

JUNEAU COUNTY PERSONNEL HANDBOOK



We are dedicated to the best interests of those who live, work, and visit within Nature's Paradise. We serve with excellence and integrity in all aspects of county government, while committed to the well-being and prosperity of Juneau County.

Juneau County is an equal opportunity employer

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CHAPTER ONE – WELCOME, PURPOSE, SCOPE

1.1 WELCOME

The Juneau County Board welcomes the new employee and sincerely hopes your employment will be a satisfactory and rewarding one.

PURPOSE AND DISCLAIMER

This Employee Handbook has been prepared for all employees. The provisions set forth in the Employee Handbook are the terms and conditions governing employment at Juneau County (“County”) and compliance with them is required.

This Employee Handbook is a collection of selected employment policies and procedures as referenced, as well as rules and regulations of the County. It has been prepared to acquaint all employees with the policies and administrative guidelines, rules, and regulations that govern their employment at the County, and to provide for the orderly and efficient operation of the County.

It is employees’ responsibility to read and become familiar with this information and to comply with the policies adopted by the County. Any employee who violates any of the terms and conditions of employment set forth in this Employee Handbook will be subject to disciplinary action up to and including termination.

If you have questions regarding any of the County policies referenced and/or the rules or regulations set forth in this Employee Handbook, or about matters which are not covered, please direct them to your immediate supervisor.

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies and procedures, rules, or regulations set forth constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the County’s employees are employed “at will,” and employment is not for any definite period, unless otherwise provided by individual contract. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the County or the employee, subject to the provisions of Chapter Ten (Discipline and Grievances) set forth hereafter and except as might otherwise be provided by individual contract. The County’s employees employed under individual contracts with the County may be terminated or non-renewed consistent with the terms of the contract and consistent with County policy.

In the event of any conflict between this Employee Handbook and provisions of any lawful collective bargaining agreement, the collective bargaining agreement shall control.

1.3 SCOPE

This policy shall cover Personnel Administration for all Employees and Departments of Juneau County except:

1. Members of the Juneau County Board of Supervisors
2. Elected County Officials.
3. Employees represented by unions with collective bargaining agreements but only to the extent the collective bargaining agreements contain specific provisions contrary to this policy.

4. Members of Boards, Commissions and Committees, except for regular county employees who are serving on such boards.
5. Persons employed to conduct temporary and special inquiry, investigation or examination on behalf of the County Board and Committees thereof.
6. Temporary, seasonal, or project employees are exempt from the classification and compensation plan, and shall receive no benefits or paid leave, except as otherwise specified by the County.
7. Where State or Federal law has preempted local control.
8. Independent contractors.
9. Volunteer workers.
10. Persons providing services on a per diem basis.
11. Work relief participants.
12. Employees of a unit of government other than the County including those that might be providing services in County facilities.
13. Consultants.

CHAPTER TWO – GENERAL POLICIES

2.1 EQUAL EMPLOYMENT OPPORTUNITY GENERAL POLICY STATEMENT

The County shall not discriminate based on protected class in its personnel decisions and actions, responsibilities. These decisions, actions, responsibilities, and benefits include, but are not limited to, recruitment, hiring, job assignments, discipline, and termination.

There shall be no discrimination against any employee, or applicant for employment, because of age, race, religion, color, creed, ancestry, disability, gender, sex, pregnancy, sexual orientation, national origin, citizenship status, marital status, arrest and conviction record, military service, veteran status, and use or non-use of lawful products off County premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other class protected by law.

All employees are responsible for promptly reporting violations of this policy. Any employee who believes they have been subject to unlawful discrimination or believes they have observed a violation of this policy is required to report it promptly to the EEO Officer. Any supervisor or department head who receives such a report must promptly report it to the EEO Officer.

The Director of Human Resources shall serve as the County EEO Officer.

In the event of a complaint alleging a violation of this policy by the Director of Human Resources, the complaint should be directed to the Finance Director who shall serve as the County EEO Officer for that complaint.

Mechelle Thompson, SHRM-CP
 Director of Human Resources
 Juneau County
 220 E. State St., Room 205
 Mauston, WI 53948
 Ph: 608-847-9344
 Cell: 608-547-1346

Lori Chipman, CPA
 Finance Director
 Juneau County
 220 E. State St., Room 203
 Mauston, WI 53948
 Ph: 608-847-9309

Confidentiality. Absolute confidentiality and anonymity cannot be assured. However, the County will maintain the confidentiality of reports and complaints under this policy to the extent required by any applicable law, and the County will make an effort to maintain confidentiality where confidentiality does not interfere with the County's ability to investigate and take action regarding the report or complaint, and where the confidentiality does not interfere with any legal obligation of the County. Any employee interviewed as part of an investigation under this policy is expected not to disclose any information they learn through that interview to any third party, except when the employee has a legal right or obligation to disclose such information.

Retaliation Prohibited. No one shall attempt to restrain, interfere with, coerce, or take adverse action against a person who reports or files a complaint of discrimination under this policy in good faith, a person who participated as a witness in an investigation under this policy, a person that opposed in good faith any act or practice that was potentially in violation of this policy, or a person that exercised any of their rights under this policy.

2.2 UNLAWFUL HARASSMENT POLICY

Unlawful discrimination under this policy includes unlawful harassment on the basis of any legally protected class, or any protected class established by this policy. The county is committed to maintaining a workplace free of unlawful harassment and will promptly respond to any report or complaint from an employee experiencing unlawful harassment from anyone during the course of the complainant's employment. Unlawful harassment should be reported as potential discrimination under this policy.

This policy applies to the conduct of all employees, independent contractors, owners, and third parties who interact with employees, such as vendors, and members of the public.

This policy applies not only to the workplace during normal business hours, but also to all work-related social functions, whether on or off County premises, to business-related travel, and to "off-the-clock" behavior that impacts the workplace.

Unlawful harassment means unwelcome conduct based on a legally protected class (race, age, disability, veteran status, or any other classification protected by law) whereby enduring the unwelcome conduct becomes a condition of continued employment, or whereby the unwelcome conduct is so severe or pervasive as to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Examples of conduct based on a legally protected class that could constitute unlawful harassment under this policy include, but are not limited to:

1. Physical, verbal, or psychological abuse based on an individual's protected characteristics such as stereotyping, name calling, assaulting, sabotaging, segregating, or threatening any individual in the workplace.
2. Mimicry, epithets, name-calling, slurs, bullying.
3. Offensive jokes, including via email, text, or any messaging service.
4. Vulgar, obscene or derogatory language.
5. Offensive gestures or pranks.
6. Display of offensive or graphic pictures, cartoons, jokes, photos, posters, calendars, graffiti, or other offensive graphic displays.

Sexual harassment is one type of unlawful harassment. Unlawful sexual harassment includes unwelcome verbal or physical conduct of sexual nature. This includes conduct directed by a person at

another person of the same or opposite gender. Sexual harassment includes conduct based on sex that has the purpose or effect of substantially interfering with an employee's work performance or of creating an intimidating, hostile or offensive work environment. It also includes making or permitting acquiescence in submission to or rejection of sexual harassment any part of the basis for any employment decision affecting an employee.

Examples of unwelcome verbal or physical conduct of a sexual nature include, but are not limited to:

1. Making of unsolicited gestures or comments of a sexual nature.
2. Display of offensive sexually graphic materials which is not necessary for business purposes; and
3. Verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee's work performance or to create an intimidating, hostile, or offensive work environment.
4. Unwelcome sexual advances, verbal, written, physical, or otherwise.
5. Unwelcome requests or demands for sexual favors. This includes subtle or blatant expectations to engage in sexual relations and pressure for dates.
6. Offering employment benefits in exchange for sexual favors.
7. Unwelcome physical conduct such as patting, pinching, brushing up against, hugging, cornering, kissing, fondling, touching, assaulting, impeding or blocking movements, or any other similar conduct.
8. Threatening consequences after a negative response to sexual or romantic advances.
9. Making a submission to or rejection of harassment the basis of any employment decision.
10. Leering, making sexual gestures.
11. Displaying of sexually suggestive objects or pictures, cartoons or posters.
12. Verbal conduct or kidding that includes making derogatory or sexual comments, such as telling dirty jokes and comments about body parts, appearance or clothing, where such comments go beyond mere courtesy.
13. Suggestive, sexual, or obscene letters, notes, emails or invitations.

Harassment (both sexual and harassment based on other protected class status) can include social media transmissions that are composed, transmitted, or received. Such messages must not contain content that could be considered discriminatory, obscene, threatening, harassing, or intimidating to employees, community members, or other individuals with whom employees have contact through work. Abuse of social media in violation of law or County policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

Employee Reporting Responsibilities.

All employees are responsible for promptly reporting violations of this policy. Any employee who believes they have been subject to unlawful harassment or believes they have observed a violation of this policy is required to report it promptly to the EEO Officer. Any supervisor or Department Head who receives such a report must promptly report it to the EEO Officer.

The Director of Human Resources shall serve as the County EEO Officer.

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Retaliation Prohibited. No one shall attempt to restrain, interfere with, coerce, or take adverse action against a person who reports or files a complaint of discrimination under this policy in good faith, a person who participated as a witness in an investigation under this policy, a person that opposed in good faith any act or practice that was potentially in violation of this policy, or a person that exercised any of their rights under this policy.

2.3 GIFTS AND GRATUITIES

An official or employee shall not accept anything of value whether in the form of a gift, service, loan or promise from any person which may impair their independence of judgment or action in the performance of their official duties.

An official or employee shall not accept from any person or organization directly or indirectly, anything of value without full payment, if it would reasonably be expected to influence their vote, governmental actions or judgements or could reasonably be considered as a reward for any governmental action or inaction.

EXCEPTION. It is generally not a violation of this policy for an official or employee to receive a gift or gratuity that is an unsolicited item of insignificant value or anything which is given to them independent of their position as an official or employee.

2.4 CONFLICT OF INTEREST

Employees will not accept any other employment, volunteer, or engage in any business or transaction which will conflict with their job responsibilities. No County employee shall use their office or position for personal financial gain or the financial gain of their family or an organization with which the employee is associated. No employee shall engage in their own business activity, accept private employment, volunteer, or render services for private interests when such employment or business activity or service is incompatible with the proper discharge of their official duties or would impair their independence of judgment or action in the performance of their official duties.

2.5 USE OF PUBLIC PROPERTY

An official or employee shall not use or knowingly permit the use of county services or county-owned vehicles, equipment, materials for unauthorized non-governmental purposes or for unauthorized personal convenience or for an official or employee's self-employment, business or other profit-making enterprise, unless such services or use are available to the public generally and consistent with practices and policies of the County.

2.6 OBLIGATIONS TO CITIZENS

An official or employee shall not grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen. No employee may, directly or by means of an agent give, or offer to promise to give, or withhold, or offer or promise to withhold, their vote or influence, or promise to take or refrain from taking official action with respect to any proposed or pending matter in consideration of, or upon condition that, any other person make or refrain from making a political contribution, or provide or refrain from providing any service or other thing of value, to the benefit of: a candidate; a political party or any person who is subject to a registration requirement.

2.7 CONTRACTING

An official or employee or a business in which an official or employee holds more than 50% interest, may not enter into a contract with the county involving a payment or payments of more than \$2,000 amount within a twelve-month period unless the official or employee has made a written disclosure of the nature of the extent of such relationship or interest to the county clerk and reported such interest to the county board.

With respect to public contracts that involve receipts and disbursements by the County aggregating more than \$15,000 in any year:

1. No employee, in the employee's private capacity, may negotiate or bid for or enter into a contract in which the employee has a private pecuniary interest, direct or indirect, if at the same time the employee is authorized or required by law to participate in the employee's capacity as such employee in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on the employee's part.
2. No employee, in the employee's capacity as an employee, may participate in the making of a contract in which the employee has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the employee's part.

2.8 FINANCIAL INTEREST IN LEGISLATION

Any employee who has a financial interest in any proposed action before the County Board and who participates in discussion with or given an official opening or recommendation to the County Board shall first disclose the nature and the extent of such interest to the County Board.

2.9 DISCLOSURE OF PRIVILEGED INFORMATION

No employee shall knowingly disclose or permit the disclosure of privileged information to any person not lawfully authorized to receive such privileged information. No employee shall use privileged information to advance their personal financial interest or that of their immediate family or any organization with which they are associated. This prohibition shall include, but is not limited to, any information discussed or presented at closed sessions of the County Board, including committees and commissions until such time as the chairperson of the committee, commission or board determines that there is no continuing need for confidentiality.

2.10 NEPOTISM/DATING AND FRATERNIZATION

Nepotism – Members of immediate families shall not be employed in a direct superior-subordinate relationship. No person shall be employed, promoted or transferred to any department within Juneau County Government or to a division or section thereof when, as a result, they would be directly supervising or receiving direct supervision from a member of their immediate family. For the purposes of this section, immediate family includes spouse, children, parents and siblings.

Neither the Human Resource Director nor any other person who makes or influences selections are allowed to engage their own relatives for County employment. When applicants who are relatives of the Human Resource Director or any other selecting official are available for appointment in the conventional manner, the selection should be deferred to the next higher supervisor level.

Dating and Fraternization – Juneau County employees may date and develop friendships and relationships both inside and outside of the workplace, as long as the relationships do not negatively impact work. Any relationship that interferes with the County’s culture of teamwork, harmonious work environment, or the productivity of employees, will be addressed by applying the discipline policy.

Behavior that negatively affects the workplace that arises because of personal relationships will not be tolerated.

Anyone employed in a managerial or supervisory role must be mindful of the fact that a personal relationship with an employee who reports directly to them may be perceived as favoritism, misuse of authority, or, potentially, even sexual harassment.

Generally, a conflict of interest develops any time there is a personal relationship between a manager and an employee who reports to the manager, or whose terms and conditions of employment are potentially affected by the manager, and therefore such a relationship is prohibited.

Juneau County encourages employees to develop friendships and share a spirit of teamwork and camaraderie both in the workplace and outside of work. In instituting this dating or fraternization policy, it is not Juneau County’s goal to interfere with the development of good coworker friendships and relationships. The policy identifies when these relationships are appropriate and when they are not.

2.11 CONFIDENTIALITY

No employee shall use or disclose privileged or confidential information gained in the course of work or by reason of their official position or activities. No confidential information concerning any citizen may be released to an unauthorized person or agency without the signed consent of the citizen. Any violation of this policy may be sufficient cause for immediate termination.

