

AD HOC COMMITTEE  
ADAMS COUNTY PERSONNEL/GENERAL ADMINISTRATIVE POLICIES  
June 23, 2009 – 3:00 p.m. – Room A 260

Meeting called to order by Chairman James with Ward, Sumpter and England. Excused was West. Also present was Barb Petkovsek, AC/DOF. Excused were Jack Albert and Cindy Phillippi.

The meeting was properly noticed.

Motion by Sumpter/England to approve the agenda. Motion carried by unanimous voice vote.

Motion by England/Sumpter to approve the minutes from the June 9<sup>th</sup> meeting. Motion carried by unanimous voice vote.

Section 8.04, Department Head Orientation and Section 13.01, Volunteer Service Policy were approved as handed out at the last meeting.

Also approved was the draft for the new hires and refilling positions.

Barb received information regarding comp time and when it must be reported to WRS. According to the information, unused compensatory time converted to pay is only reportable to the year in which it was earned.

Chris Murphy had sent comments on Chapter 6 regarding vacations and who department heads notify when they are going to be gone. The Committee will be addressing both of these items.

Section 7, page 42, line 51 – Enrollment forms are available in the **AC/DOF County Clerk's Office**, or you can go to the above website to enroll.

Section 10 – 10.01 ~~Employees of the County are covered by Workers' Compensation insurance and subject to the Wisconsin Workers' Compensation Act. All injuries shall be reported according to the Notice of Injury Section to be eligible for coverage under Workers' Compensation.~~

10.02 Any employee who is absent from work due to work-related illness or injury, which absence is of sufficient duration to result in payment of Workers' Compensation shall be **paid per Wisconsin State Statutes.**

~~A. Receive the Workers' Compensation benefit with no deduction from the accumulated sick leave.~~

~~B. Receive the Workers' Compensation benefit and be paid the difference between the employee's regular pay, based upon a normal work week, and the Workers' Compensation benefit with the County charging the employee's sick leave account with~~

~~the apportioned amount that equals the cash differential between the Workers' Compensation and regular pay.~~

~~10.03 Benefits supplementing Workers' Compensation under this Section shall terminate when the employee has reached a healing plateau or one (1) year from the date of the disabling injury or illness, whichever occurs first.~~

Chapter Six – Leaves of Absence  
Section 1 – Vacation

~~1.01 The vacation schedule listed below shall apply to all employees hired after January 15, 1991. All employees hired before that date shall continue to adhere to their previous vacation schedules.~~

<del>Length of Service</del>	<del>Amount of Vacation Earned</del>
<del>After 1<sup>st</sup> year of employment</del>	<del>5 days</del>
<del>After 2<sup>nd</sup> year of employment</del>	<del>10 days</del>
<del>After 8<sup>th</sup> year of employment</del>	<del>15 days</del>
<del>After 18<sup>th</sup> year of employment</del>	<del>20 days</del>

~~Vacation with pay cannot be granted until earned according to the preceding schedule.~~

~~1.02 Year for this purpose, is measured from the anniversary date of employment. Day, for this purpose, means seven and one half (7 1/2) or eight (8) hours, based on the employee's normal workday. Vacation pay for regular part-time non-union employees shall be pro-rated based upon the average number of hours in the employee's workweek.~~

~~1.03 Vacation may not be taken without prior approval of the Department Head. Vacation schedules shall be established with first consideration given to the efficient operation of the Department. Senior employees, in terms of length of service with the County, shall be given vacation schedule preference when possible to do so consistent with the needs of the department and when sufficient notice is given to the department head. The County reserves the right to require employees to use vacation time when they are using Federal Family and Medical Leave (FMLA) benefits after they have exhausted Wisconsin FMLA rights.~~

~~1.04 Vacation credits may not be used in increments of less than one (1) full hour.~~

~~1.05 An employee who moves from one position to another in the County by transfer, promotion, or reassignment shall be credited with accumulated vacation leave in the new position.~~

