the taxpayers of Price County to ensure that County resources, whether the resources are monetary or time, are used appropriately and efficiently. Employees shall be granted unpaid time off from their work schedule for EMT/firefighter services provided:

1. Their department has an established policy for allowing employees to participate during their regular scheduled work day. The Department Head has final authority in determining whether that department shall allow employees time off.
2. Employees may respond to first call for firefighting and may respond to second call for ambulance/EMT.

3. Before the employee responds to a call, the employee must have their Unit Supervisor or Department Head's approval before leaving their County duties.
4. Non-exempt employees must clock out. The employee may use comp time, vacation time or flex time to cover their pay. If the time is left as unpaid, hourly employees need to make note of the unpaid hours as EMT/firefighter Call on their timesheet.

Injuries sustained while engaged as an EMT/firefighter are not compensable under the County Workers Compensation or County sick leave benefits.

LEAVES – EMERGENCY CONDITIONS

POLICY: To promptly notify employees of any emergency conditions that may require the closing of a work site, the reassignment of staff to alternative work sites or other emergency measures.

Inclement Weather: Weather conditions affecting only the ability to commute will generally not be considered a reason for closing a facility. Employees who do not report to work will generally be given a choice between use of unpaid leave or use of accrued (paid) leave to cover the absence.

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

BENEFITS – HEALTH INSURANCE & COBRA

POLICY: To provide health insurance to those employees who qualify for coverage. While this policy generally describes the benefits, the specific policy, plan and/or contract shall control the benefits offered in every instance.

Coverage: Levels of benefits provided and employee participation is determined by Price County and applicable state and federal regulations.

Eligibility: All regular, full-time and part-time, employees working at least an annual average of twenty-five (25) hours per week are eligible for Health Insurance Coverage through Price County. Casual employees are not eligible.

Eligibility for coverage begins the first of the month following thirty (30) days of employment. Coverage ends at the end of the month following the employee's last day worked. Employees

may also elect or terminate coverage during annual enrollment time or whenever they experience a “qualifying event”, as defined by HIPAA, provided notice is given to the Office of Administration within thirty (30) days of that event. Please contact the Office of Administration if you have a question as to what constitutes a “qualifying event”.

Employee Contribution: For participants in the State Plan, effective January 1, 2012 employers are prohibited from paying more than 88 percent of the average premium cost of plans offered in any tier with the lowest premium cost (employee pays at least twelve (12) percent of premium cost). For participants in plans other than the State Plan, employee contributions are established by the employer.

Public Safety Employees: Public Safety employees who are in a union should refer to their union contract for questions on eligibility and contribution rates.

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

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

For additional details regarding coverage and premium contributions, contact the Office of Administration. While this policy generally outlines COBRA rights and obligations, the terms of state and federal law shall apply in the event of a conflict.

Employee Benefits Programs:

The County reserves the right to amend or terminate any of these programs or to require or increase employee premium contributions toward any benefits with or without advance notice at its discretion. This reserved right may be exercised in the absence of financial necessity.

BENEFITS – RETIREMENT

POLICY: To provide retirement contributions to eligible employees in accordance with State law.

Employee Contribution: Once eligible for coverage under Wisconsin Retirement System (WRS), coverage is mandatory and an employee may not “opt out” of WRS. Employers and General/Elected Class employees are required to pay “one-half of the actuarially required contributions.” Public Safety employees, based on date and circumstances of hire, may be required to contribute the same percentage as general class employees. Employee contributions are pre-tax for state and federal income tax purposes.

Any employee with questions regarding their required contribution rate or eligibility for the program should contact the Office of Administration.

BENEFITS – MISCELLANEOUS

Licenses: Price County will reimburse employees one-half (1/2) of the cost of required licenses for Social Workers and Public Health Nurses. Price County will reimburse employees the difference in cost between a regular driver’s license and a CDL license for those employees required to hold a CDL for their position. This does not include labor, mileage, physical, drug screen, etc. Reimbursement will be made through payroll upon submission of proof of licensure and cost on the employee’s next payroll check.

Personal Protective Equipment (PPE) and Clothing Allowance: Price County shall make available for employee use of PPE as required by the Wisconsin Department of Safety and Professional Services at no cost to the employee. In addition, Price County shall reimburse employees in identified Departments for clothing, equipment and safety equipment necessary for their position per the following schedule:

- Sheriff’s Department Management Staff \$600 per calendar year paid in lump sum in January, subject to WRS contribution and Taxes. New staff will receive a prorated lump sum payout for the number of remaining months in the year. -
- Full-Time, Regular Jail Officers \$275 per calendar year paid in lump sum in January, subject to WRS contribution and Taxes. New staff will receive a prorated lump sum payout for the number of remaining months in the year.
- Highway and Shop Staff are reimbursed up to \$500 per calendar year for clothing, steel toed work boots and prescription safety glasses.
- Forestry & Parks and Building & Grounds Staff up to \$250 per calendar year for clothing, work boots and prescription safety glasses.

Tool Allowances: Price County shall reimburse Mechanics in the Highway Department up to \$300 per calendar year for purchase of qualified tools required for their position, or tool insurance.

Procedure for Reimbursement: Employees who have purchased a reimbursable item must complete a County Expense Reimbursement Form, attach applicable original receipts and submit to their Manager for approval. Once the Manager approves the Expense Reimbursement Form, it will be submitted to the Office of Administration for processing with the next pay period after approval is received. Employees may purchase eligible items through a cooperative order done

by the county. Employee accounts will be debited directly for cooperative purchases. Items must be purchased in the calendar year for which reimbursement is being requested.

If an employee needs to return or exchange an item that they have already received reimbursement for, they are to notify their Manager of the return or exchange. The employee must reimburse the County the full credit for a return and/or the difference between the original item and the exchanged item if a credit is received. If the exchanged item costs more than the original the employee may submit a request for reimbursement for difference, up to the calendar year dollar limit.

Other Employment Related Expenses: Price County shall reimburse employees for mileage and actual costs incurred by the employee while fulfilling their position duties and doing business for Price County. Employees should refer to the Expense Reimbursement and Compensable Hours for Travel, Trainings and Meetings Policy available from their supervisor for full details on what expenses are reimbursable and the process for claiming reimbursement.

Training and Travel Opportunities: Price County may afford its employees travel and training opportunities that are deemed job related. Costs for mandatory training required for a position shall be paid for by Price County and travel and training time will be reimbursable and compensable per the Expense Reimbursement and Compensable Hours for Travel, Trainings and Meeting Policy. Non-Mandatory training may be reimbursable and compensable if prior approved by the employee's Department Head. The employee must complete the Request for Training/Travel Form for all requested travel and training activities. All travel and training, regardless if mandatory or not, must be prior approved by the employee's Department Head.

Exception: Travel activities that are a direct result of the employee fulfilling their position duties do not require completion of the Request for Training/Travel Form.

BENEFITS VOLUNTARY PROGRAMS

POLICY: Price County provides a number of voluntary programs which employees may be eligible for participation. However, these programs are not guaranteed and may be discontinued based on factors including but not limited to: cost of premiums, cost of administration, and participation levels. While this policy generally describes the benefits, the specific policy, plan and/or contract shall control the benefits offered in every instance.

Dental Program: Price County currently provides for a voluntary dental program. The employee pays 100 percent of the plan premium. All regular, full-time and part-time, employees working at least an annual average of twenty-five (25) hours per week are eligible to participate. Casual position employees are not eligible.

Eligibility for coverage begins the first of the month following thirty (30) days of employment. Coverage ends at the end of the month following the employee's last day worked. The employee may also elect or terminate coverage during annual enrollment time or whenever they experience

a “qualifying event”, as defined by HIPAA, provided notice is given to the Office of Administration within thirty (30) days of that event. Please contact the Office of Administration if you have questions as to what constitutes a “qualifying event”.

Section 125 – Flexible Spending Accounts: Price County has established a Section 125 Plan to provide employees the opportunity to have their health/dental premium contributions taken from their paycheck on a pre-tax basis. The Plan also allows eligible employees to participate in Limited Purpose Dental/Vision and Dependent Care accounts. All regular, full-time and part-time, employees working at least an annual average of twenty (20) hours per week are eligible to participate. Casual position employees are not eligible.

Eligibility for the Plan begins the first of the month following thirty (30) days of employment. The employee may also elect coverage during annual enrollment time or whenever they experience a “qualifying event”, as defined by HIPAA, provided notice is given to the Office of Administration within thirty (30) days of that event. Please contact the Office of Administration if you have questions as to what constitutes a “qualifying event”.

Other requirements and provisions of the Section 125 Plan are outlined in the Summary Plan Description, which is available from the Office of Administration.

Health Savings Account (HSA): Price County provides the opportunity for employees to save money towards their out of pocket expenses that are not covered under their High-Deductible Health Plan. All regular, full-time and part-time, employees working at least an annual average of twenty (25) hours per week are eligible to participate. Casual position employees are not eligible. Financial institution of deposit is under the discretion of Price County.

Accident Insurance: Price County provides the opportunity for employees to purchase Accident Insurance. The employee pays 100 percent of the plan premium. All regular, full-time and part-time, employees working at least an annual average of twenty (25) hours per week are eligible to participate. Casual position employees are not eligible.

Critical Illness & Cancer Insurance: Price County provides the opportunity for employees to purchase Critical Illness & Cancer Insurance. The employee pays 100 percent of the plan premium. All regular, full-time and part-time, employees working at least an annual average of twenty (25) hours per week are eligible to participate. Casual position employees are not eligible.