2.12 DRUG FREE WORKPLACE POLICY

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful, safe and secure work environment.

The unlawful manufacture distribution, dispensation, possession, use or being under the influence of an unlawful controlled substance on County premises, including while operating employer-provided vehicles, while conducting County business in a personal vehicle, or while conducting County business off of County premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences. For purposes of this policy, an

unlawful controlled substance includes the use of prescription medication in a manner inconsistent with that prescription.

The County encourages employees who have alcohol/drug dependency to seek counseling or treatment before it affects their job performance, jeopardizes the health and safety of anyone, including themselves, or results in a violation of this policy. The County maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from controlled substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse. However, employees may not request an accommodation to avoid discipline for a policy violation.

Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off County premises while conducting County business. A report of conviction must be made within five (5) days after the conviction. (This requirement is mandated by the Drug-Free Workplace Act of 1988).

2.13 DRUG TESTING

Employees may be asked to submit to a drug and/or alcohol test if an employee's supervisor or other person in authority has a reasonable suspicion, based on objective factors such as the employee's appearance, speech, behavior, or other conduct and facts, that the employee possesses or is under the influence of unlawful drugs, including marijuana and both Delta-8 and Delta-9 THC in any form, or alcohol, or both.

Employees who take over-the-counter medication or other lawful medications that can be legally prescribed under both federal and state law to treat a disability should inform the Director of Human Resources if they believe the medication will impair their job performance, safety, or the safety of others, or if they believe they need a reasonable accommodation before reporting to work while under the influence of that medication.

Any employee who refuses to be tested, alters or attempts to alter test specimens or results, or in any way attempts to avoid or bypass testing will be subject to discipline up to and including termination. A "suspect," "invalid," or "inconclusive" test result may be evidence of alteration in violation of this policy. All records relating to an employee's or applicant's drug and alcohol test results will be kept confidential and maintained separately from the individual's personnel file.

A positive test or other violation of this policy may result in discipline up to and including termination of employment.

Employees who are covered by the federal Omnibus Transportation Employee Testing Act, as amended, are subject to the requirements of that federal law and its implementing regulations. In the event of any inconsistency between this policy and that federal law and its implementing regulations, the law and its implementing regulations shall control.

2.14 ALCOHOL POLICY

No alcohol use will be allowed by Juneau County employees while working for the County regardless of where the work is performed. This does not prevent County employees from consuming alcohol in County Parks outside of work hours. Employees are expected and required to report for work on time and in appropriate mental and physical condition for work. Use of alcoholic beverages that effects job performance can be a cause for disciplinary action.

The County encourages employees who have alcohol/drug dependency to seek counseling or treatment before it affects their job performance, jeopardizes the health and safety of anyone, including themselves, or results in a violation of this policy. The County maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from controlled substance abuse. However, employees may not request an accommodation to avoid discipline for a policy violation.

Employees must report any convictions for violations of the laws as a result of the use of alcohol occurring on or off County premises while conducting County business. Such convictions will not necessarily result in discipline or termination but shall be evaluated under state arrest and conviction record discrimination laws. Any discipline or termination shall be consistent with that law.

2.15 WORKPLACE VIOLENCE POLICY

Policy Statement. The County does not tolerate the acts of workplace violence committed by or against employees and strictly prohibits employees from making threats, possession, use, or threat of use of any weapon in the workplace or engaging in violent acts. This is a zero-tolerance Policy, meaning that the County will discipline or terminate any employee found to have violated this Policy. Workplace violence does not include the use of reasonable force in the defense of oneself or others.

Restraining Orders. Employees who are seeking or have obtained restraining orders or injunctions against abusive persons should notify their supervisor. When an injunction or restraining order lists County facilities as being protected areas, employees must provide their supervisor with a copy of any injunction or restraining order which is granted, and a copy of any injunction or restraining order which is made permanent.

Prohibited Conduct. Prohibited conduct includes, but is not limited to:

1. Injuring another person physically.
2. Engaging in behavior that creates a reasonable fear of injury in another person.
3. Engaging in behavior that subjects another individual to extreme emotional distress.
4. Using a weapon while on County premises or engaged in County business.
5. Possessing a weapon while on County premises or engaged in County business except when such possession is expressly permitted by law or policy.
6. Damaging property intentionally.
7. Threatening to injure an individual or damage property.
8. Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

Weapon Defined. Weapon means any device which is designed, used, or intended to be used in a manner that is calculated or likely to produce property damage, personal injury, or death. The term includes, but is not limited to, any firearm, whether loaded or unloaded; any facsimile firearm; any bb, air soft, or paint-ball, or pellet-firing gun; any electric weapon which is designed, redesigned, used, or intended to be used offensively or defensively to immobilize or incapacitate person by the use of electric current; any aerosol or non-pressurized spray device which achieves its effectiveness by causing sufficient bodily discomfort to render a person harmless; any explosive compound or explosive device; any incendiary compound or incendiary device; any bullet, projectile or ammunition; any switchblade

knife; any knife, other than an eating utensil, with a cutting blade longer than two and one-half inches; metallic knuckles or knuckles of any substance which could be put to the same use with the same similar effect as metallic knuckles.

Exceptions to Weapons Prohibition. The weapons prohibition policy does not apply to individuals who, within the normal scope of the individual's employment, is required to use a device that is, or would be considered, a weapon and who is authorized to use such a device by the employee's Department Head or by the Department Head in which the device is used.

Reporting

A. All employees shall notify their supervisor whenever they have witnessed, experienced, or become aware of any act or threat of workplace violence. As an alternative means of reporting acts or threats of violence, an employee may report such incidents of workplace violence to their department director, a supervisory employee in any other County department (including the Sheriff's Department), or to the Human Resources Department.

B. Supervisors receiving employee reports of workplace violence, or who have knowledge of a situation which may affect the security of Juneau County and its assets shall report such information to their Department Head. The Department Head shall verbally inform the County Human Resources Director, complete a confidential memorandum and submit the memorandum to the County Human Resources Director. The memorandum should include:

1. Identity of persons engaging in workplace violence.
2. Detailed description of what happened, where it happened, and when it happened.
3. Identity of persons reporting or witnessing the incident.
4. How the matter was resolved.
5. Suggestions for minimizing the reoccurrence of this type of incident.
6. Reports and records made pursuant to this policy are generally kept confidential by the County, such reports and records may be subject to public disclosure under the Open Records Law.

C. Retaliation and/or reprisal against an employee who genuinely reports threats of workplace violence in good faith are in violation of this policy. Anyone who engages in or assists in such retaliatory actions will be subject to disciplinary action up to and including termination of employment.

Investigation of Reports: The County Human Resource Director will receive, evaluate, and respond to reports of workplace violence with the assistance of the appropriate parties.

Identifying and Responding to Risks: The County generally identifies and responds to workplace violence hazards as follows:

1. Threat Assessment: The County shall periodically review the workplace to identify existing or potential violence hazards. The review should include, but not be limited to, inspecting security measures, analyzing records of violent incidents and monitoring trends, and conducting screening surveys to learn about employees' security concerns.

2. Pre-hire screening: Human Resources will generally review job candidate's backgrounds to determine if they have a history of committing violent acts or making threats. Pre-hire screening generally consists of reference checks and criminal background checks.

Support for Victims of Violence. Victims of violent incidents in the workplace might have to contend with a variety of medical, psychological, and legal consequences. The County may assist victims of workplace violence by, but not limited to:

1. Referring victims to appropriate community resources, such as the Employee Assistance Program, medical centers, counseling services, victim advocacy groups, legal aid, and domestic violence shelters.
2. Review work hours or short-term or extended leave.
3. Cooperating with law enforcement personnel in the investigation of the crime and the prosecution of the offender.
4. Providing a debriefing for employees after a serious violent occurrence of the crime and prosecution of the offender.

Enforcement. All acts of violence, harassment, or threats committed on County premises must immediately be reported to the Human Resource Director. All employees who commit violent acts or who otherwise violate this Policy are subject to corrective action or discipline, up to and including discharge. The County may also seek the prosecution of all who engage in violence on its premises or against its employees while they are engaged in County business.

False Reports. Allegations and/or reports of workplace threats will be taken seriously. Employees intentionally making false reports will be subject to discipline up to and including termination.

2.16 LACTATION/BREASTFEEDING POLICY

Objective: As part of our family-friendly policies and benefits, Juneau County supports breastfeeding employees by accommodating an employee who needs to express breast milk during the workday.

Accommodation for Lactating Employees: For up to one year after the child's birth, any employee who is breastfeeding will be provided reasonable break times to express breast milk. There will be a prior agreed upon plan between the employee and their supervisor. Juneau County will designate a private area, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public for employees to express breast milk.

Any breast milk stored in a County refrigerator must be labeled with the name of the employee and the date that the breast milk was expressed. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.

2.17 DISABILITY ACCOMODATIONS

The County is committed to complying with the Americans with Disabilities Act and other applicable federal, state, and local laws designed to ensure equal employment opportunities to persons with disabilities. The County prohibits discrimination on the basis of disability in regard to all employment practices or terms, conditions and privileges of employment. Consistent with this policy and applicable law, the County will make a reasonable accommodation to the known physical or mental limitations of

qualified applicants or employees, unless to do so would cause an undue hardship on the operation of its business. Employees who have a need to initiate a reasonable accommodation request should bring this to the attention of the Human Resources Director. Medical verification of a disability and accommodation requirements may be required. Medical information will be retained as confidential as required by law.

2.18 RELIGIOUS ACCOMMODATIONS

Employees may request an accommodation when their sincerely held religious beliefs conflicts with the County's dress code, schedule, job duties, or other aspects of employment. If an employee believes that they need a religious accommodation, they should contact the Human Resources Director. The County will consider the request but reserves the right to deny such a request or offer its own accommodation to the extent permitted by law.

2.19 PREGNANCY ACCOMMODATIONS

Consistent with federal law, qualified employees will be provided with reasonable accommodations due to an employee's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the County undue hardship. Employees who wish to request such accommodation should contact the Director of Human Resources.

CHAPTER THREE – RECRUITMENT AND HIRING

3.1 RECRUITMENT AND HIRING PRACTICE

Position vacancies shall be filled by promotion, transfer, reinstatement, demotion or new hire. It shall be policy to promote career advancement opportunities while filling positions with the best qualified employees. Vacancies will be posted, internally or externally, in the manner deemed appropriate by the County. The County reserves the right to fill any vacancy without posting in its sole discretion.

When a vacancy occurs in a department, the Department Head shall notify the Human Resources Department as soon as possible of the position title, salary grade, job description, and the date the position is to be filled. The job description shall reflect the "essential functions" of the position according to the definitions in the Americans with Disabilities Act. Department Heads should realize hiring qualified candidates will take time and should plan accordingly.

Applications shall only be accepted for positions currently posted as vacant.

Screening criteria shall be developed by the Department Head and/or Human Resources with consultation of the Human Resource Director. Screening criteria shall be as directly related as possible to the requirements of the position.

Applications for employment may be rejected at the discretion of the County.

When an application is rejected, notice of rejection shall be sent promptly to the applicant.

In order to determine qualified applicants, an examination or test of skills and competencies may be required. It is the responsibility of the Department Head or supervisor, in consultation with the Human Resource Director, to demonstrate that any test is valid as a measure of job requirements and reflects the essential functions of the position.

Except for Department Head hires, the Department Head/Supervisor and Human Resources shall interview the potential applicants and make a recommendation to the Administrative Coordinator to hire the applicant, who in their sole discretion, is the best option for the position.

All recruitment and selection activities will be conducted in full compliance with applicable State and Federal regulations.

3.2 ORIENTATION/REQUIRED FORMS

New employees shall report to the personnel office to review the orientation checklist within the first day of employment or as directed by Human Resources. During this orientation period the following required forms will generally be completed:

1. Juneau County New Employee Form
2. I-9 Form (requires documentation to be checked by personnel or supervisor and must be completed within 3 days of employment)
3. Federal W-4
4. Wisconsin WT-4
5. Life Insurance Application (for eligible employees)
6. Health Insurance Forms (for eligible regular employees) or Waiver
7. Flexible Benefit Forms or Waiver
8. Confidentiality Agreement
9. Acknowledgement of receipt of employee handbook
10. Emergency Plan
11. Others as required

This orientation is in addition any job-specified orientation which will be conducted by the Department Head, immediate supervisor or qualified co-worker.

Health Insurance and Flexible Benefit Reclassification forms must be filed within 30 days of a change of family status such as marriage, divorce or addition or deletion of a dependent. It is especially important to file these forms when a dependent ceases to be eligible. These forms are available in the Human Resources Department.

3.3 PHOTO IDENTIFICATION CARDS, FOBS, BUILDING/OFFICE KEYS

All Juneau County Employees, Elected Officials, State Employees and Agency Employees who lease space from Juneau County, shall be issued an authorized photograph identification card, and strictly based on job responsibilities, a fob and office and/or building keys. This shall provide infrastructure security and continuity of government within Juneau County owned buildings. Said employees shall wear their identification card around their neck with the lanyard provided, or with a clip-on attached to their clothing, or have it on their person. Failure to properly wear and display an identification card may result in discipline up to and including termination.

Employees losing or damaging their identification card or fob must have another one made at a charge of five (\$5.00). Employees losing or damaging their office and/or building keys requiring having another one made at a charge of ten (\$10.00 each). If it is determined by the Department Head and the Building and Grounds Director that the core(s) need to be changed due to an employee losing an upper-level key which opens several doors, this cost will be the employee's responsibility. Loss or damage of an identification card, fob, or key may result in discipline up to and including termination (regardless of whether the employee pays for replacement).

Identification cards, fobs and office and/or building keys remain the property of Juneau County. The identification cards and fob must be returned to the Human Resources Department at the time of termination or prior to the employee's last day of work. The office and/or building keys must be returned to the Building and Grounds Department at the time of termination or prior to the employee's last day of work. Failure to return identification cards, fobs, or keys may result in a former employee owing the county for the cost of replacement, which might include action in small claims court.

CHAPTER FOUR – CONDITIONS OF EMPLOYMENT

4.1 EMPLOYEE STATUS

Regular Full Time: Regular full-time employees generally work a regular established work week of at least 40 hours per week. Overtime pay or compensatory time shall be available to all employees that are not exempt from overtime under the Federal Labor Standards Act (FLSA).