~~1.06 Employees will waive any vacation to which they were entitled if they do not take their vacation within eighteen (18) months of the date of eligibility, unless the employee was prevented from doing so at the request of the Employer, or if special exception is granted. In this case, vacation may be carried forward and taken at a mutually~~

~~satisfactory date. Vacation carried forward by special exception shall not exceed six (6) days per year and shall not accumulate from year to year.~~

~~1.07 Employees whose employment terminates as a result of resignation (where such employees have given the employer a minimum of ten (10) working days advance notice of resignation), layoff, death or retirement shall be paid for all unused earned vacation. In case of the death of an employee, it shall be paid to the immediate survivor, or if no immediate survivor, to the estate of the employee.~~

Chapter Six  
Section 1 – Vacation

- 1.01 This vacation schedule applies to all non-represented employees.
- Vacation accruals begin on the day of hire for all eligible employees.
  - The maximum amount of accrued vacation hours in an employee’s bank at any one time may not exceed 200 hours.
  - Regular part-time employees shall be eligible for paid vacation according to the following accrual schedule on all hours worked up to 80 hours in a two week pay period.

Years of Service	Prorated Vacation Hours per Year	Vacation accrued per work hour
0-6	80 Hours	.0384 hrs
7-12	120 Hours	.0577 hrs
13-19	160 Hours	.0769 hrs
20+	200 Hours	.0962 hrs

- Full time employees shall accrue vacation based on the following schedule:

Years of Service	Vacation accrued per Year	Vacation accrued per pay period
0-6	80 Hours	3.077 hrs
7-12	120 Hours	4.616 hrs
13-19	160 Hours	6.154 hrs
20+	200 Hours	7.693 hrs

- Newly appointed, non-represented employees with seven (7) or more years of qualifying experience may be placed at the 120 hour level. Qualifying experience to be determined by the Personnel Director.

- 1.02 Vacation time will be accrued and be available for use on a bi-weekly basis. Vacation may not be taken without prior approval of the Department Head or their designee.
- 1.03 An employee who moves from one position to another in the County by transfer, promotion or reassignment shall be credited with accumulated vacation leave in the new position.

- 1.04 Employees whose employment terminates as a result of resignation (where such employees have given the employer a minimum of ten (10) working days advance notice of resignation) layoff, death or retirement shall be paid for unused earned vacation. In case of death of an employee, it shall be paid to the immediate survivor, or if no immediate survivor, to the estate of the employee.

## Section 2 – Holidays and Floating Holidays

- ~~2.04 Highway Department Floating Holidays. Floating Holiday, shall apply to Highway Department employees. Highway Department employees are required to work the day after Thanksgiving, and these employees shall earn in return, one (1) floating holiday each year beginning January 1<sup>st</sup> following the start of employment. The floating holiday (s) earned must be used during the calendar year in which it is earned or it shall be considered waived by the employee. There is no cash payout for floating holiday(s) upon termination.~~
- ~~2.05 When an employee is on an unpaid status and a funeral or holiday occurs during the leave, it will be unpaid. When an employee is on a paid status with partial unpaid leave and a funeral or holiday occurs during the leave, it will be paid at the regular hours of work.~~

