

DANE COUNTY
CIVIL SERVICE EMPLOYEE HANDBOOK

FORWARD

This employee handbook is designed to familiarize you with important matters that relate to you, your job and your career with Dane County. Included in your employee information packet are various documents which you should review carefully. These provide information important to you and your family concerning conditions of your employment and employee benefits.

While this handbook is filled with information to help with many day-to-day questions, it is intended to provide general information only. It is important to maintain communication with your supervisor, your departmental office, the Employee Relations Division or other appropriate individuals. These contacts are there to provide information or resolve any type of difficulty you might have.

The information and statements in this book are intended as explanations only and create no new rights or obligations. They are superseded by and subject to all federal and state laws, county ordinances and resolutions, bargaining unit or the employee benefit handbook and, if applicable, individual employment contracts, relating to employee rights and benefits.

We hope your career with Dane County will be rewarding, not only by the services you provide but also by the benefits you receive as an employee.

Any comments or suggestions on the usefulness and completeness of this handbook are welcome. Please direct your written or verbal suggestions to the Dane County Employee Relations Division.

DANE COUNTY EMPLOYEE HANDBOOK

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WHAT IS DANE COUNTY GOVERNMENT?

AN OVERVIEW

County government is an entity which is provided for by both the State of Wisconsin constitution and statutes or laws. The primary objective of county government is to provide effective and efficient services to the citizens of the county where townships, villages and cities do not provide such services or where they can be provided more effectively on a regional basis. You are working for one of many county departments which provide a myriad of public services to Dane County citizens.

Dane County government can be described as an elected executive-county board form of government. Dane County has some comparability to the checks and balances system between the executive and legislative branches of the federal and state government. An important point regarding the organization of county government in the State of Wisconsin is that county government can do no more than is specifically provided for by state law (in essence, counties do not have home rule). But, counties do have considerable latitude under state law to organize their functions so that they may meet the needs of their citizenry in an effective manner.

The Dane County Board, composed of 37 supervisors elected from specific districts to serve in part-time offices, and the Dane County Executive, who is elected at large from the county, provides respective leadership to the legislative and executive branches of county government. That leadership is intended to fulfill the purpose of effective and economical services for county citizens.

All pieces of legislation, whether they be concerned with county laws or ordinances or policy matters, which affect you, other employees and the general public are developed through the county board's committee system. Every county department has a parent or overseeing county board committee, board or commission. One of the primary concerns of these parent bodies is the annual budgets of the operating departments under them. They pass on such budget requests and normally, county board supervisors that serve on such bodies represent the requests with the department head to the County Executive and the whole County Board. These bodies also concern themselves with other important policy questions related to the operations of departments.

Dane County is an equal opportunity employer. In 1973, by Dane County Board of Supervisors and County Executive approval, an important component was added to the county's equal employment opportunity policy, the county's Affirmative Action Program. Briefly stated, affirmative action means that Dane County provides equal opportunity to all regardless of race, religion, color, sex, disability, age, sexual orientation, marital status, physical appearance, or national origin in hiring, retention and promotion; actively seeks qualified minority or women applicants for all levels of positions particularly where they are underrepresented in comparison to the Dane County labor market; and eliminates any artificial or non-job related discriminatory barriers in job classifications, tests, recruitment procedures and other personnel procedures or practices. A firm part of Dane County's Affirmative Action Program is the purposeful shared responsibility for affirmative action by all who work for Dane County from its top elected officers to every employee including yourself. Contained in your employee information packet is a statement of your responsibilities as a county employee for the improvement and maintenance of the county's affirmative action effort. In 2000, the Office of Equal Opportunity was created to assume responsibility for Affirmative Action and Equal Opportunity in Dane County.

As this handbook demonstrates, Dane County is vitally concerned about its employees. Some examples of this concern, which will be described in more detail on following pages or in the materials contained in the employee information packet, are the county's progressive fringe benefit program, competitive salaries and salary plans, and other conditions of employment that the county provides.

EMPLOYEE RELATIONS TERMS & INFORMATION

Please Note: Term definitions or other information not provided here are provided for you in the Civil Service Ordinance, union contract or the employee benefit handbook, if applicable, or other documents enclosed in your employee information packet. You should read these documents carefully and direct any questions regarding them to your supervisor or, if applicable, your employee group representative.