Regular Part-Time: An employee who fills a part-time position of less than forty (40) hours per week shall be designated as regular part-time and shall only be eligible to receive pro-rated County leave benefits based on their regularly scheduled hours of work as compared to the amount of time full-time employees work in the part-time employee's position (other than legally required law under state or federal FMLA or disability laws). Prorated benefits shall be based on the employee's anticipated average weekly hours worked as determined by the County. Changes in the weekly hours worked shall be approved by the Department Head, and an add/change form shall be completed at the time of the change. Part-time employees that are regularly scheduled to work at least thirty (30) hours a week are eligible for health, dental, and life insurance with the County's contribution to insurance premiums being prorated based on their regularly scheduled hours of work as compared to the amount of time full-time employees work in the part-time employee's position. Except as otherwise provided by law or applicable plan documents, part-time employees are not eligible for other benefits.

Temporary (Limited Term Employee): An employee who fills a position that is of variable or limited duration or who works on an on-call basis is designated as temporary. Temporary positions are not eligible for benefits, except as required by law. An LTE may be used to fill an immediate vacancy or need in a department; therefore, the Human Resource Director and County Board Chair may choose to temporarily bypass the recruitment process in this situation. Should a temporary employee be successful in gaining a regular position, no credit shall be given for time worked or for any benefits from the time worked as a temporary employee, except when required by union contract.

Seasonal: An employee whose service is intended to be of limited duration such as during the summer months only is designated as seasonal. These employees are not eligible for benefits, except if required by law.

NON-EXEMPT AND EXEMPT EMPLOYEES

Non-Exempt (Hourly) Employees: A person paid by the County for their work on an hourly basis and who does not qualify as exempt under the Fair Labor Standards Act (FLSA).

Juneau County will comply with the provisions of State and Federal Law relating to overtime pay and compensatory time off. Employees must get approval from the appropriate supervisor before working more than 40 hours in a workweek.

Overtime: Non-exempt (hourly) employees who work more than forty (40) hours in a given week will receive overtime compensation at the rate of one and one-half (1 ½) times the employee's regular hourly rate of pay for all hours worked in excess of forty (40) in the work week. Paid (or unpaid) time

off leave will not qualify as hours worked for overtime. Only a Department Head or Supervisor may authorize an employee to work more than 40 hours in a workweek.

Compensatory Time Off: Non-exempt (hourly) employees who work in excess of 40 hours in a workweek may receive either overtime pay or compensatory time off. Compensatory time off may be taken at a time mutually agreeable between the Department Head and the employee but said usage will not cause overtime. Compensatory time must be taken in the calendar year in which it is earned. Compensatory time cannot be earned or taken in the month of December, and on the last paycheck of the year the entire balance of compensatory time for the year will be paid out to the employee. At the time of termination, any compensatory time shall be paid out. Up to one hundred twenty (120) hours can be banked as compensatory time.

At the sole discretion of the department, accrual of compensatory time may be denied, and the employee will then be paid overtime.

The work week is defined as a seven (7) day period of time beginning on Sunday at 12:00 a.m. and continuing to the following Saturday at 11:59 p.m. Highway work week: seven (7) day period of time beginning on Monday at 12:00 a.m. and continuing to the following Sunday at 11:59 p.m. Sheriff work week (Deputies, detectives and dispatch): seven (7) day period of time beginning on Saturday at 12:00 a.m. and continuing to the following Friday at 11:59 p.m.

Exempt (Salaried) Employees: A person paid by the County for their work on a salaried basis and who qualified as exempt under the Fair Labor Standards Act.

Exempt employees are individuals who are exempt from the State and Federal overtime provisions. Generally, individuals employed as an executive, administrative, or professional and certain computer employees are considered exempt. To qualify for the exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis. Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly basis. Additionally, the predetermined amount cannot be reduced because of variation in the quality or quantity of the employee's work. Subject to certain exceptions, an exempt employee must receive the full salary for any work week in which the employee performs any work, regardless of the number of days or hours worked.

It is expected that exempt employees and their supervisors are ensuring that the average weekly work effort is consistent with the position's FTE status. (For example, a 100% FTE position is expected to work at least an average of at least 40 hours a week.)

The County will only deduct from exempt employees' pay consistent with applicable law. A reduction in salary can be made for the following reasons in a workweek in which work was performed:

1. Full day absences for personal reasons.
2. Full day absences for sickness or disability and the reduction is made in accordance with the company's bona fide plan, policy or practice of providing compensation for the loss of salary occasioned by such sickness and disability.
3. Full day disciplinary suspensions for significant infractions of major safety violations (including those that could cause serious harm to others).
4. Full day disciplinary suspensions for significant infractions of major workplace conduct violations.
5. Family and Medical Leave absences (either full or partial day absences) where no paid time source is used.
6. The first week and last week of employment when only part of the workweek was worked.

7. To offset amounts received as payment for jury fees or for military pay.
8. If an employee is absent or performs no work during an entire workweek.

A reduction in salary can also be made for certain deductions such as: insurance premiums, federal, state and local taxes, social security, Medicare, voluntary contributions to a retirement, and any other deductions authorized by the employee.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and the County will make a good faith commitment to avoid any recurrence of the error.

4.2 PERFORMANCE EVALUATIONS

Each employee will be evaluated at least once a year in the month of the employee's anniversary date and is typically tied to the appropriate step increase. The County reserves the right to evaluate an employee at any time outside of the employee's anniversary date. Completed evaluations will be sent to the Human Resources Department for the employee's personnel file.

4.3 RESIGNATIONS/RETIREMENT

Employees wishing to leave Juneau County employment should generally submit a resignation/retirement notice in writing to their supervisor or appropriate committee with a copy to Personnel at least two (2) weeks in advance of their planned departure. It is expected that employees will give as much notice as possible in order to facilitate the orientation of new staff members. Department Heads should give at least 30 days' advance notice. Employee's resigning from employment shall consider their last day to be their last working day, and any accumulated compensatory, vacation or sick time shall be paid out as a lump sum after the last paycheck. If the vacation and/ or sick time is \$2,500.00 or more funds shall be paid to Prime Trust, as noted below.

Employees retiring from employment shall have the option to extend their last day a maximum of two (2) weeks beyond their last working day utilizing vacation time should they have the time available provided the extension of time does not carry them into a new month.

In the event that the amount paid out from resignation or retirement is \$2,500.00 or more, it shall be paid to the Medical Expense Reimbursement Plan and Prime Trust, which is the post-retirement leave conversion plan that was adopted by Juneau County on August 16, 2011, to provide reimbursement to eligible employees.

4.4 RETURN OF COUNTY EQUIPMENT

Employees, Elected Officials, State Employees and Agency Employees who lease space from Juneau County leaving employment must return tools and any equipment on or before their last day of work to their immediate supervisor. This includes all records, files and material produced by the employee, in the course of their employment with County-owned materials, on County time and with the use of County equipment. Failure to return identification cards, fobs, or keys may result in a former employee owing the county for the cost of replacement, which might include action in small claims court.

4.5 LAY OFFS

When it is necessary for the County to reduce its workforce, consideration will be given within each department to the services determined to be most critical and/or the availability of funding for

positions. The Department Head, in consultation with the Human Resources Director, will identify the positions that will be subject to layoff.

The County will strive, but cannot guarantee advance notice of at least two weeks, to the effected employee. When a decision must be made between two or more employees holding the same position as to which employee is to be laid off, consideration will be given to job performance, skills and abilities, attendance, length of service, and any other factor deemed relevant. This determination shall be made in the County's sole discretion. Layoffs are not subject to the grievance procedure. Employees who are laid off have no recall rights.

4.6 POLITICAL ACTIVITIES

Employment shall not be offered as consideration or required for the political support of any political party or candidate for public office. No employee is precluded from engaging in political activity provided such activity does not interfere with normal work performance and is not conducted during normal working hours and does not involve the use of County equipment or property. Employees are specifically prohibited from directly or indirectly coercing any person to hold or contribute monetary or other types of assistance to any political candidate, party or purpose. Under provisions of the Federal Hatch Act, employees who are principally employed in an activity, which is financed in whole or in part by Federal loans or grants, cannot become candidates in partisan elections.

4.7 TELECOMMUTING POLICY

Juneau County considers telecommuting to be a viable alternative work arrangement in cases where individual, job, and supervisor characteristics are best suited to such an arrangement. Telecommuting allows an employee to work at home for all or part of their regular workweek. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement; it is not a County-wide benefit; and it in no way changes the at-will nature of the individual's employment or the other terms and conditions of employment with the County.

The Department Head/Designee shall evaluate whether an employee and the employee's position are suitable for telecommuting based on the nature of the work that is being performed. This includes having a discussion and determining with the employee where remote work will take place, work hours, job accountability, etc.

The ability to telecommute may be considered when:

1. The employee's duties can be fulfilled within the telecommuting structure.
2. Telecommuting fits with the needs of the public, department and County.
3. The department can maintain high quality services for clients, employees and members of the public within the telecommuting structure.

Expectations:

1. Individuals requesting a telecommuting arrangement must have been employed with the County for a minimum of one month of continuous, regular employment.
2. The employee's work site shall be located within the State of Wisconsin
3. Any telecommuting arrangement will be on a trial basis for the first three months, and may be discontinued, at will, at any time at the request of the employee or the County.
4. Telecommuting may not be utilized by staff while working other jobs, providing dependent care or running their own businesses.

5. If an employee has a need for time off related to the above or other non-work-related matters, employees shall use Paid Time Off, Compensatory time or discuss alternatives with their direct supervisor.
6. Employees who telecommute shall comply with all Juneau County policies and department procedures/work rules.
7. Meetings with clients and or visitors conducting business with Juneau County shall not be held at the employee's home and should be conducted either virtually, if appropriate, or at a Juneau County worksite.
8. The employee and manager will agree on the number of days of telecommuting allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone or virtually as required by the employee's supervisor during the agreed-upon work schedule.
9. Employees who telecommute are expected to maintain regular, preapproved scheduled work hours, to be fully accessible during those hours (including ability to come into the office if so directed), and to attend necessary meetings and appointments in person as required by the Department Head/Designee.
10. The ability to telecommute is at the County's discretion and may be subject to change without notice due to County need, work performance issues or any other reason.
11. The County is not responsible for operating costs, home maintenance, or any other incidental costs associated with the use of the employee's residence for a telecommuting location.
12. If the employee and manager agree, and the employee's Department Head concurs, a draft telecommuting arrangement will be prepared and signed by all parties and a three month trial period will commence.

Hours of Work:

1. All hours of work shall be conveyed by the Department Head/Designee. Telecommuting employees should maintain an appropriate level of communication with their direct supervisor regarding any changes or disruptions to their work schedules.
2. Telecommuting employees who are not exempt from the overtime requirements of state and federal law will be required to record all hours worked in a manner designated by the County. Hours worked in excess of those specified per day and per work week, in accordance with state and federal requirements, will require the advance approval of the supervisor.
3. Employees shall maintain an honest and accurate daily record of hours worked and the correct time codes shall be recorded on timesheets. All absences from work schedules should be appropriately recorded and coded.

Equipment:

1. The County will determine, with the information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, etc., for each telecommuting arrangement on a case-by-case basis. Equipment supplied by the County is to be used primarily for business purposes. The employee must sign an inventory of all office property and agree to take appropriate action to protect the items from damage or theft.
2. The IT Department shall not provide home or telecommuting site visits. When needed, the employee shall contact their immediate supervisor to assist with IT troubleshooting. The IT Department may troubleshoot remotely, and the telecommuting employee may be required to bring their equipment into the County for service. If VPN is down longer than 15 minutes, the employee must switch to a remote work activity that does not require VPN, come in the office, or use paid time off. The employee should contact their supervisor to determine the appropriate approach to take.

3. All equipment and office supplies provided by Juneau County shall remain the property of Juneau County and shall be subject to the same business use restrictions as if located at the County's on-site work location. Upon termination of the employee's employment, all County property will be returned to the County.

Confidentiality:

1. Employees who telecommute shall comply with all Juneau County policies and procedures concerning the handling of HIPAA information and Protected Health Information, as well as use of computers, internet and email.
2. Employees shall limit consumer and client-specific information in their possession outside of County offices to information that is necessary to perform their duties.
3. Employees are responsible for ensuring the security of HIPAA information and other confidential material in their possession and maintaining the security of County-provided equipment.
4. Consistent with the County's expectations of information security for employees working at the office full-time, telecommuting employees will be expected to ensure the protection of confidential and proprietary County information accessible from their home office. Steps include, but are not limited to, use of locked file cabinets, desks, regular password maintenance, and any other steps appropriate for the job and the environment.
5. Employees concerned for the security of any work area or equipment shall inform their supervisor of such concerns.

Workspace:

1. Employees shall work at a designated, secured location. The County will not be responsible for costs associated with initial set-up of the employee's home office such as remodeling, furniture, lighting, or for repairs, or modifications to the home office space.
2. The space shall be free from excessive noise, interruptions and distractions.
3. Employees shall maintain a safe and ergonomically correct workspace.
4. Injuries sustained by the employee while at the home work location and arising out of and in the course of their regular work duties are normally covered by the County's workers' compensation insurance. Telecommuting employees are responsible for notifying the County of such injuries in accordance with the County's workers' compensation procedures. The employee may be liable for any injuries sustained by visitors to their home work site.
5. Employees entering into a telecommuting arrangement may be asked or required to share office space or workstations to maximize County office space needs.

Disruptions:

1. If the employee is unable to perform their job in the telecommuting location due to an issue caused by the telecommuting location (i.e., power outage, internet outage, natural disaster, etc.) the employee shall contact their direct supervisor in a timely manner to discuss alternatives.
2. If Juneau County is unable to accommodate another arrangement in order for the employee to continue working, the telecommuting employee shall be required to use accrued Paid Time Off or Compensatory Time or shall return to their Juneau County office.
3. During all work time, including telecommuting, in office, or on-call, employees are prohibited from consuming alcohol or using any other intoxicating substance, except prescription medicine taken in accordance with the prescription.

Approval for telecommuting is at the discretion of the Department Head on a case-by-case basis and may be reviewed, changed or discontinued at any time at the discretion of the County. The County will

strive to provide 30 days advance notice of a permanent change to an employee's telecommuting arrangement so the employee can make arrangements regarding commuting, childcare, and other issues that may arise from such a change. There may be instances, however, where no advance notice is possible.