## Section 3 – Sick Leave

- 3.04 Eligibility. B. In no case will payment be made for accrued sick leave time as a vested right except, as used while an employee, for bona fide sick leave purpose. For employees claiming sick leave of more than three (3) days, the County **shall** require a doctor's affidavit of the employee's illness. ~~This is not withstanding, at any time if a Department Head has reason to question whether an employee has a serious health condition or other qualifying event for sick or family leave absence, the Department Head shall discuss this with the Personnel Department and may require adequate supporting documentation or evidence. If employees have been incapacitated for a major portion of the sick leave time taken, they may be required to provide evidence of being physically, mentally, and emotionally able to perform their duties before returning to work. Claiming sick leave when physically fit or when not otherwise eligible for sick leave within the provisions of this Section, may be cause for disciplinary action including cancellation of sick leave benefits, suspension, demotion or termination. The employee shall give notice to the Department Head at the earliest possible time and preferably before the start of scheduled working hours. Failure to make a diligent effort to give such notice may result in payroll deduction for the time taken.~~
- 3.06 Upon layoff, **transfer**, retirement, resignation, or death (providing the resigning employee has given the County a minimum of ten (10) working days advance notice of such resignation), ~~or termination except for cause~~ an employee shall receive, as a severance bonus, fifty percent (50%) of the sick leave accumulation he has in cash payout, not to exceed thirty (30) work days. Employees having fifteen (15) or more years of service with the County shall receive as their

severance bonus payment of seventy five percent (75%) of the sick leave days he has accumulated, not to exceed sixty seven (67) workdays. If an employee fails to give a minimum of ten (10) working days advance notice of resignation, they shall receive no pay out of sick leave accrued.

#### Section 4 – Personal Leave

4.03 An employee whose leave is longer than ~~fourteen (14)~~ **fifteen (15)** calendar days, may elect to continue with the insurance program provided the employee pays the full insurance premium, in advance of their leave of absence

~~4.04 Any personal leave meeting the requirements of the Wisconsin or Federal Family and Medical Leave Acts shall be counted as family and medical leave time under these statutes.~~

#### Section 5 – Unemployment Compensation

5.01 Employees are eligible for unemployment compensation benefits in accordance with the laws of the State of Wisconsin. ~~There is not cost to the employee.~~ All unemployment compensation information shall be provided by the Personnel Director.

#### Section 8 – Bereavement Leave

8.01 In the event of a death in the immediate family or your spouse's immediate family of a regular full time or regular part time employee, including probationary employees, such employee will be paid for the time off necessary to make arrangements for the funeral or to attend a funeral as provided in this Section. An employee may be required to furnish verification providing the basis for the leave. All bereavement leave shall be taken within a week of the funeral.

~~Exceptions to this shall be approved by the Personnel Director.~~

~~8.03 When an employee is on an unpaid status and a funeral or holiday occurs during the leave, it will be unpaid. When an employee is on a paid status with partial unpaid leave and a funeral or holiday occurs during the leave, it will be paid at the regular hours of work.~~

~~8.04 Funeral leave will be paid if an employee is on a paid leave such as vacation or sick leave, and a death occurs per Section 8.01~~

#### Section 9 – Catastrophic Leave

9.04 Employees who wish to apply for Catastrophic Leave shall complete a Catastrophic Leave Application. Once completed, the form shall be submitted to the Personnel ~~Department~~ **Director** for approval ~~by the Personnel Director.~~ Once approved, the form will be provided to the ~~County Clerk's Office~~ **AC/DOF**, which will make a written announcement or solicitation for donations. The announcement shall be placed on all official county bulletin boards for a period of ten (10) workdays.

In 9.05 and 9.06 replace County Clerk's Office with AC/DOF.

## Section 11 – Jury Duty Leave

11.01 During any period of jury service, the employee will receive pay from the County equal to his regular hours of service, not to exceed his normally scheduled hours for the day. All compensation fees received for jury duty by the employee shall be given to the County Treasurer. ~~Who will cash the check, retain the portion of the check representing per diem payments, and give the employee the mileage and meal reimbursement portions of the check. An employee is expected to return to work if released early. Overtime pay will not be allowed for such leave. Employees, at their option, may use paid time off for a day of jury duty and thereby retain the jury pay as well as full pay for the day(s).~~

## Section 12 – Subpoena Leave

12.01 An employee is given time off with pay when subpoenaed by the County to appear before a court, public body or commission in connection with County business. Any witness fees received, less travel allowance, are returned to the County Treasurer. ~~An employee, upon request, may be given time off without pay or credited against vacation, floating holiday or compensatory time to appear under subpoena on his own behalf in litigation involving personal or private matters.~~

## Section 13 – Department Head Time Off

13.01 Department Heads who will be out of the area, or are unavailable at their home phone for three (3) or more days, shall contact the Personnel Director, **Chair of their Home Committee and the AC/DOF** in writing, or by e-mail, to inform them of the dates the Department Head will be out of the area, the phone number where they can be reached, cell phone or pager number if available, and the name and phone number of the person responsible for the Department in their absence.