Disability Insurance: Price County provides the opportunity for employees to purchase Disability Insurance. The employee pays 100 percent of the plan premium. All regular, full-time and part-time, employees working at least an annual average of twenty (25) hours per week are eligible to participate. Casual position employees are not eligible.

Life Insurance: Price County provides the opportunity for employees to purchase Life Insurance. The employee pays 100 percent of the plan premium. All regular, full-time and part-time, employees working at least an annual average of twenty (25) hours per week are eligible to participate. Casual position employees are not eligible.

Deferred Compensation Plans: Price County provides additional opportunities for employees to save money towards their retirement through the Wisconsin Deferred Compensation Program*. All regular, full-time and part-time, employees working at least an annual average of twenty (20) hours per week are eligible to participate. Casual position employees are not eligible. Employees can elect to participate at any time beginning the first of the month following thirty (30) days of employment.

*This program is the only one that current and new hire employees are able to participate in starting January 1, 2012. The two other deferred comp programs Price County has sponsored will be closed to all employees except those currently in the programs.

For additional details and costs regarding these programs, contact the Office of Administration.

PUBLIC BULLETIN BOARDS

POLICY: Price County will keep employees informed about County activities and provide a bulletin board for use by employees for posting of communications.

To maintain an effective avenue for communicating with employees, the County maintains bulletin boards. Bulletin boards are located throughout our facilities in areas that employees frequently visit in order to ensure that employees have constant access to posted information.

The County's bulletin boards are used to communicate official government information on equal employment opportunity, wage and hour, health and safety, and other issues. They also are used to communicate information about the County's policies and its business announcements, such as job postings, safety rules, benefit programs, and notices announcing special County events.

Employees may not post, tape, tack, or affix in any way any form of literature, printed or written materials, photographs, or notices of any kind on the County's bulletin boards or if applicable, their glass coverings, or on the walls, in time clock areas, or anywhere else on the County property.

The County's bulletin boards may not be used by employees or outside parties for the posting of commercial notes and advertisements, announcements, sales of personal property, or any other matters, work-related or not. Employees and outside parties are also prohibited from distributing literature and soliciting other employees except as stated in the County's solicitation and distribution of literature policy.

Violation of this policy shall be grounds for disciplinary action, up to and including termination.

Prior Authorization: Authorization for employees to use the bulletin board must first be obtained from the Office of Administration. All persons who post notices, letters, and the like on bulletin boards without first obtaining authorization will be subject to disciplinary action, up to and including termination.

CELL PHONE & TELEPHONE USE

POLICY: It is the policy of Price County that telephones shall be available during working hours for effective operation of County business. Personal calls, texting, or e-mails are not allowed on County time, except in emergency situations. This includes use of a personal cell phone during working hours for voice, text or e-mail communications.

Procedure: There should be no personal phone calls, texts or e-mails during work hours except in the case of emergency or an unexpected issue that cannot wait for the employee's break time. Personal phone communications, incoming and outgoing, are allowed during the employee's lunch break and before and after work hours.

At no time should the cost of personal phone calls be an expense of the county. Employees making personal phone calls from county phones should do so using a calling card.

Cell Phone Use: The County may provide cell phones to some employees for work related use. The County prohibits employees from using cell phones for personal or business calls while they are driving. If an employee is driving and needs to use a cell phone, the employee must pull off the road and stop before talking on the phone or texting. When conducting business on a cell phone, employees must remember to keep the conversations private and quiet. Loss of any cell phone used for County business must be reported immediately to your supervisor.

Personal Use of County Cell Phone: The employee may use the County cell phone for personal use, on their own time, provided they reimburse the County the cost of their personal use. The cost shall be calculated based on base rate for number of minutes used plus any applicable roaming and tax charges.

Work Related Use of Personal Cell Phone: An employee who uses their personal cell phone for County business may request reimbursement for the actual cost of this use through the Expense Reimbursement Policy. Actual cost shall be calculated based on base rate for number of minutes used plus any applicable roaming and tax charges.

Monitoring of Phone: Employees have no expectation of privacy and use of cell phones is subject to monitoring by the County and removal of information. Upon separation of employment, all records relating to County business shall revert to the County and will be deleted from any personal device by the County.

Cell Phone Records: Use of cell phones to conduct County business is subject to all County policies relating to conduct.

COMMUNICATIONS – REQUEST FOR INFORMATION/CONFIDENTIALITY

POLICY: Communication is the joint responsibility shared by Price County and all employees. No information concerning the internal operations of Price

County and its Departments, including but not limited to the release of records of Price County, may occur except through, and with the permission of, the County Board Chair, employee's Department Head or the Office of Administration.

Procedure: If requests for information regarding Price County are received by employees, whether on or off duty, from any person, the employee is required to politely decline to provide such information and to direct that individual to the County Board Chair, employee's Department Head or the Office of Administration for a response to that inquiry.

Because of an employee's responsibilities at the County, an employee may have access to confidential information and/or records. This may include information concerning a resident's financial status, the County's business practices including purchasing and negotiating strategies, and employee records. This sensitive information cannot be disclosed to any personnel who do not have a legitimate business need to know such information or to persons outside of the County without the determination of the Office of Administration. All employees are responsible for protecting the confidentiality of this information.

The County's designated custodian of records is responsible for the disclosure of records pursuant to requests for records under the Wisconsin's Public Records Law. Unless directed by the County's designated custodian of records, employees shall not act as the County's custodian of records or disseminate information.

Price County acknowledges the right of its employees, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the County, however, the employee's expression must be balanced against the interests of Price County. In situations in which the employee is not engaged in the performance of professional duties, the employee should state clearly that his or her expression represents personal views and not necessarily those of Price County.

COMMUNICATIONS – SPEAKING ENGAGEMENTS & SURVEYS

POLICY: It is the policy of Price County to fulfill its responsibilities to the community and other organizations by allowing its employees to provide specialized and/or technical information related to the employee's position with the County through either direct speaking opportunities and/or opinion surveys.

Procedure: The Employee shall discuss the request with their immediate supervisor and receive prior approval regarding the specific information which will be presented. In the event that the employee is requested to complete an opinion survey in their official capacity with the County, a copy of the finished survey is to be given to the employee's immediate supervisor in advance of submission. When presenting or sharing information while in their official capacity, the employee must represent the official views of the County.

Failure of the employee to follow these Communication Policies may result in disciplinary action up to and including termination.

ELECTRONIC MEDIA & SOCIAL MEDIA POLICY

POLICY: It is the policy of the Price County (the employer) that information, in all its forms, written, spoken, recorded electronically, or printed, will be protected from accidental or intentional unauthorized modification, destruction, or disclosure. All electronic media must be protected from misuse, unauthorized manipulation, and destruction.

It is further the policy of the employer that employees may not use social media technology to engage in or post communications or material that would violate any Handbook policy, including, but not limited to, using technology to post communications or materials that are derogatory or offensive with respect to race, religion, gender, sexual orientation, national origin, disability, age, or any other legally protected class status.

General Guidelines - Electronic Media:

1. All employer-provided electronic media systems (defined as computer hardware, software, and related services) are the employer's property. Additionally, all messages and files composed, sent, or received on these systems are and remain the property of the employer. They are not the private property of any employee. Employees should have no expectation of privacy.
2. The use of employer provided electronic media systems is reserved solely for the conduct of County business, during work hours. However, if employees wish to use these systems during lunch breaks, they may do so but employees are specifically prohibited from using these services for any illegal, illicit, immoral, offensive purposes, or purposes contrary to County policy.
3. Because the County has limited bandwidth for internet access, at no time should the employee's personal use of the media systems cause a slow down or disruption of the County resources. Therefore, employees are prohibited from streaming media, downloading music and/or videos or playing internet games.
4. The electronic media systems may not be used:
 - a. to solicit or proselytize for commercial ventures, religious or political causes, outside organizations or other non-job-related solicitations;
 - b. to create or send any offensive, derogatory, threatening, disruptive or demeaning messages or documents relating to any individual or group;
 - c. to send (upload), receive (download) or save copyrighted materials, trade secrets, proprietary financial information or similar materials without prior authorization;

- d. for obscene, sexually oriented, or pornographic materials including;
 - Offensive, off color, or lewd comments or jokes,
 - Comments about body parts or references to the sex life of an individual,
 - Pornographic, sexually suggestive, or otherwise offensive or inappropriate web sites or images,
 - Leaving pornographic, sexually suggestive, or otherwise offensive or inappropriate web sites or images on the computer for the next user.

Note: any child pornography is a violation of law and will be reported to the appropriate authorities.
 - e. Sending chain letters;
 - f. Responding to and participating in internet discussion groups, internet comment pages, and the like from County computers that do not support County business objectives;
 - g. Conducting job searches outside the County;
 - h. Accessing or using data available in one's current position for a purpose outside the scope of one's position or manipulation of data for personal reasons;
 - i. Use of copyrighted materials, including articles, software, etc., in violation of copyright laws;
 - j. False, damaging, defamatory or misleading information;
 - k. Operating a business or conducting any activity for personal gain or in support of volunteer activities;
 - l. Conducting or participating in solicitations or promotions related to commercial ventures, religious or political causes, or solicitations or promotions other than those specifically approved by the County Administrator;
 - m. Theft, accessing, copying or saving electronic files without permission;
 - n. Downloading, saving or sharing music, videos, pictures, etc. which do not support business objectives;
 - o. Communicating on another's or the County's behalf without consent;
 - p. Unauthorized disclosure or access to data or data restricted by government laws and regulations;
 - q. Engaging in communications for any purpose that is illegal or contrary to the County's policy or interests;
 - r. Using County computers to gain unauthorized access to data or electronic systems or using another person's computer or electronic media whether internal or external to the County to gain unauthorized access to County data or electronic systems;
 - s. Use of another person's password;
 - t. Flooding County system(s) with numerous or large messages;
 - u. Use which incurs any unauthorized expense to the County;
 - v. Bomb threats.
5. The confidentiality of any message cannot be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to management or they are invalid and cannot be used.