CHAPTER FIVE – HOURS OF WORK

5.1 HOURS OF WORK

The normal work week shall be forty (40) hours. Hours to be used in calculating the forty (40) hours includes all paid time worked. The workday generally commences at 8:00 a.m. and end at 4:30 p.m. This shall not be construed as a guaranteed workday or work week as the County reserves the right to alter work schedules in its sole discretion. For employees scheduled to work at least 8 hours there will be a one-half hour unpaid duty-free lunch period; lunch breaks shall not be used in conjunction with 15-minute breaks or quitting times. Your Department Head will inform you of the specific hours you are to work.

5.2 REST BREAKS

All employees are permitted a 15-minute paid rest break for each four-hour work period. Breaks are not permitted at either the beginning or end of the workday to offset arrival and departure times. Employees who voluntarily work through their rest breaks will not be paid additional compensation.

5.3 DISPATCH GROUP HOURS OF WORK AND COMPENSATION

Hours of Work: The normal workday for dispatchers is generally twelve (12) hours. Full-time dispatchers will generally be scheduled to work 3-2-2-3-2-2 cycle as follows: three (3) days on duty, two (2) days off duty, two (2) days on duty, three (3) days off duty, two (2) days on duty and two (2) days off duty.

Call in Pay: A minimum of 2 hours' call in pay for hours that are not connected to the regular work hours shall be paid at a rate of time and one-half. When there is a vacant shift, the Supervisor shall be notified first. The Supervisor will order a call out for the vacant shift to be offered by seniority or any other factor deemed relevant to the Supervisor. If there are no volunteers the Supervisor will then require an employee to come in at the Supervisor's discretion while making an effort to spread out who is called in.

Shift Differential: An additional rate of .20 cents per hour will be paid for any hours worked from 5:00 p.m. to 5:00 a.m.

5.4 PUBLIC WORKS GROUP HOURS OF WORK AND COMPENSATION

A. The normal work week for employees shall consist of forty (40) consecutive hours, Monday through Friday, commencing at 7:00 a.m. to 3:00 p.m. or 6:00 a.m. to 4:00 p.m. Other regular work hours may be established at the sole discretion of the Highway Commissioner.

Employees of the Highway Division of the Department of Public Works will generally work a modified schedule during the summer consisting of a four (4) day work week, Monday through Thursday, and containing four (4) ten (10) hour days. During the four/ten schedule:

1. HOLIDAYS: employees will work three (3) ten (10) hour days and receive ten (10) hours of holiday pay. If the holiday falls on a Friday or Saturday, the previous Thursday will be treated as the holiday; If the holiday falls on a Sunday, the following Monday will be treated as the holiday.

2. VACATIONS: Shall be administered in accordance with the existing language of this policy. However, a day of vacation shall be charged as ten (10) hours.
3. SICK LEAVE: Shall be administered in accordance with the existing language of this policy. However, a day of sick leave shall be charged as ten (10) hours against the employee's bank of accumulated sick leave. Employees will still accumulate sick leave at the rate of eight (8) hours per month. No sick leave will be paid for days when employees are not required to work.
4. FUNERAL LEAVE: shall be administered in accordance with the existing language of this policy.
5. DURATION: The County Highway Commissioner may extend the duration, adjust, or eliminate the 10-hour work day if necessary in their discretion.

B. Overtime: Employees are paid at the rate of one and one-half (1.5) times the normal hourly rate for all hours worked in excess of 40 in a work week.

Scheduled hours may be changed to meet project needs. All work performed on Saturdays, Sundays or holidays will be compensated at the overtime rate, regardless of the number of hours worked in that week. All overtime must be authorized by the Highway Commissioner or their designee. All overtime will be paid out unless the employee chooses to put the time toward their comp time bank.

C. Call-In: Employees called in will be paid a minimum of two (2) hours call in pay for hours that are not connected to the regular work hours and will be paid a rate of one and one half (1.5)

D. Portal-to-Portal: On normal workdays and in the event of a call-in, employees shall report to work at their assigned shops. Travel from the shop to the work site shall be considered time worked. Employees shall report to their assigned shops at the end of the days' work; travel from the work site to the shop shall be considered time worked.

5.5 REPORTING TIME/TIME SHEETS

Time sheets are due every other week. Check with your Department Head or with the Finance Department as to the exact time your time sheets are due. Employees must record all time worked in the 2-week pay period on the time sheet. Employees should review and approve the time on the time sheet before it is turned in to payroll. Vacation, holiday, sick, bereavement leave, compensation time earned, and compensation time taken should all be properly coded. Overtime and compensation time earned should include an explanation of who approved the overtime work. Time sheets shall be approved by the Department Head or their designee before being turned into payroll.

CHAPTER SIX – CLASSIFICATION AND COMPENSATION PLAN

6.1 JOB DESCRIPTIONS

Job descriptions outlining the duties, qualifications requirements and responsibilities of all positions shall be kept and reviewed by the Human Resources Department.

6.2 COMPENSATION POLICY (Pending County Board Approval, McGrath will provide)

6.3 POSITION CONTROL POLICY (Pending County Board Approval, McGrath will provide)

6.4 DEPARTMENT OF PUBLIC WORKS EMPLOYEES

Operators of Machines and Working Foreman shall be appointed or assigned as needed by the Public Works Commissioner or Superintendents, and Machine Operators are responsible to haul the machines to the job site. Bonus pay for interstate maintenance shall be \$1.50/hour.

Mechanic Tool Reimbursement: Employees who are classified as mechanics (including the Working Shop Foreman) shall be required to provide basic hand tools to perform their duties. It is understood that these tools are the personal property of the mechanic and are not to be used by other personnel without prior permission of the mechanic. A seven-hundred-dollar (\$700) reimbursement for the replacement of broken or lost tools shall be paid annually on or about December 1. This reimbursement is limited to those classified as mechanics and working shop foreman on the payroll as of December 1 of the given year. It is the responsibility of the mechanics and working shop foreman to maintain the security of their tools.

Reimbursements for Broken Lenses: Employees will be reimbursed by the County for the purchase of safety prescription lenses (to replace lenses, including tinted lenses, and/or frames broken at work). Employees will report breakage of such lenses the same day in order to qualify for reimbursement of replacements by the County. Reimbursement shall be withheld only in cases of reckless conduct by an employee. This will be limited to one time per calendar year.

Steel Toed Shoes: The employer shall reimburse each employee fifty (50) percent of the cost of steel-toed shoes each calendar year up to a maximum of one hundred dollars (\$100.00). Employees shall present a receipt showing purchase of such shoes. Reimbursement which is not claimed by December 31st of a year shall be lost. Employees required to wear steel-toed shoes must wear them during all work hours. Employees who report for work without steel-toed shoes will be sent home to put on the shoes; after one warning, any such time off the job shall be unpaid.

6.5 HUMAN SERVICES/HEALTH DEPARTMENT PROFESSIONALS

Stand-By Pay: Employees shall receive \$2.00 per hour for all hours assigned to stand-by duties. In addition, stand-by employees shall receive the employee's choice of overtime pay or compensatory time off at time and one half (1.5x) for all hours engaged in crisis intervention work (including travel time). For those employees providing stand-by duties for the purpose of mandatory on-call for Chapter 48 and 938 the minimum call-in time will be 2 hours when an on-call worker is required to respond. Employees on stand-by duty for Chapter 48 and 938 on-call shall follow the Department of Human Services Minimum Call-In Time Policy.

During a public health emergency, the Health Department nursing staff may have to be activated to on-stand-by basis. The Health Officer will notify the Finance Committee of the need and the estimated cost to the Health Department budget.

Employees may request paid time off to maintain licensure and certification from their supervisor or department head. The County shall approve such requests in its sole discretion.

CHAPTER SEVEN – BENEFITS

7.1 WORKER'S COMPENSATION

All Juneau County employees are covered by Worker's Compensation. Any employee injured while working must report the injury immediately to their Department Head and insurance care line as

requested/required. The Department Head shall promptly secure medical attention and then file the accident report with the Human Resource Director.

Sick leave and vacation shall not accrue while on worker's compensation leave.

CHAPTER EIGHT – LEAVE POLICIES

8.1 SICK LEAVE

Except as otherwise provided, all regular full-time employees shall earn one day of sick leave per month rendered in service. They shall earn four (4) hours of sick leave per two-week pay period. The four hours will accumulate for twenty-four pay periods each year; equal to twelve (12) sick days earned per year. Regular part-time employees that are regularly scheduled to work at least 20 hours a week or more shall be eligible for sick leave on a pro-rated basis as compared to the amount of time full-time employees work in the part-time employee's position. Regular part-time employees that are regularly scheduled to work less than 20 hours a week are not eligible for sick leave.

The maximum accumulation of sick leave for any regular full-time employee shall be one hundred-twenty (120) days. Any accrual of over 120 days of sick leave shall go into a catastrophic sick leave account. Catastrophic sick leave is accrued in the event a severe illness of the employee or the employee's immediate family (as defined below) necessitates the utilization of the employee's entire sick leave balance. When a sick leave account is completely exhausted, the employee may begin utilizing the sick leave accrued in the catastrophic sick leave account. When the employee is able to return to work if their sick leave balance is less than 120 days, the employee will return to accruing sick leave in full day increments to restore the sick leave account balance to the maximum of 120 days. With the balance reestablished to the maximum of 120 days, any sick leave beyond the 120 days will accrue to the catastrophic sick leave account. In no event shall catastrophic sick leave be paid out or transferred/donated from one employee to another.

Those employees who have accumulated more than 120 days prior to January 1, 2014, may be allowed to keep that accumulation, provided that any additional hours accumulated before January 1, 2014, shall be placed in a grandfathered sick leave account to be paid out at the January 1, 2018, rate if not utilized at termination of employment based on the percentages in section 8.1a paragraph 5. The employee sick leave account will have the 120 days with the same rules as indicated in the previous paragraph for sick leave accumulation and usage. If the sick leave account is depleted, the grandfathered account will be utilized before the catastrophic account.

8.2 RULES FOR ADMINISTRATION OF SICK LEAVE

A. Employees shall be paid while on sick leave at the regular rate of pay for the same number of hours they would normally have worked. Sick leave may be taken in full blocks, or in shorter blocks not less than fifteen (15) minutes as approved by the immediate supervisor for both exempt and non-exempt employees.

B. Sick leave is a benefit, not a right to which employees are entitled. Sick leave does not vest in an employee the right to a certain number of days off each year with pay as does vacation or holiday pay.

C. Sick leave will be granted when an employee:

1. receives medical, dental, or optical examination or treatment on a scheduled workday.
2. is incapacitated for the performance of duties by sickness, injury, or pregnancy.
3. Is required to give care and attendance to a member of their immediate family during the illness of such family member. ("Immediate family" means spouse, children, and parents)

D. Sick leave shall not be used until earned.

E. Upon leave of employment, retirement (resignation of employment at a time the employee is eligible to draw a monthly annuity from the Wisconsin Retirement Fund), disability or death, or in event of forced layoff through elimination of regular positions, an employee (or their estate in case of death) shall receive the following percentages of the employee's accumulated sick leave, but not catastrophic sick leave, as severance pay based on the employee's rate of pay at the time of the end of employment:

- Less than five (5) years of service-fifty-five percent (55%)
- Five (5) years through nine (9) years-sixty percent (60%)
- Ten (10) through fourteen (14) years-sixty-five percent (65%)
- Fifteen (15) years through nineteen (19) years – seventy percent (70%)
- Twenty (20) years or more – one hundred percent (100%)

F. Employees who are absent from duty for reasons which entitle them to sick leave shall notify their supervisor at least one-half hour before the start of the workday. The Public Works department and Dispatchers shall notify their supervisor at least two hours before the start of the workday.

G. If absent from work due to illness for more than three days, or at the request of the Department Head consistent with applicable law, an employee may be required to present to the head of their department a physician's statement verifying such illness. In the event the physician's statement is not obtained after such a request, the Department Head will generally treat such absence as leave without pay.

H. Willful misuse of sick leave or the willful making of false reports regarding illness shall subject the employee to disciplinary action up to and including termination.

I. While an employee is on paid sick leave, the employee shall continue to accrue sick leave benefits.

J. When an insufficient sick leave balance remains to cover the absence of an employee, the remainder may be charged to any accumulated time the employee may have on record at the time the leave commences (such as vacation or compensatory time). Before leave without pay can be granted to extend a sick leave, a physician's certificate(s) must be furnished to substantiate the need for additional leave. In no case shall the use of paid time be split up during a leave; earned time shall not be maneuvered to specifically qualify for further benefits.

K. Sick leave requests with the exception of an emergency shall be filed on proper forms as prescribed.

L. Requests for approval of sick leave must be completed in full by the end of the day the employee returns to work from sick leave.

M. Employees shall be eligible for a maximum of five (5) days/forty (40) hours per calendar year as personal leave. Said personal leave shall be deducted from accrued sick leave. Employees who do not have accrued sick leave to cover a personal leave, cannot take personal leave.

N. Department Heads are required to report all sick leave taken by the employees on the biweekly payroll sheets. Please contact Payroll if you have questions on proper coding of sick time hours.

8.3 VOLUNTARY COMPENSATORY, SICK OR VACATION DONATION PROGRAM

PROGRAM BENEFIT

The Voluntary Compensatory, Sick or Vacation Transfer Program allows County Employees to voluntarily donate earned compensatory, sick, or vacation time to another County Employee with a qualifying medical emergency.

DEFINITIONS

“Medical Emergency” is a medical condition of an employee that meets the requirements of the Federal Family and Medical Leave Act (FMLA) for ‘Serious Health Condition’.

RECIPIENT ELIGIBILITY

To be eligible as a Recipient in this program, it must be determined that:

1. The Recipient has submitted the County’s FMLA form which shows FMLA “Serious Health Condition”.
2. The medical emergency is that of the employee.
3. The Recipient has no remaining compensatory, sick leave, vacation or other paid leave to apply to the absence from work.
4. The leave donated will be used to preserve in-pay status for the Recipient employee during the period of medical emergency.
5. The Recipient is not receiving any other wage or salary replacement benefits.
6. The potential Recipient has signed a Request for Assistance, authorizing minimum disclosure of the need for assistance under this program.
7. All donations will be placed in the Recipient’s Sick Leave Bank.