HOURS OF WORK

The Dane County standard work hours are 7:45 a.m. to 4:30 p.m. with any exceptions noted in the employee benefit handbook or union contracts. Employees must take at least a thirty (30) minute lunch. Department Heads may also make exceptions to these hours for business purposes. Regardless of your schedule of hours, full-time county employees are expected to average, excluding excused leave, forty (40) hours of work per week throughout the year. Rest breaks are normally taken in two fifteen minute daily intervals, one in the first half of the work day, the other in the last half of the work day, as the work load of your unit permits and as specified by your supervisor. Break time does not accumulate and it may not be used as an excuse for coming in late or leaving early.

Employees are expected to report to their work station, or other specified location, at the start of their hours of work every day. Your supervisor or representative authorized by your supervisor should be notified at least by the start of your work day if you cannot report to work, or if you must be late.

JOB CLASSIFICATION

Job or position classification is based on standard personnel system principles of equal pay for equal work. This means that similar jobs are grouped together to form a classification. Each position in a classification involves similar work though not identical and requires similar levels of knowledge, skill and ability as gained through work experience, training or education.

RECLASSIFICATION

A position may be reclassified if the responsibilities and position requirements change significantly as a logical outgrowth of the original job, and such changes are expected to endure for a significant period of time. When a position is reclassified to a higher, lower, or lateral salary range, salary adjustments for that position are made in accordance with Civil Service Ordinance.

REALLOCATION

Reallocations occur when a position's classification is assigned to a different salary range in order to maintain internal and/or external pay equity.

TITLE CHANGE

Occasionally, the title of a job classification is changed to more accurately reflect the content of the work, but there is no change in job content or salary range.

LIMITED TERM EMPLOYMENT

Limited term employment is the employment of individuals for temporary part-time or full-time work to meet acute work load demands.

Limited term employees do not earn tenure or Civil Service status, vacation, paid holidays, sick leave, merit increases, the right to compete in county promotional examinations, or other benefits normally given civil service employees. However, limited term employees (LTEs) are covered by Social Security, Worker's Compensation, Unemployment Compensation, and under certain circumstances, the Wisconsin Retirement System.

YOUR PERSONNEL FILE

From your first day of employment in Dane County service, a personnel file is maintained in the Employee Relations Division regarding your employment. Examples of information contained in this file are: your employment application, copies of performance evaluations, payroll action forms regarding change in employment status, copies of any disciplinary notices or letters and other important documents related to your county employment. You are welcome to submit certificates of educational or training courses completed, meritorious statements or copies of awards to Employee Relations to be placed in your personnel file. This information is considered to be strictly confidential with authorized access only to yourself, your supervisory personnel and employees of the Employee Relations Division.

UPDATING YOUR EMPLOYEE STATUS

If your name or address changes, or you wish to modify any of the following:

- Health Insurance Coverage
- Dental Insurance Coverage
- Federal or State Withholding Exemptions
- Designation of Beneficiary for Retirement Fund or Group Life Insurance

You must notify your departmental payroll clerk as promptly as possible so that the appropriate changes are accomplished.

EMPLOYEE COUNSELING SERVICES

One of the responsibilities of your immediate supervisor is to advise you regarding job related matters; therefore, when it is appropriate for you, seek the counsel of your supervisor or Employee Relations.

All people encounter problems which adversely affect their lives and job performance, Dane County has established a confidential Employee Assistance Program (EAP) coordinated through the Employee Relations Division to help employees and their immediate family members overcome such difficulties. These problems can be of an emotional, financial, legal, health, alcohol or other drug related nature as well as any other area which causes significant difficulties. A detailed explanation is provided by the "Employee Assistance Program" brochure which is included in the employee information packet that is available from staff in the Employee Relations Division.

PROBATIONARY PERIOD AND PROBATIONARY INCREASE

Your probationary period is specified by union contract, the employee benefit handbook or by civil service ordinance. The probationary period gives your supervisor an opportunity to instruct, guide and review your work to ensure that it meets the standards of performance for your job. The probationary period also gives you the opportunity to familiarize yourself with your new position. Your job performance during probation determines whether or not you can attain regular status in your position.