6. Employees may not modify, delete, or destroy any Employer document created by any electronic media unless specifically authorized to do so.
7. **The employer reserves and intends to exercise the right to review, audit, intercept, access and/or disclose all internet activity and any messages or documents created, received and/or sent over the employer's electronic media systems for any purpose. Employees in violation of this policy may have their media use privileges suspended and/or revoked and may be subject to disciplinary action up to and including termination.**

System Network Access and User IDs:

New and transferred employees will be issued a User ID with network and system access and security appropriate to their duties as established by the System Access Request Procedure.

Limited Personal Use:

Computers and other electronic media and services are provided by County for employees' business use. Limited, occasional, or incidental use of electronic media (sending or receiving) for nonbusiness purposes and which does not interfere with the employee's job responsibilities and which is otherwise consistent with County policies is permitted. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

Information Security:

Security Incident Reporting

Any observed or suspected breach of County information security, the information security policy or this policy should be reported immediately to one's manager. This includes but is not limited to unauthorized access, misuse of resources, lost or stolen computer equipment, or other electronic resource or media.

Disposal of Equipment

All County owned computer equipment should be disposed of through the Information Technology department. Contact the IT Department for guidance.

Clear Desk Clear Screen

In order to protect information that has been entrusted to the County by employees and the community, the County promotes a clear desk and clear screen approach. Unattended computers must be locked or logged out and any print materials or electronic media containing operational or confidential information which is not currently being used must be securely locked away.

System Credentials

System credentials control access to valuable information and should be protected accordingly. System passwords should not be divulged to others, written down in an accessible place, or stored electronically in an unencrypted file.

Hardware and/or Software for Home Use:

In order to support employment duties, County owned computers and/or software or other electronic media may be provided to staff members for home use. This policy applies to computers and software and other electronic media that are supplied to staff on either a permanent or temporary basis and are either owned or leased by the County and County software which is installed on the employee's computer at home.

Computers and/or software will be provided to a staff member for home use when it is recommended by the unit executive team member of the employee's unit and pursuant to such procedure as may be established by the County from time to time. This excludes software which has been publicized as generally available to employees.

Other Violations of Electronic Privacy:

Access to electronic files, network communications, and related data is protected by various state and federal statutes. Unauthorized access to an employee's electronic data or transmissions is prohibited and may also subject the perpetrator to civil or criminal penalties. Examples of specifically prohibited behaviors include:

- Unauthorized access to, interception, monitoring or diversion of electronic transmissions of another employee or third party.
- Accessing clearly operational or confidential files unless specifically authorized to do so.
- Accessing confidential information about a person (e.g. personnel records, personal e-mail) without their consent or other authorization.
- Downloading or installing unauthorized software that does not support County business objectives
- Disabling County anti-virus, anti-spam or other filters.
- Breaching, testing, or monitoring computer or other electronic media security measures.

Data Storage

All public, operational, and confidential electronic data generated for County use must be stored on approved network locations or systems and are able to be decrypted by authorized Information Technology staff. Data should not be stored on a person's local computer (C: Drive). Only County authorized encryption technologies, as configured by the Information Technology department, can be used to encrypt data stored on County owned equipment, data owned by the County, or data entrusted to the County by a third-party.

Interference with Computer or Electronic Media Use or Operations:

Efforts to interfere with the use or operation of computing or networking resources are prohibited. These include but are not limited to:

- Unauthorized use of these resources.
- Distribution of computer malware, forwarding email chain letters, etc.

- Actions that result in the denial of service to other users by triggering system security features, or intentionally misconfiguring equipment to render it unusable.
- Creating or forwarding forged or counterfeited e-mail messages.
- Utilizing computers or electronic media in such a manner as to adversely affect the operations or efficiency of the system.

An employee must cooperate with systems administrators if advised of potential security problems associated with his or her account or system.

Statements Made Using Electronic Media:

Employees should remember that any messages or information sent on the County-provided media/facilities to one or more individuals via an electronic network - for example, e-mail messages, internet mailing lists, bulletin boards, and on-line services - are statements identifiable and attributable to the County.

Employees shall not utilize any personal tag lines or greetings on electronic transmissions other than those sanctioned by the County for County business purposes.

The County recognizes that participation in some forums might be important to the performance of an employee's job. There is still a connection with the County and all messages and information shared in these forums should promote the interests of the County. Communications must not reveal confidential information and must not otherwise violate this or other County policies.

Recognition of Copyrights:

The County employees must follow copyright laws. Copying proprietary software is theft and will not be tolerated. Illegally copied software subjects the County to risk of litigation and denies software authors the compensation they deserve.

Similarly, if an employee uses or make materials available for others to retrieve or use copyright law must be followed. In general, every document, image, or sound is covered by copyright upon creation and may only be used or redistributed with the permission of the copyright holder.

Personal Responsibility for Use of Computers and Other Electronic Media:

County values the constitutionally protected right to free speech. However, with these freedoms comes responsibility for what is said and written. If an employee defames someone online or invades a person's privacy, the employee may be held legally liable. All electronic communications must be conducted responsibly and in a way that favorably reflects on the County.

Disciplinary Action:

Exceptions to this policy must have prior authorization from the County Administrator or his or her designee. Any violations of this policy may result in disciplinary action up to and including termination of employment.

General Guidelines - Social Media: Only on your own time. Unless you have received advance permission from your supervisor or unless such activity is directly related to the performance of your job, you may not engage in social media activity on work time. If you post on social media as a county employee:

1. Identify yourself. Make clear that you are expressing your personal views alone, not those of your employer.

Example: The posts on this site, including but not limited to images, links, and comments left by readers, do not necessarily represent the County's views or positions.

2. Be respectful and nice. Do not post communications or material that is disparaging, obscene, profane, vulgar, bullying, threatening, or inappropriately inflammatory. (Refer to Electronic Media Policy.)
4. Use good judgment. Because what you say online is accessible to the public, use good judgment in your communications.
5. Obey the law. Do not post any material that violates the law, such as material that is obscene, profane, defamatory, threatening, harassing, or that violates the privacy rights of someone else. The posting of such material may subject you to criminal and civil liability.
6. Don't expect privacy. Because your social media communications are publicly available, you should not expect that your communications are private in any way. Once you post something online, it is completely out of your control and generally available to anyone in the world.
7. Ask for guidance. If you have any questions about what is appropriate to include in social media communications, ask your manager.
8. Comply with harassment and other policies. Employees may not use social media technology to engage in or post communications or material that would violate any other Handbook policy, including, but not limited to, the Workplace Safety, Discrimination, Harassment and Retaliation policy.
9. Keep secrets. You must not disclose confidential information. County records may not be released except as approved by the public records custodian.

Duty to Report: All employees have a duty to report to Department Management or the Office of Administration any discovered or suspected unauthorized or improper usage of electronic media or social media with impact on the workplace.

Policy Violations: Employees who violate this policy may be subject to discipline, up to and including immediate termination of employment.

POLITICAL ACTIVITIES

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

Definition of “Employer Resources”: Employees may not use employer resources for political activities. Employer resources include office supplies, electronic or digital telecommunications equipment including e-mail, facsimile and photocopying machines, and bulletin boards, mailing labels or public spaces. (Use of bulletin boards requires authorization of the Office of Administration and is off-limits to public use.)

Definition of “Political” Activities: Partisan “political” activities must be conducted independent of your role as an employee. “Political” as used in this policy shall refer to those activities or materials to advance a candidate for partisan or nonpartisan elected or appointed office, to advance any partisan position, or for any ballot initiative. The following guidelines are not exhaustive, but are intended to help in differentiating between those activities that may be viewed as harmful to workplace functioning and those activities that generally fall outside the “political” activities subject to employer restrictions and intervention. Employees are expected to avoid the following political activities:

1. Using working hours or employer resources to solicit money or signatures or to make political contributions;
2. Using non-work hours to solicit contributions, signatures or services from other employees who are on work time;
3. Posting political materials in areas open to the public (generally, individual work stations that are not available to the public are exempted from this restriction);
4. Using the employer’s mailing address as the return address for political solicitations;
5. Providing employer mailing lists to any individual or organization for political solicitations if this information is not generally available to the public. (Note: the use and distribution of employer mailing lists to outside parties always requires prior

authorization including an assessment of whether fees should be charged to cover production costs).

Activities on County Property: Educational events may be held on County property consistent with the Facility use policy and the procedures set forth in this policy.

1. Only members of the County community (the County or its employees) may sponsor an educational event or engage in approved activity as otherwise specifically provided in this policy.
2. All events are subject to advance notice to and approval by the County Board as to the time, place and manner in which the event will occur.
3. Except as specifically provided in this policy, the events or activities are solely for voter education.
4. A statement shall be made at the beginning of each event and on all written materials indicating that the County does not endorse or oppose any of the candidates or any ballot initiatives.
5. County tours and educational forums conducted exclusively for seated legislators are permitted but not during the period after candidates have been certified for the office held by the legislator seeking re-election and before the final election.
6. Educational candidate forums or candidate debates for those seeking election may be held for members of the County community (employees and County elected officials only) and not the general public provided all legally qualified candidates are notified in advance and have an equal opportunity to participate.
7. Partisan political activities by employees may be allowed on County property but outside of County facilities in areas designated by the County Board provided advance approval is given, the activities do not disrupt County activities or employees, and do not block ingress or egress from the property or the facilities. Approval will not be granted for rallies, patrolling or other like activities. In general approval may be granted to employees to set up a table in a designated area provided no individuals are approached and no patrolling occurs. Signage if any, may not be larger than the top of the table must be affixed to the front of the table approved for use and must clearly list the sponsoring organization or individual.
8. No fundraising may occur on County property for any ballot initiative, candidate for office or political activity.
9. No outside person(s) or entities may sponsor or undertake any political activity on County property.
10. Except as specifically provided in this policy, no political petitions of any kind may be circulated on County property.
11. Except as specifically provided in this policy, no political signs may be posted on County property.
12. Signs to advertise educational activities under this policy must be posted on bulletin boards designated for the purpose.