DONOR ELIGIBILITY

To be eligible as a Donor in this program, it must be determined that:

1. The Donor has earned compensatory, vacation or sick time in their bank
2. The Donor is in pay status
3. The Donor has signed a Voluntary Sick time Transfer form

WHAT IS DONATED

When a Voluntary compensatory, vacation or sick Transfer form is signed, time may only be donated in increments not less than four hours per donation. Regardless of the hourly rate of the Donor or Recipient, donations in increments of four hours, or more, of time will be credited by the County to the earned sick bank of the Recipient, and deleted from the bank of the Donor.

CONFIDENTIALITY

When a potential Recipient signs a Request for Assistance, they authorize the communication of the Recipient’s need County-wide, according to the authorization statement. Only the total of all donations will be released to the Recipient by the County.

NOT ALLOWED

1. No donation is allowed for a medical emergency not meeting the definition of ‘Serious Health Condition’ under the Federal FMLA.
2. No donation is allowed for purposes of a recipient’s vacation. The value donated becomes the exclusive property of the Recipient and may be used according to the regular rules governing the taking of sick time in effect for the Recipient. Because of time lags, sick time donated under this program may be used to cover Recipient pay retroactively.
3. Once transferred, the donation is final.

A Recipient may not return donated time to a Donor, even if Recipient receives more leave under this program than the Recipient needs. However, Recipient may make donations under this program. A Donor may not withdraw a voluntary transfer once it has been signed, nor may a Donor request return of leave donated.

8.4 FEDERAL FAMILY AND MEDICAL LEAVE ACT OF 1993

The County will comply with all applicable state and federal laws concerning Family and Medical Leave (FMLA). This policy describes the state and federal FMLA laws and addresses certain differences between the two laws. When both laws apply, the leaves under state and federal law will run concurrently and the provisions more beneficial to the employee will apply. Medical leaves that qualify under the FMLA will also run concurrently with leaves under worker's compensation, short term disability and other laws, as applicable and as allowed by law.

The federal FMLA 12-month period and the Wisconsin FMLA entitlement will run a calendar-year basis from January 1 to December 31. If spouses are employed by the County, their combined total leave for birth, adoption or foster care placement of a child, or to care for a parent with a serious health condition, is 12 weeks. Wisconsin FMLA in connection with birth or adoption of a child must start within 16 weeks of birth of the child. Leave for birth, adoption or foster care placement must be concluded within 12 months of the birth, adoption or placement of the child.

To qualify for FMLA, employees must be employed with the County for at least 12 months and have worked at least 1,250 hours in the preceding 12-month period (1,000 hours in the last 52 weeks for Wisconsin law. In order to be eligible for FMLA, employees must also be employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite.

Employees should direct any questions regarding FMLA leave to Human Resources. Taking FMLA leave will not be used against an employee in any employment decision contrary to law. Employees on FMLA leave may not engage in any other employment that is inconsistent with the reason for the employee's FMLA leave.

General Leave Rights

Federal FMLA. Under the federal FMLA, eligible employees are allowed up to 12 workweeks of unpaid leave per 12-month period for the following reasons (see also Military family leave below):

1. The employee's own serious health condition that makes the employee unable to perform the functions of their position.
2. To care for the employee's spouse, child or parent with a serious health condition.
3. For the birth of the employee's child, or placement of a child for adoption or foster care with the employee.
4. For incapacity due to pregnancy, prenatal medical care or child birth.

Wisconsin FMLA. Wisconsin FMLA permits eligible employees to take unpaid leave for the following reason:

1. 2 weeks for the employee's own serious health condition.
2. 2 weeks to care for the employee's spouse, domestic partner, child, parent or parent-in-law with a serious health condition.
3. 6 weeks to care for the employee's child after birth or adoption.
4. Bone Marrow or Organ Donor Leave. Employees who have worked for the County for 52 consecutive weeks and worked at least 1,000 hours in the last 52 weeks are eligible for leave to be a bone marrow or organ donor. The employee may take up to six weeks of leave in a 12 month period for the purpose of serving as a bone marrow or organ donor if the employee

provides the employer with written certification that: (1) the done has a serious health condition that necessitates a bone marrow or organ transplant; (2) the employee is eligible and has agreed to be a bone marrow or organ donor the done; and (3) the amount of time expected to be necessary for the employee to recover from the donation procedure.

Military Family Leave. Military family leave is part of the federal FMLA. Usage provisions of this FMLA policy, including employee notice provisions, certification requirements, and use of paid time off and intermittent usage, apply to military family leave as well.

There are two types of military family leave.

Qualifying Exigency Leave. Eligible employees with a spouse, son, daughter or parent on covered active duty or call to covered active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week FMLA entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare or parental care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. The 12 weeks of leave afforded for a qualifying exigency is not in addition to the general 12 weeks afforded under the federal FMLA. An employee is entitled to no more than 12 total weeks of leave for any combination of personal, family or qualifying exigency military FMLA.

Servicemember Care Leave. Eligible employees may also take up to 26 weeks of leave during a single 12-month period to care for a child, spouse, parent or next of kin who is: a current member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness that was incurred in the line of duty or that existed before the beginning of the member's active duty and was aggravated by service in the line of active duty; or a covered veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness that was incurred in the line of duty or existed before the beginning of the veteran's active duty and was aggravated by service in the line of duty. The 26 weeks of leave afforded for servicemember care is not in addition to the general 12 weeks afforded under the federal FMLA. Any other sort of FMLA taken will decrease the 26-week period. The 26 weeks is not annual; it is a one-time leave per the same cause of injury or illness.

Married Employees. Married employees who both work for the County are limited to no more than an aggregate of 26 weeks of leave between them for military family leave.

Definitions of "Child" and "Parent."

Under both state and federal FMLA laws, "child" means a biological, adopted or foster child, stepchild, or legal ward. Under federal FMLA law, "child" also includes a child for whom the employee provides day to day care and financial support. Under both state and federal FMLA laws, a "child" must either be under age 18 or be 18 years or older and unable to care for themselves because of a mental or physical disability (federal FMLA) or serious health condition (Wisconsin FMLA). Under both state and federal laws, "parent" means biological parent, foster parent, adoptive parent, or stepparent. Under federal FMLA law, "parent" includes an individual who was responsible for the day-to-day care and financial support of the employee when the employee was a child but does not include parents of an employee's spouse or domestic partner. Under state FMLA law, "parent" includes parents of an employee's spouse or domestic partner.

Serious Health Condition

A serious health condition is an injury, illness, impairment or physical or mental condition that involves:

1. Inpatient care in a medical care facility; or

2. Continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents a qualified family member from participating in school or other daily activities. Continuing treatment by a health care provider includes:
 - a. A period of incapacity of more than three (3) consecutive full calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment under the supervision of a health care provider (time limits apply to health care provider visits);
 - b. Any period of incapacity due to pregnancy or prenatal care;
 - c. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
 - d. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective; or
 - e. Any period of absence to receive multiple treatments by a health care provider or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment. (Under Wisconsin FMLA, the more than three (3) calendar days of incapacity requirement does not apply.)

Notification and Certification

Whenever possible, employees must give at least 30 days' written notice of the need for FMLA leave. When 30 days' notice is not possible, employees are expected to give as much written notice as is practical. All requests for leave must be made on a Request for Leave form and forwarded to Human Resources. The County's normal call-in procedures must also be followed for all FMLA absences.

Employees must give sufficient information to the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees must also inform Human Resources if the requested leave is for a reason for which FMLA leave was previously taken or certified. The County may require an employee who is requesting FMLA leave to provide medical certification for the leave. Employees will have 15 days in which to provide the certification, except in extenuating circumstances. If an employee fails to provide adequate certification in a timely manner, the employee's leave request or continuation of leave may be delayed or denied altogether. The County may require a second medical opinion at its expense regarding a serious health condition from a health care provider of its choice. If the first two opinions differ, the County may obtain a third opinion at the Employer's expense from a mutually agreed upon health care provider. The third opinion shall be binding on the parties. Recertification and periodic reports regarding the employee's status and intent to return to work may also be required as allowed by law.

We will inform employees who have requested leave whether they are eligible for leave, specify any additional information needed, and inform the employee of their rights and responsibilities. If the employee is not eligible for leave, we will provide a reason for the ineligibility.

We will also inform eligible employees whether requested leave will or will not be designated as FMLA leave and the amount of leave that will be counted against the employee's leave entitlement.

The County may also designate any qualifying absences as FMLA usage. The employee will be notified of this designation.

Intermittent Leave

An employee does not need to use FMLA leave entitlement in one block. An employee may be eligible to take intermittent leave or reduced schedule leave if medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as to not unduly disrupt the employer's operations. In certain circumstances, the County may transfer an employee taking intermittent FMLA leave temporarily to a position with equivalent pay and benefits if the new position better accommodates the leave. Leave due to qualifying exigencies may also be taken in an intermittent basis. An Employer may deny the use of intermittent FMLA leave for the birth, adoption or foster placement of a child during the federal-only portion of their FMLA leave. (Under Wisconsin FMLA, the last increment of intermittent leave for the birth, adoption or foster placement of a child must begin within 16 weeks after the birth, adoption or placement of the child.) If spouses are employed by the County, their combined total leave for the birth, adoption or foster care placement is 12 weeks.

Substituting Earned Time Off

During the portion of an FMLA leave covered by Wisconsin law, employees may elect to, or not to, substitute accrued paid leave for unpaid FMLA leave. During the federal-only portion of an FMLA leave, we may require employees to substitute accrued paid leave. In order to use paid leave in conjunction with FMLA leave, employees must comply with our normal paid leave policies. However, if an employee does not meet qualifications to use paid leave, it will not affect the employee's ability to use FMLA leave if the leave qualifies as FMLA leave.

Benefits During Leave

An employee's coverage under our group health plans (i.e., group health and dental coverage) will be maintained during the period of an FMLA leave as required by the Wisconsin and federal FMLA laws and in accordance with the applicable terms of the plans.

Employees who normally pay a portion of the premium for insurance coverage must continue to do so during the period of FMLA leave. If paid leave is substituted for unpaid leave, the employee's portion of the premium will be deducted from the employee's paycheck. For those employees on unpaid leave, payment arrangements must be made prior to the start of the leave, or as soon as practicable. A 30-day grace period will apply to premium payments, however, if payment has not been made timely, the employee's group health/dental insurance may be terminated.

If the County maintains the employee's insurance during an FMLA leave, and the employee does not return from FMLA leave, under certain circumstances the County will have the right to recover the total cost of the insurance premiums paid during the employee's leave, as allowed by law.

Use of FMLA cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave. Other benefit accruals may be suspended during the period of the leave and will resume upon return to active employment. Check with Human Resources regarding other benefit continuation provisions.

Returning to Work at the End of Leave

Employees who return to work from FMLA leave within the timeframes protected by the FMLA laws will be returned to their former position or, if that position is no longer available, an equivalent position with equivalent pay, benefits and other employment terms. If an employee wants to return to work before their leave is to end, and work is available, the employee must notify Human Resources at least two days prior to the desired return date. If the employee took FMLA leave for their own serious health condition, a fitness for duty certification will be required before the employee may return to work. In such cases, an employee's return will be delayed until such a certification is received.

Failure to Meet Policy Requirements

If the employee fails to meet the requirements of this policy for family or medical leave, the request for leave will be denied until the requirements are met. Employee must also follow other County policies, including those regarding benefit use, paid time off usage, and notification of absences.

While on FMLA leave the employee may not engage in other employment or other activities which are inconsistent with the medical restrictions, treatments and/or the need to be on FMLA leave.

Failure to Return to Work at End of FMLA-Protected Leave

If the employee does not return to work at the end of their FMLA protected leave, the employee's rights under the federal and state FMLA laws, including the right to reinstatement, will no longer be in effect. In such a case, the employee's employment may be terminated.

Employer's Duties and Enforcement

It is unlawful for employers to interfere with, restrain, or deny the exercise of any right provided under FMLA or to discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA. (See FMLA posters.) The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

8.5 VACATION

Paid vacation for Juneau County employees will be on completion of years of service as indicated below.

Start date*	5 days (40 hours)
6 months	5 days (40 hours)
1 year	12 days (96 hours)
5 years	15 days (120 hours)
10 years	20 days (160 hours)
15 years	25 days (200 hours)
20 years	30 days (240 hours)

Employees who are assigned to work 12 hours shifts will have vacation based on hours not days as indicated below.

Start date*	48 hours
6 months	48 hours
1 year	96 hours
5 years	120 hours
10 years	168 hours
15 years	204 hours
20 years	240 hours

*If an employee terminates employment involuntary or voluntary during the first 6 months of employment all vacation time used will need to be reimbursed to Juneau County or will be deducted from your final paycheck. Employees do not accrue any vacation leave for purposes of vacation pay out until after completing 6 months of employment.

Regular part-time employees that are regularly scheduled to work at least 20 hours a week or more shall be eligible for vacation on a pro-rated basis as compared to the amount of time full-time employees work in the part-time employee's position. Regular part-time employees that are regularly scheduled to work less than 20 hours a week are not eligible for vacation.

Vacation Benefits

All vacation time is computed as of the employee anniversary date. Employment status as of this date determines the amount of paid vacation the employee will receive in the upcoming year. Limited term employees are excluded from vacation benefits. Vacation pay will be paid at the employee's regular rate and for the employee's regularly scheduled number of hours per day. Vacation eligibility will be made available to employees on-line through Springbrook Employee Access.

Scheduling of Vacation

Each employee must take vacation time before the following year's anniversary date in which the time is earned or lose vacation rights for the year, except that employees have the option to carry up to a maximum of five vacation days into the following year. An employee may carry over additional vacation only if it is requested prior to the employee's anniversary date when the vacation would otherwise be lost. Requests to carry more than five days of vacation into the following anniversary year must be made to the Director of Human Resources and the employee's supervisor in writing indicating why the employee could not use the allotted vacation. Approved carryover vacation in excess of five days must be used within three months of the anniversary date unless otherwise approved by the Director of Human Resources. Requests for the use of vacation time are to be submitted on the employee's timesheet.

Vacation Increments/Approval Process

Vacation time may be taken in full blocks, or in shorter blocks not less than fifteen (15) minutes as approved by the immediate supervisor for both exempt and non-exempt employees. Vacation time should be requested with at least fifteen (15) days' notice. The County may approve vacation requests at its sole discretion.