By the third month of your probationary period, your supervisor is expected to provide you with a written evaluation of your work and discuss your performance with you. This evaluation will provide you with feedback on how you are doing in your job. At the end of your probationary period it is expected that you will receive

another performance evaluation from your supervisor. If you successfully complete probation, you will be notified and you normally will receive a one step pay increase in your pay range.

If you do not satisfactorily complete your probationary period, you will be terminated without right of appeal.

TRIAL PERIOD

In cases of promotion, transfer or voluntary demotion, you will serve a trial period as specified by union contract, the employee benefit handbook or by civil service ordinance. Those who do not satisfactorily complete their trial period are returned to their former job classification without prejudice.

EMPLOYEE PERFORMANCE EVALUATION

After completing your probationary period, your job performance should be evaluated at least annually by your immediate supervisor. Normally the annual performance evaluation should occur prior to your merit step increase date and when the maximum of the salary range is reached, it occurs annually thereafter. It is expected that your supervisor will keep you informed of what is reasonably expected of your job performance on a day to day basis as well as how well you are meeting those job expectations or standards. The written performance evaluation and related interview between you and your immediate supervisor should constitute a formalized summary of previous communication and provide an opportunity for planning improved performance and career counseling. It is intended that the evaluation process be a tool to improve or reinforce the two way communication between you and your supervisor.

In addition to the performance evaluation interview or discussion, the performance evaluation review will include a form filled out by you and your supervisor. Remember, one of the primary responsibilities of your supervisor is to assist you and other employees he/she supervises to perform in the best possible manner. Your supervisor's understanding of your concerns, including any factors which are adversely affecting your ability to do your job, is extremely important and necessitates open communication. You may not agree totally with your supervisor's assessment. If not, you are still required to sign your evaluation form demonstrating that you have read your evaluation and are aware of the content.

PAYROLL INFORMATION

Your base hourly, biweekly, monthly or annual salary of pay is determined by the particular salary schedule that you are on. If you are a bargaining unit employee your salary schedule is contained within the union contract enclosed in your employee information packet. If you are in an employee group, your salary schedule is in the employee benefit handbook available on DCInet. If you are a managerial employee, your salary schedule is enclosed in the employee information packet. The salary steps for most full-time county employees are uniform as to their timing: each range has a minimum entry level step with further merit steps, dependent upon job performance, reached at the end of six months, eighteen months, thirty months and at the maximum, forty-two months or three and one-half years after starting at the minimum.

Most newly appointed employees start at the minimum of the pay range and progress toward the maximum in the steps outlined above. Employees who are promoted receive at least a full step increase in pay (full step determined by the difference between the first and second steps in salary range of the classification promoted to). With very limited exceptions, pay never exceeds the maximum step of the salary range for a job classification.

The payroll year is made up of twenty-six biweekly payroll periods which do not correspond to the calendar year. Pay periods start on Sunday and end on the Saturday of the second week. Pay days are every other Friday with employee time sheets and departmental payrolls submitted based on a schedule to be determined by your payroll clerk. The current payroll year calendar is enclosed in your employee information packet.

Dane County employees have the option of having their pay electronically deposited at the financial institution of choice, (see Direct Deposit below) **or** the option of having the net pay loaded onto a prepaid Focus (VISA) card. The U.S. Bank Focus Card will be preloaded with the employee's net pay every pay day. When pay day falls on a fixed county holiday, deposits are normally made a day early. See below on Direct Deposit.

A statement of earnings and deductions is available on Employee Self Service for each pay period. This statement also gives you the current status of your vacation, sick leave and holiday credit hours balance. Information on payroll deductions and questions regarding payroll may be submitted by you to your departmental payroll clerk (payroll clerk's name available from your supervisor).

DIRECT DEPOSIT

Payroll Check Direct Deposit is available to all county employees. You may have your pay electronically deposited at the bank, savings & loan or credit union of your choice as long as they accept ACH (Automated Clearing House) transactions. Your deposit, however, is limited to one account at one financial institution. If you want your pay divided among accounts, you will need to make separate arrangements with your financial institution.