Nothing in this policy shall prohibit any legislator or candidate for public office from attending any County-sponsored public function as a guest of the County or from being on the premises as a private individual to conduct business with the County.

Political advocacy in the form of clothing items, armbands and buttons that cause a disruption in operations and/or violate the rights of others including the right to be free from discrimination, harassment and intimidation in the workplace is prohibited.

SOLICITATION (Non-Political)

POLICY: In order to help maintain a work environment that protects employees from undue interference while performing their jobs, employees may not orally solicit or distribute written materials for any organization, fund, activity or cause to other employees in work areas while either employee is on working time.

Employees: Employees may solicit other employees or distribute written materials before or after the normal work day, during lunch breaks or any other time when they are not working and the person being solicited is not working. These solicitations and literature distribution efforts are not permitted in working areas. Literature may be placed in the department's break area, provided there is prior approval by their Department Head.

Non-employees: Non-employees may not solicit or distribute written materials on behalf of any organization, fund, activity or cause. Solicitations for charitable organizations are exempt as long as the organization is sponsored by an employee and prior permission has been secured from the Office of Administration. The same restrictions regarding working time and working areas apply to non-employees.

Outside Sales: Outside sales people may not enter County departments with the express purpose of selling their goods and services unless those goods and services are directly related to County business. Outside sales people may place literature/goods in County break rooms provided prior approval is granted by the department management or the Office of Administration.

Employees who are approached by outside sales people selling goods and services not related to County business must inform them of the County policy prohibiting solicitation of County employees and refrain from making purchases from these sale people during work time and while on County property.

PROFESSIONAL BEHAVIOR

POLICY: The Price County regards the following as guidelines for professional ethical behavior for Price County Employees. These areas are derived from generally accepted practices for proper employee behavior as well as the established policies and procedures for Price County. Price County Employees are expected to show professional behavior with or in front of members of the public, coworkers and elected officials while engaging in their work duties, whether at the work site or off-site while attending

meetings, conferences, etc.

Employees are expected to:

Display honesty and integrity by never misrepresenting or falsifying information and/or actions and by not engaging in other unethical behavior.

Show respect for the individual's dignity and rights by establishing rapport with the public, coworkers and elected officials, showing respect for other individuals and maintaining confidentiality of information, when appropriate.

Maintain a professional demeanor even when stressed; not verbally hostile, abusive, dismissive or inappropriately angry. Never expressing anger physically, never misusing professional position for personal gain or to promoting their own agenda and accepting professionally accepted boundaries for interpersonal interaction. Never display arrogance or insolence.

Respond to supervision by accepting and incorporating constructive feedback in a non-resistant and non-defensive manner and accepting responsibility for professional failure or errors.

Demonstrate dependability and appropriate initiative by completing tasks in a timely fashion, not needing to be reminded about work responsibilities, by being appropriately available for work responsibilities and taking on appropriate tasks and projects for their position in the organization.

Interact with other members of the team by communicating with other coworkers in a timely manner, showing sensitivity and respect for coworkers' work and organizational needs and relating and cooperating with coworkers and elected officials.

CODE OF ETHICS/CONFLICTS OF INTEREST

Each County employee retains an on-going obligation for the stewardship of the public's trust. Employees' obligations are both legal and ethical. Each employee's responsibility is to carry out his/her duties within the spirit of ethical conduct that is also consistent with provisions of the State of Wisconsin and other local, state, and federal laws.

Definition

For purposes of this policy, family is defined as any family member by blood or marriage up to and including the level of first cousin, corresponding "step" relationships or any individual with whom an employee has a close personal relationship such as domestic partner, co-habitant, significant other or any other person residing in an employee's household.

Conflicts of Interest and Outside Employment

It is considered a violation of this code of ethics for an employee to:

1. Accept outside employment during contracted time or otherwise follow a pursuit which does or could interfere or conflict with the proper discharge of his/her duties to this County.
2. Engage in outside employment or any other pursuit during the employee's normal business day within the County, that does or could conflict with the employee's normal duties, or call upon other employees to assist in carrying out of duties related to the employee's outside employment or engage in other activity in violation of this policy.
3. Use or dispense of the County's facilities, equipment, supplies, or reputation for his/her private gain or that of any family member or business associate.
4. Use his/her position to secure access to positions or business with the County for him/herself or member of the family or business associates that have not followed the open selection process or open bidding process.
5. Use his/her position of influence to exert inappropriate authority relative to subordinate staff to coerce participation or service in a personal capacity or for personal gain or that of any family member or business associate
6. Fail to maintain confidentiality of privileged information or use confidential information in any way for personal reasons or gain or that of any family member or business associate.
7. Enter into a lease of real property with the County for any business in which the employee owns or controls, directly or indirectly, at least 10 percent interest, except that the County Board, upon request, may waive this rule where it is in the best interests of the County.

Acceptance of Gifts, Favors, or Honoraria

1. It is a violation of the Code of Ethics for an employee to accept for his/her private gain or advantage or that of his/her family or any organization with which he or she is associated, anything of value which is not of nominal, insignificant or trivial value, or money from a business or entity for the performance of an act required as part of his/her official duties.

“Anything of value” is defined as any money or property, favor, gift, service, payment, advance, forbearance, loan, or promise of future employment, including, without restriction by enumeration, tickets, passes, lodging, travel, recreational expenses, and admission offered and provided by persons doing business, or interested in doing business, with the county.

“Anything of Value” DOES NOT INCLUDE compensation and expenses paid by the County, political contributions which are reported under Chapter 11, Wis. Stats; occasional meals and beverages, unsolicited advertising or promotional material such as pens, pencils, note pads, calendars, and other items of nominal value; or hospitality of

nominal value or extended for a purpose unrelated to County business; or business related seminars, trade shows or other training related activities. This also does not include acceptance of loans from banks or other financial institutions on customary terms of finance for personal use, such as home mortgage loans and acceptance of an award for meritorious public or personal contributions or achievements.

2. No employee who is assigned or acts as a representative of the County in the presentation of papers, instruction, talks, demonstrations, expert testimony or makes an appearance shall obtain fees, honoraria or reimbursement for personal gain. Any fees, honoraria or reimbursement shall be paid to the County provided the County is reimbursing the individual for his/her expenses either directly or through some other source.
3. Fees and honoraria paid for papers, instruction, talks, demonstrations, expert testimony or appearance made by employees on their own time and not directly part of their official duties, may not be a violation of this rule. Employees should notify the County Administrator or his/her designee and receive advance approval prior to accepting fees and honoraria for papers, instruction, talks, demonstration, expert testimony, or appearance if it appears that a potential for a conflict of interest exists.

Use of Confidential Information

1. No employee shall use confidential information gained in the course of or by reason of his/her public position or official duties for personal reasons or private gain or that of his/her family or any organization with which he or she is associated, either financial or non-financial.
2. No employee may exploit his/her position with the County or confidential information for the benefit of family members or friends in seeking employment with the County or other remuneration.

CORRECTIVE ACTION/DISCIPLINE

POLICY: Corrective and/or disciplinary action against employees may be taken for violations of standards of conduct, violations of policies and procedures, or for unsatisfactory work performance. Final corrective and/or disciplinary action will only be taken after a full investigation and after giving the employee an opportunity to respond to any and all allegations.

Level of Corrective Action/Discipline: The level of corrective action/discipline imposed will take into consideration the seriousness of the infraction as well as the employee's performance record. When appropriate, discipline should be corrective in nature. At the employer's sole discretion, various types of employee corrective action/discipline may be imposed which include, but are not limited to, the following: verbal corrective action, written corrective action, suspension and termination. None of the lesser corrective measures are required to be used

before suspension and/or discharge from employment occurs nor are the listed corrective action/disciplinary measures required to be used in any specific order.

EMPLOYEE CONDUCT

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

1. Falsification or fraud in securing employment
2. Incompetency
3. Inefficiency
4. Unauthorized absences
5. Repeated absence or tardiness or improper use of leave
6. Neglect of duty including loitering, loafing or sleeping during work hours
7. Insubordination or willful misconduct
8. Dishonesty
9. Use of County Vendor Accounts or Tax ID Numbers for personal purchases.
10. Falsifying department time records and/or official timesheets. Official timesheets are those turned into the Office of Administration and used to make payment of earnings to the employee
11. Conviction of a felony or misdemeanor, the circumstances of which are substantially related to the duties performed
12. Negligence or willful damage to property
13. Discourteous treatment of the public or fellow employees
14. Failure to obtain and maintain a current license or certification as required by law or employer
15. Failure to maintain effective working relationships with other employees or the public
16. Workplace violence
17. Violation of any order, directive, policy, work rule or any provision of this Handbook
18. Failure to fully cooperate in any ongoing investigation
19. Encouraging or inducing any other employee to violate County policy
20. Failure to maintain confidentiality of confidential County information or records
21. Engaging in any unauthorized use of the County's equipment or supplies, particularly for personal purposes
22. Unauthorized firearms on County premises or while on County business, excluding personal vehicles
23. Violation of safety or security regulations

The offenses listed above are not intended to be all-inclusive, and corrective action, suspension and/or termination may occur for any other reason depending upon the seriousness of the offense and the particular circumstances involved.