## Chapter 7 – Employee Discipline and Discharge

### 2.02

C. Third (3<sup>rd</sup>) offense – Suspension/Demotion. The employee may be suspended with or without pay, or demoted, by the Department Head, upon prior approval by the AC/DOF **and Personnel Director**. The Personnel ~~Department~~ **Director** will send a letter to the suspended or demoted employee, notifying them of the action taken and place a copy of the letter in the employee's personnel file.

D. Fourth (4<sup>th</sup>) or additional, offense – Termination. The employee may be terminated by the Department Head upon prior approval by the AD/DOF **and the Personnel Director**. The Personnel ~~Department~~ **Director** will send a letter to the terminated employee notifying them of the action taken and place a copy of the letter in his official personnel file. The Personnel Director shall notify the Chair of the Home Committee of the termination. The Personnel Director will inform the Executive Committee of terminations.

2.04 Suspension Pending Outcome of Disciplinary Investigation. If the alleged violation so seriously undermines the confidence of the County in the employee's ability to perform their duties, the AC/DOF and the Personnel Director may approve suspension of the employee with pay until the investigation is complete and the employee has an opportunity to respond to the allegations. As part of the disciplinary process, an employee's performance may be reviewed periodically as set forth in a written performance improvement plan approved by the Personnel Director.

~~2.05 Accelerated Discipline. Accelerated discipline may be used after review and approval by the AC/DOF if the employee is engaging in serious misconduct or has been involved in more than one (1) inappropriate action.~~

2.06 Enhancements/Alternatives to Formal Disciplinary Action. Depending upon the facts of an investigation and analysis of an employee's inadequate performance or behavior, alternative corrective action might be taken. This could include Support, training, coaching/counseling, performance improvement plan, or reassignment.

~~A. Support For short term problems of a situational nature, like serious family illness, support from a supervisor and/or referral to the Employee Assistance Program may be appropriate.~~

~~B. Training. Additional training may be appropriate where employees demonstrate an inability to perform the required duties, as opposed to a demonstrated unwillingness to perform up to the established performance standards. Once the specific learning need is identified, it can be addressed through various training methods such as additional on the job training with the supervisor or fellow employee, formal classroom training, reading manuals or procedures, viewing films or videotapes, etc.~~

~~C. Coaching/Counseling. An informal discussion or counseling/coaching session is held the employee to identify the problems causing or contributing to inadequate performance or improper conduct on the job and assist the employee to search for potential solution for the identified problems.~~

~~D. Performance Improvement Plan. A performance improvement plan is developed, preferably in coordination with the employee, to determine specific working expectations and standards in order to improve job performance or behavior. If a personal problem is identified or suspected, this plan might include referral to the Employee Assistance Program. All performance improvement plans shall be in writing and approved by the Administrative Coordinator/Director of Finance.~~

~~E. Reassignment. Reassignment of employees with performance or behavior problems is discouraged, but may be appropriate in limited circumstances if approved by the AD/DOF.~~

2.07 Department Head Discipline Unless Wisconsin Statutes directs otherwise, in situations involving Department Heads, the AC/DOF **in conjunction with the Personnel Director** shall administer the disciplinary procedures as outlined in this Section, or §59.26, Wisconsin Statutes. The AC/DOF shall notify the Home Committee Chair, the Executive Committee Chair, and County Board Chair of any disciplinary action taken in regard to a Department Head.