Vacation upon transfer, promotion or reassignment

An employee who moves from one position to another in the County by transfer, promotion or reassignment, shall be credited with the employee's previously accumulated vacation leave in the new position. Vacation will subsequently accrue consistent with the employee's new position.

Pay out of Vacation

Employees who retire or who are separated from employment shall be paid for accumulated vacation time earned up to the date of separation. In the event of the death of an employee, the employee's beneficiary will receive the payment.

8.6 PAID HOLIDAYS

The following holidays will be observed by officers and employees of Juneau County covered by this policy:

New Year's Day
Friday before Easter
Memorial Day (Observed)
Independence Day
Labor Day
Veterans Day
Thanksgiving Day

Day after Thanksgiving
Christmas Eve Day
Christmas Day
Floating Holiday

Each employee shall receive holiday pay at their regular straight time rate based on an eight (8) hour day for each of the holidays listed above. Dispatchers required to work the actual holiday shall be paid at time and one-half for their shift in addition to receiving holiday pay. Parks and Forestry Department employees that are required to work on a paid holiday will receive time and one-half for all hours worked on the day of the holiday in addition to receiving holiday pay.

8.7 RULES FOR ADMINISTRATION OF HOLIDAY COMPENSATION

In the event that any of the above enumerated holidays falls on Saturday, the holiday shall be celebrated on the preceding Friday and any full holiday falling on Sunday shall be celebrated on the following Monday. If Christmas Eve falls on a Friday, it shall be observed on the previous Thursday. If Christmas Eve falls on a Sunday, it shall be observed on the previous Friday.

To receive pay for said holidays, a regular employee must work both the regularly scheduled workdays immediately prior to and following the holidays, unless regularly scheduled time off falls on either day.

Leave without pay shall not be considered as time worked. If leave without pay is used on the employee's regularly scheduled workday before or after a holiday, it shall void all eligibility for holiday pay for that holiday.

All holidays taken are to be reported on the payroll time sheets.

Regular part-time employees shall be eligible to receive holiday pay on a pro-rated basis as compared to the amount of hours a full-time employee works in that position. However, a regular part-time employee must be scheduled to work on the day the holiday is observed in order to receive holiday pay.

8.8 BEREAVEMENT LEAVE

Regular staff members are provided with paid leave for making arrangements, settling family affairs, bereavement, and/or attending the funeral or memorial service of a member of their immediate family.

Time off for a death in the family is arranged by notifying the staff member's immediate supervisor.

A maximum of five (5) days off with pay is permitted upon the death of a staff member's:

- Spouse/Significant other
- child
- brother or sister
- parent or guardian
- son-in-law or daughter-in-law
- parent-in-law or guardian-in-law

"Step" relations in the above categories are also included.

A maximum of three (3) days off with pay is permitted upon the death of a staff member's or of the staff member's spouse's/significant other's:

- grandparent
- grandchild

- aunt or uncle
- brother-in-law or sister-in-law

brother-in-law or sister-in-law "Step" relations in the above categories are NOT included.

One (1) day off with pay is permitted upon the death of a staff member's or the staff member's spouse's/significant other's:

- first cousin
- nephew or niece

"Step" relations in the above categories are NOT included.

All regular employees shall receive one-half (1/2) day leave with full pay for the funeral of a co-worker.

The allotted days off with pay do not have to be consecutive. However, the allotted time off must be used within one year of the death of the family member.

A staff member may make a request to the H.R. Director to use their paid leave allowance for the death of family members or friends not covered by this policy, or if the staff member needs additional days off in excess of the time allowances outlined above due to the death of a family member covered by this policy.

Regular part-time employees shall be eligible for bereavement leave on a pro-rated basis as compared to the amount of time full-time employees work in the part-time employee's position.

Funeral Leave for Pallbearer Duty. Any employee may use one-half (½) day of funeral leave when said employee actually serves as pallbearer for the death of an individual who isn't listed above. Verification of the funeral may be requested by the Department Head in advance of the leave.

8.9 MILITARY LEAVE

Employees will receive military leave consistent with state and federal law.

Employees receiving leave for annual two-week tours shall be paid the difference between their military pay and the pay they would have normally earned had they worked for the County. A copy of the military pay voucher has to be submitted to the Finance Department.

Vacation leave may coincide with military leave, at the employees' option for leave other than annual two-week tours. Otherwise, all other military leaves will be unpaid, except to the extent required by state or federal law.

8.10 CIVIC LEAVE

An employee called upon to serve jury duty or as a witness, shall be paid the difference between their jury duty pay or witness fee, less mileage, for such time spent on jury duty or as a witness, such pay to be based upon the employee's regularly scheduled workday.

The witness or juror must sign over the witness or juror fees, exclusive of mileage, to the County, if the witness or juror wants full regular pay.

An employee called for Jury Duty may use their vacation, personal days, or earned compensatory time during such time as they are serving on a jury. In this case, the employee can retain the amount received for Jury service.

8.11 NOTICE OF INTENT TO RETURN TO EMPLOYMENT

Any employee, who has taken a leave of absence of any kind, is on extended sick leave or Family and Medical Leave shall notify the Department Head monthly as to their intended date of return to work. Employees may need to provide a fitness for duty note from a medical provider prior to their return to work depending on the reason for the absence.

CHAPTER NINE – PERSONNEL RECORDS

9.1 PERSONNEL RECORDS

Personnel records are available for inspection consistent with Wis. Stat. § 103.13 and the Wisconsin Public Records law.

CHAPTER TEN – DISCIPLINE AND GREVIANCES

10.1 DISCIPLINARY ACTION

The County expects employees to report to their assigned place of work and be on-the-job at the beginning of the shift. Failure to perform assigned tasks may be grounds for initiating disciplinary action, along with misconduct.

The following list, which is not intended to be all-inclusive, gives examples of specific conduct which may warrant discipline, ranging from a verbal warning to immediate discharge, depending upon the seriousness of the offense in the judgment of management.

1. Dishonesty of any type including but not limited to falsification of records such as time records or information given to obtain employment.
2. Violation of the County drug-free workplace or drug testing policies.
3. Sleeping on the job
4. Unauthorized personal use or misuse of County equipment or property.
5. Theft, destruction, or misuse of County equipment or property.
6. Unlawful work stoppages such as strikes or slowdowns.
7. Any conduct that is unsafe or creates safety or security risks.
8. Unauthorized absence from work area or being in an unauthorized area while working.
9. Allowing unauthorized persons (including family and friends) to enter County premises.
10. Insubordination or refusal to comply with the proper order of an authorized supervisor.
11. Violation of attendance policies
12. Violation of ethics and conflict of interest policies or law.
13. Disregard for or violations of safety rules and regulations.
14. Violation of any policy in this handbook.
15. Conduct constituting harassment or discrimination.
16. Any other reason at the County's discretion.

At any point, the Administrative Coordinator, in consultation with the Human Resource Director, may discipline any employee at will. Discipline is subject to the grievance procedure below.

The Human Resource Director can put any employee on non-disciplinary paid administrative leave pending investigation into the employee's conduct in order to further evaluate whether to impose discipline, up to and including termination on an employee. This decision is not discipline and is not subject to the grievance procedure below.

The County may discipline an employee at will. It is not necessary that a series of notices (progressive discipline) be given for any given instance of misconduct. The degree of disciplinary action will be tailored to the offense, but the County has the discretion to determine whether an action is appropriately tailored to the offense.

10.2 TERMINATION

The Administrative Coordinator, in consultation with the Human Resource Director, may terminate any employee at will. Terminations are subject to the grievance procedure below.

10.3 GRIEVANCE PROCEDURE

Purpose

The purpose of this Grievance Procedure is to provide a way for employees of the County ("Employer") to resolve grievances concerning discipline, termination, or workplace safety.

This Grievance Procedure is intended to comply with Wis. Stat. § 66.0509(1m). This procedure does not create a contract of employment, and does not change an employee's employment status. Employment disputes that are covered by state or federal statutes and/or administrative enforcement mechanisms are not covered by this Grievance Procedure.

Definitions

"Grievance" means a written complaint related to the discipline or termination of an employee or to "workplace safety."

"Days" means calendar days.

"Employee termination" shall be narrowly construed to mean a separation from employment by the employer for disciplinary or performance reasons. "Employee termination" does not include layoff, failure to be recalled from layoff, furlough or reduction in workforce, elimination or reduction in of a position, job transfer, non-disciplinary demotion, resignation, voluntary quit, abandonment, end of employment due to disability, retirement, or death, and end of employment and/or completion of assignment of limited term, temporary, seasonal, substitute, or part-time employees, including co-curricular contracts.

"Employee discipline" shall be narrowly construed to mean a suspension without pay, or a demotion or reduction in rank, pay, or other benefits, imposed by the employer for disciplinary reasons. "Employee discipline" does not include oral or written reprimands, performance evaluations, performance improvement plans, layoff, failure to be recalled from layoff, furlough or reduction in workforce, administrative leave or suspension with pay, or any other employment action such as wage, benefit or salary adjustments, or change in assignment, which are taken for a non-disciplinary reason.

"Workplace safety" shall be narrowly construed to refer to (1) an existing condition that substantially endangers an employee's health and safety; or (2) any workplace policy or procedure established by state or federal law or the County to protect the safety and health of employees in the County which is alleged by an employee to have been violated and to have substantially adversely affected the employee's safety at a County workplace.

Time Limits

If the grievant fails to comply with any time periods or other procedures of this policy, the grievance will be deemed resolved and the grievant shall have no further right to pursue or appeal a grievance decision. If the employer fails to comply with any time periods or other procedures of this policy, the grievant may advance the grievance to the next level, and there shall be no other consequence or remedy for the employer's failure to comply with any time periods or other procedures. A grievance may be withdrawn by the employee at any time. Once a grievance is withdrawn, it cannot be reopened or re-filed. The parties may mutually agree to extend any time deadline. Such extensions shall be non-precedential.

Process

- A. **Written Grievance Submission.** Only the employee who is subject to the discipline or termination or directly impacted by the issue of workplace safety may file a grievance. The employee must file a grievance within seven (7) days of the date the employee knew or reasonably should have known of the termination, employee discipline or workplace safety issue. The grievance must be in writing, and the Grievant shall: (1) identify the category of grievance (i.e., termination, discipline, or workplace safety); (2) identify the facts supporting the grievance; (3) specify any applicable policy, rule, regulation, or law alleged to have been violated, (4) provide a rationale supporting the grievance; and (5) describe the relief requested. The grievance must be given to the Administrative Coordinator. However, if the Grievant is the Administrative Coordinator, or if the grievance arises out of action by the County Board, the grievance, the grievance must be given to the Chairman of the County Board of Supervisors. If the Administrative Coordinator is serving as the Chairman of the County Board of Supervisors and the Grievant is the Administrative Coordinator, the grievance must be given to the First Vice-Chairman of the County Board of Supervisors.
- B. **Representatives.** Any party involved in the grievance may have a representative present at all levels once the grievance has been filed in writing. The Grievant shall bear any expenses related to having a representative present.
- C. **Initial Decision.** The Administrative Coordinator, in consult with the Human Resources Director, shall act on the grievance within fourteen (14) days of receipt of the written grievance, unless the Administrative Coordinator is the Grievant, or unless the grievance arises out of action by the County Board, in which case the response shall be provided by the County Board. The written response shall contain a statement of the basis for the decision to sustain or deny the grievance, and, if denied, the deadline for the Grievant to appeal the grievance to an Impartial Hearing Officer ("IHO").
- D. **Impartial Hearing.** If the Grievant wishes to appeal the Initial Decision by the Administrative Coordinator or County Board, the Grievant must file a written appeal with the Chairman of the County Board of Supervisors within seven (7) days of receipt of the County Board decision or administrative decision requesting a hearing before an IHO. The hearing shall take place within a reasonable time.
- E. **Appeal of IHO's Decision.** If either party is dissatisfied by the decision rendered by the IHO, the dissatisfied party may file a written appeal with the Chairman of the County Board of Supervisors within ten (10) days of receiving the IHO's decision. If no appeal is filed within ten (10) days, the decision of the IHO shall become final.

Procedure for Impartial Hearing

- A. Standard of Review. The standard of review to be applied by the IHO to an Initial Decision shall be as follows:
 - 1. The review of an Initial Decision involving the termination or discipline of an employee shall require deference to the Initial Decision. The IHO shall apply the standard(s) established by applicable provisions of Board policy, handbook, contract and/or common law.
 - 2. The review of an Initial Decision concerning a workplace safety grievance shall require deference to the Initial Decision. The decision shall be upheld if it is not “arbitrary and capricious,” which shall be defined as an action which is either so unreasonable as to be without rational basis or the result of unconsidered, willful, or irrational choice.
- B. Impartial Hearing Officer. The IHO shall not be an officer, agent or employee of the County Board at the time of appointment. The Board shall appoint the IHO.
- C. IHO Responsibilities and Authority. The IHO shall do the following:
 - 1. Screen the grievance and determine whether it falls within one of the categories subject to the Grievance Procedure and whether it has been timely filed.
 - 2. Provide reasonable notice to the parties of the time and location for the hearing.
 - 3. When requested by either party, subpoena witnesses as necessary to ensure their testimony, provided such testimony is required to provide the Grievant with applicable due process.
 - 4. Make evidentiary findings and conclusions. In the case of a grievance related to a termination or discipline, the IHO shall determine whether a full evidentiary hearing is needed to afford the employee the requisite due process, and, if so, shall allow the grievant to present evidence, call and question witnesses, cross-examine adverse witnesses, obtain copies of evidentiary materials and argue their case. The rules of evidence shall not apply at any hearing; however, depending on the nature of the hearing, a material fact may not be supported solely by hearsay evidence. Additionally, the IHO may exclude or limit irrelevant, repetitive, or redundant evidence or any evidence lacking probative value. The IHO shall act so as to provide a speedy and inexpensive resolution of any appeal brought before the IHO.
 - 5. If the grievance is sustained in whole or in part, determine the appropriate remedy, provided, however, that the IHO may not award attorney’s fees or litigation expenses against the County Board at any time.
 - 6. The IHO shall only consider the precise issue(s) submitted in writing initially to the County by the Grievant and on the letter of appeal written by the Grievant, if applicable, shall apply the applicable standard of review, and shall have no authority to determine any other issue.
 - 7. The IHO has no authority to make any decision which requires the commission of

an act prohibited by law.