Employee Recourse

For verbal and written corrective action, if an employee believes that they have been treated unfairly or that the level of corrective action/discipline is greater than the infraction warrants, they may write a rebuttal and ask that it be placed in their personnel file along with the corrective action.

For actions of suspension or termination of employment, employees should refer to **the Price County Grievance Procedure**. Public Safety employees should refer to their specific union contract language.

Personal Appearance:

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the County presents to residents and visitors. During work hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees generally will not be compensated for the time away from work.

Consult your supervisor or the Office of Administration if you have questions as to what constitutes appropriate attire. Failure to adhere to this policy can result in discipline, up to and including termination.

Workplace Searches:

To safeguard the property of our employees, our customers, and the County, and to help prevent the possession, sale, and use of illegal drugs on the County's premises, in keeping with the spirit and intent of the County's Drug And Alcohol Prohibitions Policy, the County reserves the right to search any employee's office, desk, files, locker, vehicles, or any other area or article on our premises. In this connection, it should be noted that all offices, desks, files, lockers, and so forth, are the property of the County, and are issued for the use of employees only during their employment with the County. The County also reserves the right to question employees and all other persons entering and leaving County premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from the County's property. Inspections may be conducted at any time at the discretion of the County.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspections as well as employees who after the inspection and investigation are found to be in possession of stolen property or illegal drugs, may be subject to disciplinary action up to and including termination.

Workplace Investigations:

From time to time, it may be necessary for the County to conduct an internal investigation. Each employee must cooperate fully and be completely honest if asked to participate in such an

investigation. Failure to do so will result in discipline up to and including termination.

GRIEVANCE PROCEDURE

POLICY: To provide a timely and orderly review of decisions concerning:
a) employee discipline b) employee termination and c) workplace safety.

Purpose and Applicability

Price County has established this Grievance Procedure for an employee to utilize for matters concerning discipline, termination, or work place safety as defined by this policy. This policy and procedure provides an employee with the individual opportunity to address concerns regarding discipline, termination or workplace safety matters as defined in this policy, to have those matters reviewed by an IHO, and to make a final appeal to the Price County Board.

An employee shall use the Grievance Procedure for resolving disputes regarding employee discipline, employee termination or workplace safety issues covered by this Procedure. Price County expects an employee and management to exercise reasonable efforts to resolve any questions, problems or misunderstandings prior to utilizing the Grievance Procedure. Any employee subject to a contractual grievance procedure or to statutory dispute resolution procedures are not covered by this Grievance Policy and are subject to the provisions of those procedures.

Price County reserves all rights and this procedure does not create a contract of employment. Employees of Price County are employed at-will and may resign with or without reason. The Employer may terminate the employment relationship at any time with or without reason and without violation of applicable law.

Definitions:

“Employee” for Purposes of Discipline and Termination Grievances: For the purposes of the Procedure for Grievances Concerning Employees Discipline and Employee Termination, ‘Employee’ includes all regular, full-time and part-time, employees of Price County. The term ‘Employee’ excludes elected officials; individuals hired on a limited term, temporary, casual or seasonal basis; independent contractors; and regular employees within their first six (6) months of employment.

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

Employee Discipline: Employment action by the employer against the employee that results in disciplinary suspension, with or without pay, disciplinary termination or disciplinary demotion. ‘Employee Discipline’ does not include: oral reprimands or warnings, written reprimands or

warnings, performance improvement plans, performance evaluations or reviews, documentation of employee acts or omissions, administrative leave or suspension, with or without pay, non-disciplinary wage, benefit or salary adjustments, changes in assignments or other non-material employment actions.

Terminations: Action taken by the employer against the employee to sever the employment relationship for disciplinary or quality of performance reasons. “Termination” does not include: layoff, furlough or reduction in workforce; job transfer, non-disciplinary demotion, reduction or position elimination; nonrenewal of contract, completion of temporary or seasonal employment or assignment; action taken by the employee to sever the employment relationship including resignation, job abandonment, retirement, death or separation as a result of disability, loss of required licensure or certification, reorganization, or hiring or selection decisions.

Work Place Safety: Conditions of employment related to the physical health and safety of employees, as long as such conditions are not enforceable under state or federal law, and includes safety of the employees’ physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, and accident risk. “Workplace Safety” does not include basic conditions of employment unrelated to physical health and safety matters including, but not limited to, hours, overtime, sick, family or medical leave, work schedules, breaks, terminations, vacations, performance reviews, ~~and~~ compensation. This procedure excludes any appeal of a determination by a state or federal agency or regulatory body relating to workplace safety.

This policy applies when a County employee believes he or she has been subjected to discipline or subject to unsafe working conditions as defined, provided that there is at least a substantial portion of the alleged wrongful behavior that either occurred on County-controlled leased or owned property or otherwise had a significant connection to the employment of the individual and the activities of the County.

Governing Body: The Price County Board is considered the governing body for the purposes of this policy.

Days: A day shall be defined as a business working day; this excludes weekends and holidays.

General Provisions

Role and Appointment of “Impartial Hearing Officer” (IHO): For purposes of this policy, the role of the IHO will be to define the issues, identify areas of agreement between the parties and identify the issues of dispute, and to hear the parties’ respective arguments.

The IHO will have the authority to administer oaths, issue subpoenas at the request of either party, and decide if a transcript is necessary. The IHO shall apply relaxed standards for the administration of evidence and may allow or request oral or written arguments and replies.

The Chairperson of the Board shall choose the IHO from a list of qualified professionals generated and kept current by the Office of Administration. This list shall have two categories:

one for disciplinary and termination grievances and one for workplace safety grievances. The County Administrator shall then provide the name of IHO to the Grievant and Management.

Record of Proceedings: The IHO shall conduct the proceedings and make a record of the hearing. The IHO shall have the authority to determine the appropriate method of producing the record of the hearing (i.e.: transcription, audio recording, personal notes, etc.) Following the issuance of the decision, the record shall be provided to the County Administrator for preservation.

Burden of Proof and Production: The Grievant shall bear the burden of production and burden of proof. The rules of evidence shall not be strictly followed, but no factual conclusions may be based solely on hearsay evidence. Not less than seven (7) calendar days prior to the hearing, the Grievant and Management shall exchange lists of witnesses and documentary evidence that they intend to introduce at the proceedings.

Costs: Each party shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees, in investigating, preparing, presenting or defending a grievance. The fees of the IHO shall be split equally between the parties.

Time Limits: The term “days” as used in this policy means calendar days, excluding holidays as defined by the Price County Policy and Procedures Handbook. The employer and grievant may mutually agree to extend time limits, in writing. If the last day on which a grievance is to be filed or decision is to be appealed is a Saturday, Sunday or holiday as defined by the Price County Policy and Procedures Handbook, the time limit is the next day which is not a Saturday, Sunday or holiday.

The failure of the Grievant to follow the timelines and other requirements in this policy shall terminate the Grievance Procedure for the Grievance. The IHO shall have the authority to determine the Grievant met the required time limits for submission of the Grievance. The decision of the IHO may be appealed by either party to the Governing Body. Timelines may be extended by the County for good cause or by mutual agreement

Scheduling: Grievance meetings and hearings will typically be held during the Grievant’s off-duty hours. Time spent in Grievance meetings and hearings will not be considered as compensable work time for the Grievant regardless of the time of day the hearing is scheduled. Witnesses who are called to testify shall be compensated at their regular rate of pay if the hearing is held during their regular work hours.

Individual Claim: Any Grievance filed regarding workplace safety must be related to issues personal to the Grievant filing the Grievance and may not relate to, without limitation by enumeration, safety of property or third parties. A Grievance filed regarding workplace safety must be filed by the Grievant claiming he or she has been personally affected by the alleged workplace safety violation.

Representation: The Grievant shall have the right to representation during the Grievance Procedure at the Grievant's expense. The representative shall not be a material witness to the dispute.

Procedure for Grievances Concerning Employee Discipline and Employee Termination:

Step 1: Written Grievance Submission: The employee must file a written Grievance requesting a hearing before an IHO within seven (7) days of the employee discipline or employee termination. The Grievance must be in writing and must be filed with the County Administrator with a copy to the employee's Department Head. The Grievance shall contain a clear and concise statement of the pertinent facts, the dates the incidents occurred, the identities of the persons involved, documentation related to the Grievance in possession of the Grievant and all reasons why the disciplinary or termination action should be overturned and/or the remedy that should be issued.

Step 2: Complaint Procedure:

1. Upon receipt of the complaint, the County Administrator shall determine whether this policy applies. The following are reasons why the policy may not apply:
 - a. The complaint does not involve discipline, termination or safety as defined in this policy, even if the complainant's allegations or issues are true.
 - b. The alleged conduct did not occur on County owned, leased or controlled property or did not otherwise have a significant connection to the employment of the individual complainant and activities of the County.
 - c. The complainant is not a County employee as defined in this policy.
 - d. The complainant was not the party harmed by the activity or action set forth in the complaint.
 - e. The complaint is not timely.

This list is not exclusive. If the determination is made that the policy does not apply, the complainant may appeal the decision to the IHO within five (5) days of receipt of the decision.

2. If the County Administrator determines that this policy applies, he or she shall conduct an investigation of the complaint in any manner he or she thinks is appropriate. If the complainant has not had an informal conversation with his or her supervisor to resolve the situation, the County Administrator may request that this action be taken prior to any investigation.
3. Not later than fifteen (15) days after receipt of the written complaint, the Office of Administration shall provide the County Administrator and the complainant with a written summary of his or her findings.
4. If the County Administrator finds that there was no violation, he or she will dismiss the complaint.