Barb should rewrite 2.07 and 2.08 and bring to the next meeting.

#### Section 4 – Resignations & Terminations.

4.01 Resignation Notice. Employees wishing to resign in good standing shall give written notice to the Personnel Director and Department Head not less than ten (10) business days before such resignation shall be effective. Department Heads supervisors, managers, and professional employees shall give thirty (30) calendar days resignation notice. Department Heads shall give written notice to the **AC/DOF Personnel Director** with as copy to the **AC/DOF Personnel Director** and the Home Committee Chair. When the resignation is received, the Department Head shall complete the Resignation Notice and return it to the Personnel Director. When a resignation notice is received, it shall be accepted by the Department Head and shall be final unless reversed by the and the AC/DOF. ~~Shorter notice may be accepted if agreed to by the employee, Department Head and the AC/DOF.~~ Failure to give at least ten (10) ~~calendar~~ business days notice of resignation shall cause forfeiture of fringe benefits otherwise available to the employee including, but not limited to, accrued vacation, sick leave and floating holidays. If proper notice is given, resignation pay consisting of all accrued vacation and eligible sick leave will be included in the last check of the employee. Unauthorized absence of an employee for three (3) consecutive workdays may be considered a resignation of such employee.

4.02 Notification of Termination/Resignation. The Department Head shall notify the Personnel Director in writing as soon as he learns that an employee is leaving. The Personnel Director shall be responsible for notifying the **AC/DOF and County Clerk's Office** in writing of the employee's resignation/termination within ~~forty-eight (48) hours~~ **two (2) work days**. The MIS Director shall be notified immediately, in order to remove access to County computers and systems.

4.03 Payout. Employees who resign, retire, or are discharged shall be paid in full by no later than the date on which the employee regularly would have been paid under the County's established payroll schedule. In case of the death of an employee, the full amount of wages due shall, ~~upon demand,~~ be paid to the spouse, children, or other dependent living with such employee at the time of the death.

4.04 Exit Interview. An Exit Interview ~~may~~ **shall** be conducted, ~~when possible,~~ with ~~an~~ **full time** employees who are separating from County employment regardless of their length of service, position or circumstances of separation. The Personnel Director



~~shall~~ ~~, or authorized designee, may~~ conduct an Exit Interview prior to the time the employee separates from County employment. The Exit Interview is used to gain insight into the effectiveness of County personnel and managerial practices, to determine where policies and procedures are in need of review or revision, and where supervisory or managerial practices need modification or improvement. Employees are requested to complete the Exit Interview Form and return it to the Personnel Director.

We need to create a Exit Interview Form.

4.05 Return of County Property. Employees leaving County employment shall return ~~all any~~ identification cards, keys to ~~all any~~ County property, ~~all any~~ materials and equipment that belongs to the County ~~Along with the employee's copy of the Personnel and General Administrative Policies~~ to the Department Head on or before the last day of work. Failure to return County property may result in prosecution. Any employees transferring from one (1) County department to another shall return all keys, material and equipment to the Department Head prior to beginning the new position.

## Section 5 – Layoffs

5.01 Layoffs. Employees may be laid off by action of the Department Head with the approval of the AC/DOF **and the Personnel Director**. In reducing personnel, seniority shall be considered, but may not necessarily be the determining factor in a layoff, depending on the needs of the Department and the various abilities of the employees.

A. The layoff may be temporary or permanent. However, no regular employee shall be laid off while temporary employees in the same classification are still employed. Layoffs shall be determined and approved by the AC/DOF and the **Personnel Director** before they are implemented.

E. Laid off employees shall be notified in writing for a period of one (1) calendar year of any vacancies with the County and shall be required to apply for any position that they would like to be considered for **and meet the minimum qualifications**.

Respectfully submitted,

Bev Ward, Acting Secretary