If you would like to start Direct Deposit, please obtain a Direct Deposit Authorization Agreement on DCINet or from your payroll clerk, complete it and return it to your payroll clerk. Instructions on how to complete the authorization agreement are contained in your employee information packet.

OVERTIME

Most bargaining unit or employee group employees are eligible for overtime pay (1 1/2 times the hourly rate of pay) for work in excess of forty (40) hours per week and at other times as specified in the union contract or employee benefit handbook. Please consult the applicable document for details on overtime pay.

Managerial employees are exempt from overtime compensation. They shall be allowed to establish their working hours, with the approval of their supervisor or appointing authority, which shall average forty hours per week on an annual basis, excluding leave time.

RE-EMPLOYMENT

If you should resign your county position, or because of economic, organizational or work load factors, be laid off from your county position, you have certain re-employment rights. These re-employment rights vary and are explained in the appropriate section of the collective bargaining agreement, the employee benefit handbook or in the Dane County Civil Service Ordinance.

AFFIRMATIVE ACTION

It is the official policy of Dane County to provide equal employment opportunities for all persons from all segments of the Dane County community without regard to their age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, political beliefs, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States. To implement this policy, the Dane County Affirmative Action Ordinance was adopted to balance the county's work force and ensure equal opportunity for achieving career growth. The Affirmative Action Ordinance also indicates that each employee has a responsibility to strive to maintain harmonious relations with other employees and to that end employees should remain respectful of individual differences, including differences of age, race, religion, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, political beliefs, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States. Employees who feel they have been discriminated against may file a complaint with the Director, Office for Equal & Inclusion.

AMERICANS WITH DISABILITIES ACT

It is the goal of Dane County to provide all individuals with appropriate access to services and facilities that are owned and operated by Dane County government. It is also the policy to ensure that employees with known disabilities are given reasonable accommodations when their disability does not allow them to perform the

essential functions of the job. It is the goal of Dane County to provide reasonable, reliable, timely, qualified, and efficient accommodations to its employees. It is the responsibility of each consumer or employee to request the needed accommodation service.

PAID PARENTAL LEAVE

Dane County Employees who meet the eligibility criteria and have a qualifying event, shall receive four hundred eighty (**480 hours**) (prorated for less than 1.0 FTE) of Paid Parental Leave (PPL) once per payroll year. The purpose of this new leave benefit is to provide employees additional flexibility and time to bond with their new child, adjust to their new family situation, and balance their personal obligations.

EMPLOYEE ABSENCE

This chapter deals with the circumstances and conditions of employee absence and employee leaves.

SICK LEAVE

Sick leave is designed to compensate you for unavoidable absences from work caused by personal illness or injury, exposure to contagious disease, temporary care of members of your immediate family, and treatment from medical doctors, dentists, optometrists and chiropractors. Sick leave is credited to full time employees at the rate of five and a half (5.5) hours per pay period up to a maximum of 143 hours per payroll year.

Prudent employees conserve their sick leave as “insurance.” Those who suffer a prolonged illness are invariably grateful that they have built up an accumulation of sick leave credits. Also, if you participate in the county’s disability insurance, your amount of accumulated sick leave may have a direct bearing on your share of the premium paid toward this program (more information on this program contained within “Insurance and Other Benefits” section of this handbook). In addition, accumulated sick leave credits at the time of retirement may be utilized for payment of county group health and dental insurance premiums for retired employees and their dependents (check your union contract, the employee benefit handbook or the Employee Relation’s Office for details).

More information on sick leave usage is available in your union contract or in the employee benefit handbook. If you are not covered by an employee group or union contract, you may contact your departmental payroll clerk for sick leave information.

VACATION

Vacation plans vary between county employee groups. Information on those plans is available in union contract, the employee benefit handbook or from the departmental payroll clerk.

Vacation earned in a calendar year must normally be used before the last payroll ending in December (see your specific agreement) of the year following the year the vacation was earned. Vacation credits not used will be lost. Employees may transfer unused vacation hours to a Sabbatical Bank.

Guidelines for this process are on the applicable forms available on DCINet. Please contact your payroll clerk for assistance.