5. At any point in the investigation, the County Administrator may attempt to conciliate the informal complaint through contact with all parties involved. Any agreement reached shall be in writing and signed by all parties involved. This agreement shall be final and binding on the parties.

Step 3: Appeal to the IHO:

If not settled at Step 1, the complainant may appeal the decision to an IHO designated by the County. The complainant must provide written notice to the County Administrator within five (5) days of the decision in Step 1.

The County Administrator shall notify the County Board Chair of the Grievance and the need to pick an IHO. The Hearing shall be scheduled within thirty (30) days of receipt of the written Grievance by the County Administrator. The IHO shall file a written determination within fourteen (14) days of the date of the close of the hearing, unless the IHO requests written arguments and reply briefs. If written arguments and reply briefs are requested the parties shall mutually agree to timelines for when written arguments and reply briefs are due. The IHO shall then file a written determination within fourteen (14) days of the deadline for final briefs.

Written Decision: After receiving the evidence, closing the hearing, and reviewing any requested briefs the IHO shall issue a written determination. The determination shall contain the findings of fact, analysis and a recommendation. The IHO must answer the following question: Based on the preponderance of the evidence presented, has the Grievant proven the decision of Price County was arbitrary and capricious.

Restrictions: Neither the complainant nor the County shall arbitrarily delay action of the complaint procedure.

It is not intended that the outcome of a complaint be determined by a non-substantial procedural violation.

All procedures and hearings shall be in closed session unless the matter is related to discipline and the complainant specifically requests that any hearing before the Board be held in open session.

All participants in all proceedings under this policy will observe confidentiality to the extent reasonably possible. However, in the event of a breach of confidentiality, the County Administrator will take appropriate action.

The County may also use any information obtained in the proceedings to defend itself against any claims, complaints or allegations brought against it or as may be required by law.

The County shall not be restricted in its right to designate the person to handle complaint proceedings at any step in lieu of the individual designated in this policy.

No Retaliation: No person shall be subjected to any form of retaliation for having used or assisted others in the use of the complaint process.

Powers of the IHO: The IHO shall have the power to sustain or deny the Grievance. If the Grievance is sustained, the IHO shall have no power to issue any remedy, but may recommend a remedy. The Administration Committee shall review the recommendation of the IHO and determine the appropriate remedial action. If the Grievant disagrees with the Administration Committee's determination of remedial action, the Grievant may appeal the decision to the Board. The Grievant shall follow the process for Appeal for Review by Governing Body outlined in this policy.

Step 4: Appeal for Review by Governing Body - Final Decision: The non-prevailing party may file a written request for review of the IHO's determination by the Board. The written request for appeal shall contain a copy of the Grievance, the IHO's determination and a statement explaining the reasons why the IHO's determination should be overturned. The written request for appeal shall not include information that was not presented at the Hearing. This written request must be filed with the Chairperson of the Board with a copy to the prevailing party and the County Administrator within seven (7) days of receipt by the non-prevailing party of the IHO's written determination.

Scheduling of Review by Governing Body: The review of the appeal by the Board must take place within sixty (60) days of the receipt of the Appeal by the Chairperson of the Board. The Chairperson of the Board shall make the decision whether or not a special meeting of the Board will be held or if the review of the appeal shall take place at the next regularly scheduled Board meeting.

Review: The Price County Board shall review the IHO's Determination, the Appellant's Statement for why the determination should be overturned and the prevailing party's written response to the appeal. The Board shall give due deference to the determination and recommendation of the IHO. In the event the Board does not sustain the IHO's determination, then the Board, if necessary, shall refer the issue of the Grievance back to the Administration Committee for appropriate remedial action. If the Grievant disagrees with the Administration Committee's determination of remedial action, the Grievant may appeal the decision to the Board. The Grievant shall follow the process for Appeal for Review by Governing Body outlined in this policy.

Decision: A decision by the Board will be made at the same meeting as the appeal is reviewed unless the Board extends this timeframe. All decisions of the Board involving the appeal shall be by simple majority vote and in writing and filed with the County Clerk within seven (7) days of the date of the final decision. A copy of the final decision shall be delivered to the Grievant and County Administrator. The Board's decision is final and is not subject to appeal.

Procedure for Grievances Concerning Workplace Safety:

Step 1: Verbal Grievance and Dispute Resolution: Within 48 hours of actual or reasonable knowledge of the workplace safety issue and prior to filing a written Grievance, the Grievant must discuss the issue with their Department Head. The employee and Department Head must informally attempt to resolve the workplace safety issue. The Department Head shall notify the Office of Administration in writing of this meeting and the results generated.

Time Limit: Any workplace safety incident or issue must be reported by an employee within 48 hours after the incident or issue was raised in order to be addressed as part of the grievance procedure.

Step 2: Written Grievance Submission: The employee must file a written Grievance within seven (7) days of being notified in writing of the Department Head's decision. The Grievance must be in writing and must be filed with the Office of Administration with a copy to the employee's Department Head. The Grievance shall contain a clear and concise statement of the pertinent facts, the dates the incidents occurred, the identities of the persons involved, documentation related to the Grievance in possession of the Grievant, the steps taken to informally resolve issue and the results of those steps and shall also identify the work place rules allegedly violated, if applicable. The Grievant shall also indicate why the decisions of the Department Head should be overturned, if applicable, and the remedy that should be issued.

Work Place Safety Committee Review: The County Administrator shall forward the Grievance to the Workplace Safety Committee. The Workplace Safety Committee shall review the grievance, the informal decision by the Department Head and conduct an additional investigation, if necessary, and issue a final report on its findings and conclusions within fourteen (14) days of the receipt of the written grievance. Copies of the Workplace Safety Committee's final report shall be given to the Grievant, the Grievant's Department Head and the Office of Administration. The decision of the Workplace Safety Committee shall be final unless the Grievant files for review before an IHO.

Step 3: Request for review before an IHO: The Grievant may appeal the findings and conclusions of the Workplace Safety Committee and request a hearing before an IHO. The Request for Review shall contain a copy of the Workplace Safety Committee's decision, an explanation as to why the decision should be overturned and what remedy the Grievant believes should be issued.

Time Limit: The Grievant must file the Request for Review within seven (7) days after the receipt of the Workplace Safety Committee's final report or the grievance can no longer be addressed in the grievance procedure.

Impartial Hearing: The Hearing shall be scheduled within thirty (30) days of receipt by the Office of Administration of the Request for Review. The IHO shall file a written determination within fourteen (14) days of the date of the close of the hearing.

Written Decision: After receiving the evidence and closing the hearing the IHO shall issue a written determination. The determination shall contain the findings of fact, analysis and, if the decision of the Workplace Safety Committee is overturned, a recommendation for alternative remedial action.

Step 4: Appeal for Review by Governing Body: Either the Grievant or the Workplace Safety Committee may file a written request for review by the Board of the IHO's determination. The written request for appeal shall contain a copy of the Grievance, the IHO's determination and a statement explaining the reasons why the IHO's determination should be overturned. The written request for appeal shall not include information that was not presented at the Hearing. This written request must be filed with the Chairperson of the Board with a copy to the non-appealing party and the Office of Administration within seven (7) days of receipt by the Appeal for Review of the IHO's written determination.

Scheduling of Review by Governing Body: The review of the appeal by the Board must take place within sixty (60) days of the receipt of the Appeal by the Chairperson of the Board. The Chairperson of the Board shall make the decision whether or not a special meeting of the Board will be held or if the review of the appeal shall take place at the next regularly scheduled Board meeting.

Review: The Price County Board shall review the IHO's Determination, the Appellant's Statement for why the determination should be overturned and the non-appealing party's written response to the Request for Review. The role of the Board is to review the determination of the IHO and any recommended remedial action and answer the following questions:

1. Was the determination in error?
2. Was the recommended remedial action the most appropriate solution?
3. Is the recommended remedial action cost prohibitive?

The Board may refer the recommended remedial action to the Executive Committee for review of cost and funding options. After finishing the review the Board will uphold, modify or reverse the decision of the IHO.

Decision: A decision by the Board will be made at the same meeting as the appeal is reviewed unless the Board extends this timeframe. All decisions of the Board involving the appeal shall be by simple majority vote and in writing and filed with the County Clerk within seven (7) days of the date of the final decision. A copy of the final decision shall be delivered to the Grievant, Office of Administration and

Workplace Safety Committee. The Board's decision is final and is not subject to appeal.

Limitations of the Scope of the Grievance Procedure

The scope of a Grievance that is subject to the jurisdiction of a governmental body or specific procedure by other Wisconsin Statutes shall be governed by those statutes and not the Grievance Procedure.

The scope of a Grievance that is subject to a grievance procedure in a collective bargaining agreement may not be brought forth under this policy.

The scope of a Grievance that is subject to other Policy or Ordinance for formal or informal investigation or dispute resolution procedures may not be brought forth under this policy.

JOB TRANSFERS & PROMOTIONS

POLICY: To permit temporary and permanent job transfers and promotions based on operational needs and based on the employee's relative ability, experience and other qualifications as determined by Price County (the Employer).

Temporary Assignments: Temporary assignments will normally not exceed six (6) months and employees will normally receive their regular rate of pay for the time spent in temporary assignment.

JOB VACANCIES & POSTING

POLICY: To provide notification of job openings and opportunity for employees to apply for open positions.