8. The hearing shall be recorded. The IHO shall consider whether to engage a court reporter in lieu of recording the hearing. The grievant may request the opportunity to have the hearing conducted in open session, subject to such other legal requirements relating to confidentiality or privacy which may apply to the subject matter of the hearing.
9. The IHO shall issue a written decision no more than thirty (30) days after the hearing is concluded, including any briefing period, unless the IHO notifies the parties that more time is needed and the reasons therefore.
10. The IHO shall inform the parties that an appeal of the decision may be taken to the County Board if filed within ten (10) days of the receipt of the IHO's decision, and that if no timely appeal is filed, the IHO's decision shall become final.

Procedure for Board Review on Appeal of IHO's Decision.

- A. If either party is dissatisfied by the IHO's decision, either party has the right to file a written appeal with the Chairman of the County Board within ten (10) days of receiving the IHO's decision. If no timely appeal is filed, the IHO's decision shall become final.
- B. The Chairman of the County Board of Supervisors shall provide the parties with ten (10) days' notice of any meeting scheduled by the County Board to hear the appeal.
- C. The County Board shall review the grievance on the record established by the IHO. Each party may make a brief oral presentation to the County Board to summarize the party's position as to whether the IHO decision should be sustained, modified or reversed. No factual evidence or argument not presented to the IHO for consideration shall be presented to the County Board for review. The appeal meeting shall be held in closed session. If the County Board determines more information is necessary to make a decision, it may remand the matter to the IHO for further proceedings.
- D. The County Board may affirm, reverse, or modify the IHO's decision. In reviewing a decision concerning termination or discipline, the Board shall apply the standard(s) established by applicable provisions of Board policy, handbook, contract, and/or common law. In reviewing a decision concerning a workplace safety grievance, the Board shall apply the same standard as the IHO and shall uphold the administrative decision if it is not "arbitrary and capricious," which shall be defined as an action which is either so unreasonable as to be without rational basis or the result of unconsidered, willful, or irrational choice.
- E. Procedural errors which do not have a substantial effect on the rights of the parties shall not be grounds for reversal of any decision.
- F. The County Board's decision shall be final. The Board shall send the Grievant a written statement of its decision within a reasonable time after hearing the appeal.

CHAPTER 11 – TECHNOLOGY

11.1 INTERNET AND COMPUTER POLICY

Juneau County provides a variety of information technology resources such as computers, software, printers, scanner, electronic mail, cell phone and internet access for employees in an effort to allow them to be more productive and have the information necessary to do their jobs. Secure and Guest Wi-Fi is a County information technology subject to this policy. The use of these resources is intended for County business purposes only. Except as prohibited by the following policy, occasional use by an employee for personal purposes that does not result in any additional cost in loss of time or diversion of resources from the employee's intended business purpose is permitted, subject to approval by the employee's supervisor and provided that such use does not negatively affect the employee's work performance or violate any other policy.

Employees are responsible for appropriate use of information technology resources in accordance with this policy or any other guidance, policy, or direction provided by their supervisor. In addition to complying with laws and policies, employees are expected to adhere to the highest ethical standards when using County information technology resources.

All new Juneau County employees will be required to do training before they are allowed on the Juneau County network. New employees that will be working with PHI data will need to do both HIPAA and Email Phishing training before they are allowed on the Juneau County network. All County employees will be responsible to finish any additional training at the direction of their supervisor.

Appropriate Use

The use of information technology resources is a privilege which may be revoked at any time by the County at its sole discretion.

The following are examples of appropriate use:

- Juneau County internet can only be used with Juneau County owned devices for personal use during break and lunch time of an individual's paid work shift.
- Use of the system does not interfere with the normal performance of the user's duties.
- There is no additional cost to the County in using the system for personal use.
- There is no breach of the prohibitions identified in this policy or any other policy.

Examples:

- You can look at the weather or news but you can't print.
- Small file downloads such as Adobe Reader (pdf files), Word documents, research materials, etc. are permissible, but all downloaded files should be checked for viruses.
- Reading your own personal information on the internet is fine but you can't use third party email, do social networking (Facebook, Snapchat, Twitter, Video Chat, etc.) sell, or print from the internet using County information resources.

No email attachments will be allowed except for the following unless previously authorized:

- Adobe Reader
- Microsoft Office products
- Google products
- Work related images
- Work related video, audio
- Information Technology approved files

Inappropriate Use

Inappropriate use of information technology resources, including for limited personal use as authorized herein, may result in revocation of privileges, job related discipline, or both. Uses that are prohibited include, but are not limited to:

- Accessing resources or altering data without explicit management authorization.
- Watching, streaming, or downloading video or audio, or engaging in any other activity that uses excessive bandwidth as determined by IT.
- Intentionally deleting or damaging data.
- Intentionally introducing a computer virus.
- Engaging in illegal activities as defined by State Federal law or local ordinance.
- Wagering, betting, or selling chances including fantasy sports that involve money or items of substantial value.
- Initiating or forwarding chain letters.
- Emailing solicitations through Juneau County email system, including those for charitable organizations or non-profits.
- Third party email systems such as Yahoo, MSN, Hotmail, Gmail, etc. can't be used on Juneau County workstations unless prior approval from the Information Technology Department is obtained.
- No social networking website can be used on Juneau County workstations. Example: Instagram, Facebook, X (formerly known as Twitter), LinkedIn, etc.
- Instant messaging is not allowed, except for that which is provided by the County.
- Transmitting threatening, abusive, obscene, lewd, profane, or harassing material or any material that violates County policies.
- Transmitting or viewing material with intent to demean any person's age, disability, gender, race, national origin or sexual orientation, unless necessary to perform your job duties.
- Viewing, reading or accessing any sexually explicit sites or materials that are in any way sexually revealing, sexually suggestive, sexually demeaning, or pornographic, unless necessary to perform your job duties.
- Engaging in commercial activities.
- Promoting personal, political, religious or private causes, positions or activities, or working on behalf of organizations that have no professional or business affiliation with Juneau County.
- Attempting to evade, disable, or bypass any security provisions of systems or the network.
- Obtaining unauthorized access to any computer system or exceeding the scope of your authorization to any computer system.
- No equipment or software should be installed on Juneau County pc's without permission for the IT department.
- You can't use personal USB drives, CD's, DVD's, MP3 players, PDA's, floppy drives, digital recorders, cell phone, smart phone, etc. on Juneau County equipment.
- No personal computer equipment (Laptop, Desktop, Monitors, Printers, etc.) can be used on the Juneau County network unless preapproved by the IT department.
 - Systems can't be used for private business or other commercial purposes including the sale of goods and services.
 - Juneau County has computer monitoring software (keyboard and mouse strokes tracking software) on all Juneau County computers.

Email Archiving

- All emails sent and received will be kept for 7 years, unless IT deletes it sooner pursuant to the County's public records retention schedule. We ask all users to avoid all personal and especially joke emails as they use a lot of hard drive space and could be subject to public records requests. If you get personal or joke emails, please inform the sender to email it to your home email

address. Don't forward personal or joke emails to other County employees using the County's email system because the server will keep a copy of every email received by those employees.

Removable Media

- Removable media typically consists of portable devices that can be used to copy, save, store and/or move data from one system to another. Examples: USB drives, flash drives or cards, read/write CD's, memory cards, external hard drives, cell phones, etc.
- Don't use personally owned removable media devices on Juneau County owned equipment.
- To the greatest extent possible, don't use Juneau County owned removable media devices on personal equipment that is not property of Juneau County. If it is necessary to do so for work duties, the device should be scanned by the IT department before using it on County equipment.
- Don't put unknown removable media devices into Juneau County equipment.
- Only encrypted USB thumb drives can be used in Juneau County equipment unless otherwise approved by the Juneau County IT department.
- If any removable media device is lost, stolen or accidentally destroyed, the incident needs to be reported to the Juneau County IT department.

Exceptions to Inappropriate Use

- Employees who have to monitor offensive materials as part of their jobs, (e.g., Child Protection, Trading Standards, etc.) may access relevant material with their Head of Department's written permission and permission from the Information Technology Director.
- Permission will only be given to named individuals and a record of such permissions must be placed on official file and copied to the Director of Information Technology Center.
- Employees who need to have third party emails (Yahoo, Hotmail, MSN, etc.) for work related reasons may access relevant material with their Department Head written permission and permission from the Information Technology Director.

Unintentional Incidents

- The nature of the internet is such that it may not always be possible to avoid accessing material, which is prohibited by the terms of the Acceptable Use Policy. Users who are placed in this position should contact the Information Technology department support staff immediately (847-9343) so that their systems can be cleaned. Failure to report accidental access may result in appropriate disciplinary action.
- Users who suspect that the internet systems are being used in a way which they regard as being offensive, potentially illegal or which otherwise appears to contravene County policy should contact the Information Technology department at 847-9343 or Human Resources.

Confidential Information

Many employees have access to confidential information through the course of their job. Confidential information may only be used to perform job functions. Any other use is prohibited and may be punishable by criminal prosecution and/or employee sanctions including termination. Access to confidential information outside the strict business needs of job functions is prohibited. Reasonable measures must be taken to safeguard confidential information from unauthorized access.

Confidentiality of messages cannot be guaranteed in the Juneau County Email system. If a message contains confidential information, consider using other forms of delivery.

Security

The following guidelines have been established for all employees given access to information technology resources:

- Employees may only access information explicitly authorized for their positions by management or for limited personal use authorized by this policy.
- Employees are responsible for safeguarding their login IDs and passwords and are held accountable for any activity that occurs under their login ID. To protect the integrity of their ID, employees should log off or lock their workstations anytime they leave their computer.
- Use the password policy when setting up your password (see below).

Password Policy

1. The system will make you change your password every 90 days.
2. You cannot change your computer password for at least 7 days (if your password is compromised and you need to change it sooner than this, contact IT)
3. You cannot have the same password more than 10 times.
4. You must have at least 16 characters in your password.
5. You must have complexity to your password.
 - a. Cannot contain your name.
 - b. Must contain 3 out of the 4 below.
 - i. Upper characters
 - ii. Lower characters
 - iii. Base 10 digits (0 through 9)
 - iv. Non-alphabetic characters (!, *, &, #)

Antivirus Measures

All computers will have virus protection software installed. Even though this software will detect many viruses, it will not detect them all. If it is suspected that a computer has been infected by a virus, the user should not attempt to remove the virus, but immediately contact the Information Technology department which will arrange for diagnosis and/or removal.

Software Purchases/Use/Installation

The only office productivity package supported by Juneau County is Microsoft Office. All software on Juneau County computers must be legally licensed, purchased, and installed through the Information Technology department. Personal software should never be installed on Juneau County equipment. Juneau County software can't be used at home for personal reasons or installed on any other computer.

Hardware Purchase/Use/Installation/Maintenance

All hardware, including computers, printers, scanners, and other peripherals must be purchased and installed through the Information Technology department. All Juneau County computer equipment and software will be ordered only after review and approval the Information Technology Committee and/or budget process as outlined above.

Technical Support via the Help Desk

The help desk function is responsible for logging all technical support calls from initiation to closure.

For technical support during normal business hours (M-F 8:00 a.m. – 4:30 p.m.) with any Juneau County system, please contact the Information Technology department at extension 304. You need to be prepared to provide contact information, a brief description of the problem and the urgency (low, medium, high) of the current issue. When calling, if the help desk voicemail system is reached, please leave a detailed message with the appropriate information.

Please refrain from calling specific IT personnel directly during normal business hours unless they have one of the following.

1. A pre-existing or ongoing issue that is a "Work in progress".
2. Have been directed by IT personnel to call them directly.

Upon receiving a call, email or voicemail message, the Help Desk Associate will log the call. At that point, the Help Desk Associate may attempt to fix the issue immediately or dispense the issue to appropriate Information System support personnel.

For NON-critical issues, follow the same procedure above.

For technical support during off hours, (M-F 4:30 p.m. – 8:00 a.m., Sat, Sun, Holiday) for systems, departments that are supported 24 hours a day, or for critical system failures (examples include Sheriff Jail, Dispatch, Emergency Systems/Government, Hwy Operations) special arrangements can be made to provide IT contact information for off hour coverage.

Privacy and Monitoring

Employees have no expectations of privacy regarding the use of any information technology resources, including but not limited to computer, email, and/or internet services that is provided by Juneau County and/or is accessed on or from any Juneau County information technology resource. Juneau County may monitor, intercept, and review, without further notice, every employee's activities using the County's information technology resources, including but not limited to email (both outgoing and incoming), telephone conversations and voicemail recordings, instant messages, and internet and social media postings and activities. This might include, without limitation, the monitoring, intercepting, accessing, recording, disclosing, inspecting, reviewing, retrieving, and printing of transactions, messages, communications, posting, log-in, recordings, and other uses of the systems as well as keystroke capturing and other network monitoring technologies.

Hardware and software tools have been installed which log the destination and duration of information technology resource access by user, examine the content of files and Email, monitor internet downloads and pc software installs, and monitor County information technology resources in other ways.

11.2 JUNEAU COUNTY EMAIL POLICY

Purpose and Scope

Juneau County email services serves as a means of official communication by and between users and the general public and is used for purposes appropriate to Juneau County.

Email services are available for Juneau County staff to conduct and communicate County business only. Employee email users are advised that electronic data (and communicating using the County network for transmission or storage) may be monitored, stored, copied, reviewed, and/or access. Juneau County has the authority to access and inspect the contents of any equipment, files or email on its electronic systems. Employees have no expectation of privacy in their use of County email services.

Security and Privacy of Email

Juneau County cannot guarantee the security, privacy or reliability of its email service. All email users, therefore, should exercise extreme caution in using Juneau County email to communicate confidential or sensitive matters.

Confidential Information

All Juneau County HIPAA related email shall be encrypted consistent with legal requirements. Please see "End user instruction" doc for instructions. Please contact the Juneau County IT department for a copy of the encrypted end user instruction doc if you don't already have a copy.

Malware

Juneau County email users should not open unexpected attachments from unknown or even known senders or follow web links within an email message unless the user is certain that the link is legitimate. (The user should be expecting the email.) Following a link in an email message executes code that can also install malicious programs on the workstation.

Unknown Email Forms

Forms sent via email from an unknown sender should never be filled out by following a link.

Compromised Accounts

If an individual learns that their email account has been compromised, whether through password-cracking, social engineering or any other means, they must immediately contact the Juneau County IT department, and comply with the directions of the department.