Procedure: Price County retains the right to determine whether and when to recruit outside applicants. When it has been determined that a vacancy or new position shall be filled, the Office of Administration shall post a notice of such vacancy or new position for the period of time deemed necessary to recruit for the position. The posting shall include a brief position description, the required qualifications for education and experience and the application deadline. Any employee wishing to apply for the position must complete a Price County Employment Application and submit it along with a resume to the Office of Administration.

LAYOFF & RECALL

POLICY: Price County (the Employer) retains the right to lay off employees, in whole or in part, and to retain those employees who are most qualified to perform the available work, regardless of their previous length of employment.

Procedure: The needs of the Employer shall be the prime consideration used in the Employer's determination of which employees shall be laid off and whether permanent separation is appropriate. The rehiring of former employees that have been laid off shall be determined by the Employer based on its need for the most qualified person to perform the available work.

NEPOTISM – UNACCEPTABLE EMPLOYMENT RELATIONSHIPS

POLICY: It is the policy of Price County to hire the best-qualified individuals available for all positions. However, it is necessary that judgment be used in the hiring and/or employment placing of employees who are closely related. Related parties are often viewed as granting preferences or special benefits to each other and it may be awkward to exercise administrative direction or discipline in closely related employee situations. Whenever possible, these situations should be avoided.

Consensual Relationships Between Employees:

Consensual relationships of a romantic or sexual nature between a supervising employee and a subordinate employee have the potential for being exploitive in nature because of the power differential between the two individuals, may adversely affect the working environment, and may present a real or perceived conflict of interest for the individuals involved.

1. An employee who is involved in a romantic or sexual relationship with another employee should not work for or supervise that employee, or serve in any situation where one employee would be responsible for auditing, controlling or providing oversight of the work of the other employee, where any potential for fraud or conflict of interest exists or where safety or security considerations exist. Employees shall not participate either formally or informally in any employment decision or actions relating to any individual with whom a romantic or sexual relationship exists.
2. When such a situation exists or arises, it is the responsibility of the individuals involved to disclose the nature of the relationship to the County Administrator. A determination about what measures are appropriate will be made on a case-by-case basis from the facts of the particular situation. Confidentiality will be respected to the extent possible or his/her designee will:
 - a. Determine to the extent possible whether the reported romantic or sexual relationship is consensual and determine whether a conflict of interest exists.
 - b. Review any employment decision made by the supervising employee relating to the subordinate employee before such decisions become final.
 - c. Explore and assist with options that may include the transfer of responsibility for supervising the subordinate employee or other alternative arrangements.
 - d. Follow up to ensure that appropriate options and/or transfer of responsibility occurs.

It is the responsibility of the employees involved to conform to the alternative arrangements, to report any issues that arise to the County Administrator or his/her designee and to follow County policies.

Employment Relationships Between Family Members:

1. An employee who is a family member of another employee should not work for, hire, or supervise that employee, or serve in any situation where one employee would be responsible for auditing, controlling or providing oversight of the work of the other employee or where any potential for fraud or conflict of interest exists. Employees shall not participate either formally or informally in any employment decision or actions relating to a family member.
2. When such a situation exists or arises, it is the responsibility of the individual concerned to disclose the nature of the relationship to their supervisor or the County Administrator or his/her designee. While relatives of currently employed workers can be considered as applicants for an open position, the hiring of a relative may not result in a direct supervisory or managerial relationship or one which would create a potential conflict of interest. This policy applies to hiring and employment decisions affecting all job classifications, including full-time and part-time employees as well as use of independent contractors.
3. All questions and issues relating to an employment-of-relatives situation or concern should be addressed to the County Administrator or his/her designee. Employees who become subject to this policy's provisions due to marriage or commencement of a close personal relationship must inform their supervisor or County Administrator or his/her designee as soon as practical. The County Administrator or his/her designee will determine on a case-by-case basis what, if any action should be taken.
4. It is the responsibility of the employees involved to conform to the alternative arrangements, to report any issues that arise to the County Administrator or his/her designee and to follow County policies.

OUTSIDE EMPLOYMENT

POLICY: Price County may allow its employees to hold outside employment. Employees must obtain approval from their Department Head prior to assuming any outside employment.

Procedure: Any outside employment shall not:

1. Interfere with the employee's availability for or performance of work.
2. Affect the health, safety, or welfare of the employee or the public.
3. Be in violation of any state, county or municipal statutes, ordinances or regulations.
4. Create conflict of interest situations contrary to the best interest of the employee and employer.
5. Use County buildings, supplies and/or equipment for outside employment activities.

If the County determines that an employee's outside work interferes with performance or the ability to meet job requirements, as they may be modified from time to time, the employee may be required to terminate the outside employment if they wish to remain employed with the County.

PARKING

POLICY: Price County provides several parking areas available for use by County employees. County employees will use designated County parking lots when reporting to work.

Procedure:

1. Employees are prohibited from parking their vehicles during regular business hours in the lot located behind the Courthouse as this lot is reserved for disabled parking, Sheriff's Department vehicles and the general public, with the exception of the parking spots located next to the sidewalk along Avon Avenue. Employees are required to use the north parking lot across the street from the Courthouse Building or the parking spots located next to the sidewalk facing Avon Avenue.
2. Employees are prohibited from parking their vehicles in the visitor parking spaces along the sidewalk on Eyder Avenue as these spaces are reserved for disabled parking and the general public. They are required to use the parking areas beside and behind the Normal Building.
3. Employees should ask their immediate supervisor or Department Head if unsure where to park.
4. Any Unit Supervisor or Department Head that observes an employee vehicle parked in a location which violates this policy is responsible to notify the employee's immediate supervisor. The immediate supervisor then has the responsibility to inform the employee of the policy violation, remind the employee of the parking policy and take any necessary corrective or disciplinary action as appropriate.

PERFORMANCE REVIEWS

POLICY: To provide for periodic review of work performance.

It is the expectation of Price County that all employees perform in a manner that successfully and completely satisfies the job objectives and performance standards established for their position. The County, as a matter of management practice, shall not conduct annual performance evaluations on all employees. Rather, the County will identify those employees in which performance evaluation is necessary in order for the County to ensure the provision of quality services to the public.

The lack of an annual performance evaluation is not intended nor should it create an atmosphere in which the employee does not receive feedback with regard to their performance. Rather, it should create a climate which encourages management to discuss concerns, generate ideas, and promote open communication with employees and encourages management to provide employees with immediate feedback

Monitoring of Employee Performance: The development of an employee's performance is the responsibility of Management and the employee, although the employee is solely responsible for their behavior. Performance development is designed to communicate major job objectives and performance expectations, evaluate and record the results of the employee's performance, and to recommend continued employment, other personnel actions or termination.

New Hires and Internal Promotions: All newly hired employees and current employees who have been promoted into a higher level position, whether a regular or project position, shall have performance evaluations compiled by their immediate supervisor at three (3), six (6), nine (9), and prior to twelve (12) months.

Internal Lateral Moves: Supervisors shall complete at least one (1) formal performance evaluation of the employee within sixty (60) days of the employee's transfer. An employee that is not performing at least at a satisfactory level shall not be retained in the transferred position.

Managed Performance, Regular Employees: On occasion, an employee may not be able to meet the performance standards for their position or attitude/behavioral problems may be identified by their supervisor that are creating problems within the department or among employees. When a supervisor has identified an issue of performance and/or behavior, the supervisor shall endeavor to determine the cause; for example, lack of resources, changes in priorities, lack of training, system problems, unwillingness or inability to meet performance requirements. Concurrently, the supervisor will initiate a Managed Performance Plan with the guidance of the Department Head and Office of Administration to assist the employee in attaining satisfactory performance. The employee is responsible for identifying any known impediments to satisfactory performance.

PERSONNEL FILES

POLICY: Reasonable access to personnel records will be authorized in accordance with public records laws and regulations. Any/all personal medical information will be secured in an area separate from the personnel record, with strictly controlled and limited access, in order to protect confidentiality.

Procedure: With the permission of the Office of Administration and consistent with state and/or federal statutes employees, and other authorized viewers of records, shall have the authority to review and receive a copy, but not remove or alter, personnel records. If an employee disagrees with any information in their personnel file, the employee may submit a written statement explaining their position which shall be included in the file.

Any employees or employee authorized viewer wishing to view the employee's personnel file must contact the Office of Administration to arrange an appointment to view said files.

Access to Personnel Files and Data Changes: To ensure that your personnel file is up-to-date at all times, promptly notify your supervisor or the Office of Administration of any changes in your name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, the individuals to notify in case of an emergency, or any other similar information.

Altering, removing or destroying any personnel records pertaining to any employee, former employee or applicant is prohibited unless otherwise directed by the County's record retention or other policies or practices.

SEPARATION FROM EMPLOYMENT

POLICY: This procedure will be followed by all County Departments for any employee leaving County employment, except for temporary leave, such as sickness, vacation or granted administrative personal leave. Unauthorized/unapproved absences from work for more than three (3) continuous workdays may be construed as voluntary termination from County employment.

Notice: All employees voluntarily separating from Price County employment shall submit a resignation, in writing, stating the last day they will be available for work with Price County. In most cases, the last day of work will be considered the last day of employment. However, the County reserves the right to determine the last day of employment.

In order for the employee to receive any accrued benefit payouts the written resignation must be received at least two (2) weeks in advance of the last day worked and the employee must be in good standing. It is expected that employees will give as much notice as possible in order to facilitate the orientation and implementation of new staff members.

Contact Information: All employees separating from County employment shall provide the Office of Administration with current mailing address, phone number, etc.

Return of County Property: Employees shall return all County property to their immediate supervisor on their last day of work. The Department Head/Unit Supervisor will complete and sign the Return of County Property form with the employee.