11.3 Remote Access Policy

General

- Authorized users must protect their login credentials and must not share them with anyone for any reason.
- All inbound connections to Juneau County internal networks must be permitted by the Juneau County IT department or authorized employee.
- Remote users must be required to authenticate before being granted access to company information.
- Remote access must be logged in a central database and kept for a period of at least 30 days. Access logs must be reviewed regularly.
-

Hosts

- All hosts connected to Juneau County internal networks must be equipped the most up-to-date anti-malware software. Third-party hosts must comply with this requirement before connecting to the network.
- All hosts connected to Juneau County internal networks via remote access must be company-issued or approved third-party devices.

VPN

- Restricted company information must only be accessible via the Juneau County internal network or VPN. Access to the VPN must require multi-factor authentication.
- Authorized users shall not connect to the Juneau County VPN while the host is connected to a network that is not the user's personal home network or a trusted third-party network. Users shall not connect to the Juneau County VPN while also using another VPN.
- Users must exercise caution when connecting to networks in public venues like airports, coffee shops etc., and must not connect to the Company's internal network (even via VPN) if on an unsecured, public network.

Third parties

- Access accounts used by remote vendors must only be enabled during the required time period and must be disabled immediately thereafter. Vendor accounts must be closely monitored and approved by IT Authorized Personnel.
- Authorized third-party users must be required to authenticate before being allowed to access restricted information.

If you believe your connection may have been compromised, please immediately report the incident to Juneau County IT. Juneau County IT – juneaumh@co.juneau.wi.us – 608-847-9343.

11.4 SOCIAL MEDIA

Definition of Social Media: Content created by individuals with the use of various technologies for the purpose of information sharing through the internet. Examples of social media are blogs, discussion forums, social networking websites and apps, such as Instagram, Facebook, and X (formerly Twitter), photo-sharing websites and apps, video-sharing websites and apps, Wikis, and more.

Policy regarding speaking on behalf of the County using Social Media:

1. All official County social media platforms must be approved by the requesting Department Head. All content must be published using approved County social media platforms and tools. Any content that might act as the “voice” or position of the County must be approved by the respective Department Head. Any information posted is considered to be on behalf of the County. Information should be meaningful, accurate, and respectful.
2. Social media sites are to be used to further the goals of County departments and provide a service to citizens.
3. Do not disclose confidential County information or anyone’s personally identifiable information such as social security number, phone number, home or work addresses, or email addresses.
4. Maintain privacy and confidentiality. Do not discuss specific private situations. As a guideline, do not post anything that you cannot share publicly.
5. Do not post pictures of individuals unless they have given their consent in writing for their image to be used on social media, unless the picture or video was taken at a public event or the individual is not identifiable in the image.
6. All use of social media must comply with all applicable federal, state, and county laws, regulations, and policies. This includes all copyright laws, public records laws, retention laws, fair use, HIPAA, and financial disclosure laws and all other laws that might apply. Departments should provide attribution to others’ work as necessary and appropriate.
7. Login information for County social media accounts, including user ID’s and passwords, must be provided to a Supervisor upon request.
8. In general, employees should not monitor or remove comments from County social media without permission. Any such removal will be consistent with applicable First Amendment principles.

Policy regarding personal use of Social Media:

9. If an employee identifies themselves as a County employee while using social media on a personal level, the employee’s profile and any related content should be consistent with how the employee would present themselves to your colleagues, supervisors, and the public.
10. Employees must make it clear that they are speaking for themselves and not on behalf of the County. If an employee posts any information on social media related to their work or the County, a disclaimer must be used such as, “The opinions expressed on this site are my own and do not reflect the opinions of Juneau County.”
11. Personal social media platforms may be subject to legal discovery including subpoenas in legal proceedings or through public records requests if related to public business.
12. Employees will not use their official County email address to sign up for personal social media profiles.
13. Employees may be disciplined for personal use of social media consistent with applicable legal principles. A public employee’s right to “free speech” is not unlimited. For example, an employee’s speech which is as a citizen on a matter of public concern is protected, but only if the employee’s First Amendment speech rights outweigh the County’s interest as an employer.

CHAPTER TWELVE – MISCELLANEOUS

12.1 TRAVEL & EXPENSES

Employees shall receive a mileage allowance as set by the Internal Revenue Service when they are required to use their own car to travel in order to conduct County business. County-owned vehicles should be used whenever possible and appropriate.

Employees who use their own vehicle during the standard workday while conducting County business are responsible for showing proof of automobile liability insurance coverage consistent with the coverage outlined by Wisconsin Statutes. Proof shall be presented to the H. R. Director.

Employees may receive reimbursement for meals when on official business outside of Juneau County at the rate established by County Board Resolution, and lodging is paid at the rate set by the state. These rates do not apply when the meals are part of a conference package.

Employees may receive reimbursement for meal expenses for meetings held within Juneau County, only if such costs will be reimbursed by the State or some other outside source.

Receipts are required for all items to be reimbursed except automobile mileage and toll charges. Vouchers and receipts must have the approval of the respective supervisor.

Reimbursement or allowance by Juneau County to any official or employee shall be limited to a reasonable amount as determined by the supervising Committee of that department, considering all factors in the case.

12.2 DRESS

Employees will be expected to dress in an appropriate manner in accordance with the nature of their position. The County reserves the right to discipline employees for improper dress.

12.3 INCLEMENT WEATHER

The employee's supervisor may determine that weather conditions are appropriate for some employees to leave work before they complete the full workday, or in some cases, that they may arrive later in the day because of the weather conditions. However, if non-exempt employees choose to take advantage of the opportunity, they must use vacation, compensatory time, or personal leave. Sick leave may not be used.

12.4 TRANSITION FROM REGULAR EMPLOYEE STATUS TO ELECTED OFFICIAL STATUS

Employees who move from the status of regular employee to elected official shall receive payout of whatever benefits are due as a regular employee at the last rate of pay they received as a regular employee at the time immediately prior to assuming the duties of the office to which elected.

12.5 PROHIBITION ON TOBACCO PRODUCTS

The Juneau Board has established a policy forbidding the use of any and all tobacco products in or within all property owned, leased or rented by Juneau County and vehicles controlled by Juneau County. There are educational materials for individuals who wish to stop using nicotine products available in the Personnel and Health Department.

The term “tobacco product” means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to, cigarettes; electronic smoking devices; dab pens; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; Cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco.

“Electronic smoking device” means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen, or e-hookah.

12.6 HIPAA

The Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) privacy rules require an employer to guard against misuse of an individual’s identifiable health insurance, and to limit the sharing of such information. To comply, with these regulations Juneau County has taken the following steps:

1. Designated the Human Resource Director, Human Resource Assistant, Finance Director, Assistant Finance Director and the Account Clerk/Payroll to see that HIPAA privacy procedures are adopted and followed.
2. Developed this HIPAA privacy policy, which limits access to health information to those employees who manage the flexible benefits program or process flex claims. This policy also allows flexible benefits participants to see and amend their health-related record (typically this refers to claim forms and the third party statements submitted with claim forms). This policy does not affect the flex plan rules for modifying flex elections.
3. Notified affected employees of the HIPAA privacy policy through distributions of this policy.
4. Developed criteria to limit requests for disclosure of health information to the minimum needed for the purpose of the request; and review each such request in accordance with those criteria. Requests for disclosure of health information may be needed for processing of flex claims. We must be able to determine the date of the expense was incurred, for whom it was incurred, and the nature of the expense and;
5. Trained employees who handle health information so they understand the privacy procedures and prevent use of that information in employment decisions;
6. Secured health information so that is not readily available to persons who do not need to see it.

12.7 JUNEAU COUNTY RIDE ALONG POLICY

It is the policy of Juneau County that individuals may not and shall not ride-along as passengers in any motor vehicle owned or operated by Juneau County, except in any of the following circumstances:

1. The individual is a member of a committee of the County Board having authority or responsibility for the County department operating the vehicle, and they are riding along for business-related reasons;

2. The individual is an employee or trainee in the County department operating the vehicle, and they are riding along for business-related reasons; or
3. The Highway Commissioner, Sheriff, or other Department Head of the County department operating the vehicle has explicitly authorized the ride-along, and the individual is a passenger for business-related reasons. The individual shall be required to sign a release of liability form approved by Corporation Counsel prior to beginning the ride.

Nothing in this policy shall restrict law enforcement transportation of a detainee, arrestee, or inmate or the taking on of a passenger in any county vehicle in a bona fide emergency situation.

12.8 TELEPHONE POLICY

Office phones and county-provided cell phones shall not be used for personal calls, except in a bona fide emergency situation.

12.9 FITNESS-FOR-DUTY POLICY

The Human Resources Director, or a Department Head with the knowledge and approval of the Human Resources Director, may require any employee who is injured or is temporarily disabled to obtain a fitness-for-work assessment from the employee's attending physician, including any requests for accommodations that might allow the employee to successfully perform their job duties. The Human Resources Director reserves the right to require that an employee undergo an independent medical examination (IME) consistent with applicable law.

12.10 DIRECT DEPOSIT

All employees must register for direct deposit of payroll.

ATTACHMENT A

Grade	Dept	Title
1	37	Food Transporter
	37	Site Manager
	37	Transportation Aide
2	30	Recycle Center Coord.
4	11	Client Account Clerk
	60	DHS Receptionist
	31/37	Secretary II
	28	Program Assistant
	31	WIC Technician
5	15	Duplicating Tech/Currier
	26	Custodian 1
6	34	C S Financial Clerk
	22/24	Secretary III
	31	Business Services Asst.
	60	Intake Records Clerk
	39	UW Ext Secretary
	11/38	Payroll/Acct Data Entry
	20	Legal Secretary
7	13	Judicial Assistant
	12	Civil & Family Clerk
	12	Muni/County Traffic
	12	Small Claims Clerk
	26	Maintenance Custodian II
	38	P/F Admin Assist.
	60	Admin. Support Spec.
	22	Register of Deeds Assist
	65	Family Support Worker
8	13	Register In Probate
	34	Child Support Specialist
	25	Admin Prog Assist-PO
	19	Co Treasurer Assistant
	24	Office Manager
	12	Court Rotator
	20	Legal Secretary II
	36	Vet Benefits Specialist
	21	Confidential Secretary
	17	Help Desk Associate

Grade	Dept	Title
9	27	Civilian Telecomm
	61	Econ Support Specialist
	11/12	Account Technician
	26	Maintenance Tech
	11	Client Acct Specialist
	43	ADRC Regional Quality Coord.
	65	Human Services Worker (NB)
	15	Purch Agent/Secretary
	62/64	Mental Health Tech (NB)
10	12	Office Manager
	20	Legal Secretary III
11	61	Economic Support Lead
	34	Child Support Lead
	14	Medical Examiner
	28	Emerg Govt Director
12	24	Telecommunicator Lead
	20	Victim Witness Coord
	40	Soil/Water Cons Tech/Pr. Asst
	38	Parks Technician II
13	38	Forestry Admin Asst
	42	GIS/LIS Specialist
14	42	GIS/LIS Coordinator
15	37	ADRC Disability Ben Spec
	37	OAA Coordinator
	37	ADRC Elderly Ben Spec
16	31	WIC CPA
17	64/65/66	Human Services Worker
	62	CCS Facilitator
	62	CST Facilitator
	62/64	Mental Health Tech (Bachelors)
	63	CLTS Social Worker
	62	DT Crisis/Ch 51 Coord
	65	Juvenile Justice
	24	Jail Case Mgr./Grant Coord.
	46	Drug Court Coord.
	65	Foster Care Coord.

ATTACHMENT A Continued

Grade	Dept	Title
18	62	CADCII/AODA Counselor
	37	ADRC I&A Specialist
	43	Dementia Care Specialist
19	40	Conservation Technician
	26	Building/Gound Manager
	31	Community Health Educator
	21	Asst Corporation Counsel
	31	WIC CPA/RD
	37	ADRC Lead I&A Specialist
	66	CCS Lead Worker
20	30	Highway Office Manager
	24	Jail Therapist
21	40	Land/Water Administrator
	34	Child Support Manager
	30	County Superintendent
	30	State Superintendent
	36	Veterans Service Officer
	17	Network Specialist
22	24	Lieutenant
23	65	CPS Supervisor
24	31	Public Health Nurse
	24	Jail Nurse
	62/64	CSP/BH Psychiatric Nurse
	25	Zoning Administrator
25	31	WIC Director
	61	Economic Support Mgr
	11	Assistant Finance Dir
	24	Jail/Traffic Captain
26	31	Public Health/CHE Supervisor
	62/64	CSP/BH Therapist
	65	CPS Manager
	24	Undersheriff
27	16	H.R. Director
	37/43	ADRC Local & Regional Director
28	38	Land Forestry Parks Adm
	62	Clinic Manager
	64	CSP Manager

Grade	Dept	Title
28	66	CCS Manager
29	31	Health Officer
	60	DHS Deputy Director
30	30	Public Works Director
	17	Information Systems Dir
31	11	Finance Director
32	21	Corporation Counsel
33	60	DHS Director
34	30	Patrolman
	30	Hwy Maintenance Worker
	30	Tandem Truck Driver
	30	Equipment Operator
	30	Janitor
35	30	Parts Man
	30	Hwy Account Clerk
36	30	Mechanic
37	30	Lead Mechanic
	30	Safety/Working Foreman

EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

The Employee Handbook describes important information about employment with Juneau County. I understand that I should consult my immediate supervisor if I have any questions that are not answered in the handbook.

I understand and acknowledge that this Employee Handbook has been prepared for informational purposes only. None of the statements, policies and procedures, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the County’s employees are employed “at-will”, and employment is not for any definite period, unless otherwise provided by individual contract. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the County or the employee, except as might otherwise be provided by individual contract.

Furthermore, I understand acknowledge that if I violate any of the terms and conditions of employment set forth in this Employee Handbook, I will be subject to disciplinary action up to and including termination.

I understand and acknowledge that the provisions set forth in this Employee Handbook may be altered, modified, changed, or eliminated at any time by the County, with or without notice. I understand and acknowledge that this Employee Handbook supersedes any and all previous handbooks or statements given to employees, whether verbal or written.

I acknowledge that I have received the County Employee Handbook. I understand that it is my responsibility to read and follow the policies contained in this Employee Handbook and any changes made to them.

(Employee Signature)

(Date)