Fringe Benefit Payout: Upon the death of an employee, the County shall pay to the employee's spouse, or to the estate, if there is no surviving spouse any earnings due to the employee at the time of their death.

TOBACCO AND SMOKING PRODUCT FREE BUILDINGS AND ENCLOSED WORK SPACES

POLICY: In the best interest of its employees and the residents of Price County and to be in compliance with the 2009 Wisconsin Acts 12 & 276 which bans smoking in enclosed places, the County Board has established by Resolution # 44-10 that all County owned buildings shall be smoke free. In addition, all enclosed work spaces as defined by 2009 Wisconsin Acts 12 & 276, including vehicles owned/rented by the County and employee vehicles, while being used to conduct County business, shall be tobacco and smoking product free.

Procedure:

- A. Price County employees may not use tobacco or smoking products at any time in the buildings, or vehicles owned, rented or leased by Price County. In addition, employees may not use tobacco or smoking products in private vehicles, while being operated for County business if accompanied by other employees. Failure to comply with this policy may lead to disciplinary action, up to and including termination.
- B. Employees have a responsibility to help the County enforce the tobacco and smoking product free policy.

If the employee does not feel comfortable approaching the individual or the individual refuses to comply with the request to remove the item, the employee must immediately inform the Department Head of the violation of County policy.

VEHICLE USE/INSURANCE REQUIREMENTS/DRIVER'S LICENSE

POLICY: The use of County-owned vehicles is limited to what is necessary for the efficient operations of County work duties. Personal use of County-owned vehicles is prohibited with the exception of commuting to and from work for those who are permitted to take a vehicle home due to department demonstrated work efficiencies.

County Vehicle Use

No one other than employees or authorized individuals engaged in County business are allowed to operate a County owned vehicle and only County employees and those associated with County work are to be transported in a County vehicle except in emergency situations.

Use of tobacco and smoking products and/or the transportation of alcoholic beverages (unless required for County business) are prohibited in County owned vehicles.

Employees who are approved to use a County vehicle for commuting purposes are required to record the number of miles driven for commuting purposes and to report said mileage on their employee expense report.

Seat Belt Use

All County employees and volunteers are required to comply with state seat belt and child safety restraint laws, regardless of whether they are the driver or passenger of the vehicle, while traveling for County business.

Post-Accident Drug Testing

Price County has the right to require a post-accident drug test after any accident involving a personal vehicle used for county business or Price County vehicle.

Driver's License/Loss of License

Employees or individuals who have been authorized by a County Department Head who drive either a County vehicle or their own personal vehicle in the performance of their regular duties or authorized County business are required to have a current valid vehicle operator's license appropriate for the vehicle driven (i.e.: regular class D, CDL, etc.).

Any employee who is required to have a regular Class D driver's license and/or CDL for their position loses said license for period of time greater than ninety (90) days shall be terminated. If the loss will be less than ninety (90) days, the employee will be placed on unpaid administrative leave until they have regained their license. Any employee who loses said license a second time will be terminated immediately. Employees are required to immediately report to their immediate supervisor the loss or potential loss of license as soon as they are aware of the loss or potential loss.

Evidence of Insurance Coverage

When employees operate their personal vehicles on County business, they must furnish Certificates of Insurance Coverage annually to be kept on file in their departments. The coverage limits are as follows:

\$100,000 per person \$300,000 per accident Bodily Injury
\$100,000 per accident Property Damage, or \$300,000 combined single limit
\$100,000 per accident Uninsured Motorist, or \$300,000 combined

In the event of an accident the employee is responsible for the deductible.

Failure to comply with any part of this policy may result in disciplinary action up to and including termination.

WORKPLACE SAFETY PROTECTIONS

POLICY: The safety and security of our employees is of vital importance. Therefore, acts or threats of physical violence, including intimidation, harassment and/or coercion which involve or affect the County, or which occur on County property are considered misconduct and will not be tolerated.

Price County also has a responsibility to ensure their employees are working in a safe environment free from hazards that could cause harm to the employee. The County has a legal responsibility to cover all employees under their worker's compensation insurance.

Definition of Workplace Safety Hazard: Any unsafe practice or condition, affecting persons, property or equipment. Employees have a responsibility to report any known workplace safety hazard immediately to the employee's immediate supervisor. Should a hazardous situation exist, safety concerns always take precedence over continuing operations. Any employee who identifies new ways to increase workplace safety should make these recommendations known to their Department Head or the Office of Administration.

The prohibition against threats and acts of violence as described above applies to all persons involved in the operation of the County, including (but not limited to) our own personnel, contract and temporary workers and non-employees on County property. Any confirmed act or threat will be grounds for disciplinary action, up to and including termination of employment even on the first offense.

Any employee who has been a recipient of a threat of violence or a victim of an act of violence is to make a report to their immediate supervisor. The immediate supervisor is to notify their Department Head and the Office of Administration within twenty-four (24) hours of receiving the notice from the employee. Such reports will be kept confidential to the maximum extent possible and may be used in the County's investigation. Because the threat may come from a source external to the County, we will assess the need for special safeguards and cooperate with local authorities.

External Threats and/or Actions Concerning Employee Safety: It is possible that any County employee may receive a threatening phone call, receive a threatening letter, hear a verbal threat in person, receive a suspicious package in the mail, or discover a suspicious object/package on the premises. It is Price County's policy that no employee shall be required to compromise the personal safety of themselves or the general public in any dangerous situation. All threats are to be taken seriously and must be reported immediately.

Operational Safety Incidents/Injuries: Employees have a responsibility to follow all safety requirements and to notify their immediate supervisor if they become aware of any operational situation that could be a safety hazard.

In the event of a safety-related incident and/or injury while on the job, employees must make notification to their immediate supervisor within twenty (24) hours of the incident or as soon as

is reasonably possible and complete the Safety Incident Report Form. Employees can obtain the Safety Incident Report Form from their immediate supervisor or the Office of Administration. Failure to make proper notification may result in disciplinary action up to and including termination.

DISCRIMINATION, HARASSMENT & RETALIATION-FREE WORKPLACE

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

Definition of Protected Class: State and Federal law prohibits discrimination and harassment based on any protected class including, but not limited to, age, race, color, creed, disability, religion, sex, national origin, ancestry, arrest record, conviction record, marital status, sexual orientation, genetic testing, membership in the national guard, state defense force or any other reserve component of the military forces.

Conduct Prohibited

With respect to sexual harassment, the County prohibits unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
2. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment (i.e., performance appraisals, compensation, advancement, or any other term or condition of employment or career development);
or
3. Such conduct has the purpose or effect of creating an intimidating, or hostile, or offensive working environment.

Examples of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:

- Unwanted or offensive comments, slurs, jokes, letters, poems, or e-mail or voice-mail messages regarding race, color, religion, sex, national origin, age, disability, or any other legally protected status.
- Foul or obscene language.
- Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies, or prowess.
- Questions about one's sex life or experiences.
- Repeated unwelcome sexual flirtations or repeated unwelcome requests for dates.
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons.
- Inappropriate touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, brushing against another's body, grabbing, groping, kissing, or fondling.
- Leering, staring, stalking.
- Sexual favors in return for employment rewards, or threats if sexual favors are not provided.
- Sexual assault.

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

Each manager and supervisor is responsible for ensuring that this policy is enforced. This responsibility includes making each employee aware of the County policies on discrimination and harassment and maintaining a work area free from conduct that causes, or reasonably could be considered to cause, an intimidating or offensive work environment.

An employee who has a harassment, discrimination or retaliation complaint should immediately report it to *their* immediate supervisor or the Office of Administration. The report may be made verbally or in writing. The allegations should provide sufficient information so that a thorough investigation of the complaint can be made. If the immediate supervisor is the object of the complaint, then the employee should report directly to the Office of Administration.

All complaints will be subject to investigation by Management and the Office of Administration as soon as reasonably possible. Such reports shall be kept confidential to the maximum extent possible. Based upon the investigation's outcome, Management and the Office of Administration will take appropriate action to resolve the complaint. A resolution may or may not result in disciplinary action being taken by the employer.

If further information, interpretation or advice is needed regarding prohibited harassment or discrimination or the complaint process, an employee should contact the Office of Administration.

DRUG & ALCOHOL PROHIBITIONS

POLICY: No employee shall report to work or be under the influence of alcohol, illegal drugs or prescription drugs that could impair the employee's ability to do their job. This policy includes any paid or unpaid lunch periods as well as

training sessions and the working hours of conferences. The sale, possession, transfer or purchase of illegal drugs while in the course and scope of employment is also prohibited.

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

Drug & Alcohol Testing: Price County will drug test all new hires prior to their first day of work. Price County may conduct drug & alcohol testing based on reasonable suspicion that the employee under the influence of alcohol, illegal drugs or abuse of prescription drugs, or after any work related incident involving injury to an employee, moving vehicle or equipment or damage to County property. Price County will conduct testing for employees in testing-designated positions (such as CDL). Any such testing will be done in accordance with established procedures.

Drug Test Failure: For any new hire who fails the drug test, the offer of employment will be rescinded. Any current employee who fails testing may be disciplined up to and including termination. Any employee who is required to hold a Driver's License and/or CDL for their position who fails testing will be terminated immediately. Failure of testing shall include a finding that the employee is using drugs not prescribed for the employee or using prescribed drugs in a manner not consistent with the prescription. Refusal to submit to testing may be grounds for immediate termination.

Notification of Prescription Drug use: Any employee who is required to operate a vehicle or motorized equipment or is in a safety sensitive position shall notify their immediate supervisor of any and all medications they are prescribed and taking that may impair their ability to perform their duties or operate equipment in a safe and effective manner. Failure to make notification may result in disciplinary action up to and including termination.