FIXED HOLIDAYS

Dane County grants all Civil Service employees thirteen days of fixed holidays with pay as follows:

- New Year’s Day (January 1)
- Martin Luther King, Jr. Holiday (3rd Monday in January)
- Memorial Day (last Monday in May)
- Juneteenth (June 19)

Independence Day (July 4)
Labor Day (first Monday in September)
Second Monday in October (Indigenous Peoples' Day)
November 11 (Veterans' Day)
Thanksgiving Day (fourth Thursday in November)
Day following Thanksgiving
December 24 (Christmas Eve Day)
December 25 (Christmas Day)
December 31 (New Year's Eve Day)

If any of the listed holidays fall on a Saturday, employees are granted floating holiday hours to be used at their discretion. If a holiday falls on a Sunday, the following Monday is considered the holiday. If one of the above holidays falls on a day off or you work on a holiday, such holiday credit hours may be used in the same manner as a floating holiday.

If a holiday falls while you are on an approved leave of absence without pay, you will not be paid for the holiday. To be paid, you must be in pay status for the work days immediately preceding and following the holiday. There may be exceptions for this policy if an employee is on a pre-approved Voluntary Leave or Layoff, per employee benefit handbook guidelines.

FLOATING HOLIDAYS

Floating holiday credits which are paid leave not tied to any particular day (as are fixed holidays) are provided in varying amount dependent upon employee status and are to be used the same as vacation. For specifics on the amount of floating holiday credits available to you, consult the Employee Relation's Office, your union contract, or the employee benefit handbook.

OTHER TYPES OF LEAVE

Occupational Injury or Disease: Employees who suffer occupational injuries or disease that fall under the provisions of the Worker's Compensation laws of the State of Wisconsin will in many cases continue to receive full pay for a period not to exceed one-hundred-and-eighty days (180) while disabled due to such job related injury or disease without any deduction from sick leave, vacation or holiday credit balances. After one-hundred-and-eighty (1 8 0) days of full pay, an employee on Worker's Compensation will receive the compensation provided by state statute.

Jury Duty and Court Appearances: An employee serving on a jury shall remain on the payroll and receive the difference between their regular normal pay and the amount he/she receives for jury service, or he/she may elect to use accumulated vacation, holidays, and overtime credits or other earned leave which may be due them and in which case he/she shall receive their pay for jury service plus full pay.

If you are called or subpoenaed to testify in a court proceeding related to your county job, you are also entitled to leave without loss of time and your witness fees will be treated in the same manner as jury fees. If you are called as a witness in a case unrelated to your official duties, you may accept witness fees but must either charge your absence to accrued vacation or holiday time or take leave without pay.

Military Leave: Military leave provisions are fully covered in the applicable union contract, the employee benefit handbook, or in the Civil Service Ordinance. Please consult the applicable document for military leave provisions. Employees in civil service positions who have served at least three (3) months of their probationary period, who are duly enrolled members of the reserve components of the armed forces of the United States, are entitled to two weeks leave of absence without loss of time in their service of the county to enable them to attend field camps of instruction or schools.

Examination Leave: Employees are granted the required time away from their job for the purpose of taking county job opening examinations or interviews without loss of time or pay.

Time Off for Voting: If you are unable to vote in a municipal, state or national election during non-working hours, you may be granted reasonable time off with pay to vote. Such leave may be granted by your supervisor and/or department head.

Bereavement Leave: Permanent employees shall be allowed bereavement leave with pay, according to the schedule below, in the event of the death of the following relations of the employee, spouse or Domestic Partner. Bereavement leave may be used on a non-consecutive basis within one year of the death of the qualifying relation:

1. Death of spouse, domestic partner, child, or step-child: 80 hours
2. Death of sponsored adult, foster children, siblings, step-siblings, parents, step-parents, foster parents, parent of a minor child, grandchildren, step- grandchildren, grandparents, step-grandparents , brother-in-law, sister-in-law, son-in-law and daughter-in-law: 32 hours
3. Death of a member of the employee's family, other than those above: employees must use their own benefit time with supervisory approval.
4. Such leave shall be prorated for part-time employees
5. Stillbirths are covered under separate policy.

Donating Blood: With supervisory approval, employees shall be granted up to two (2) hours leave with pay per occurrence to donate blood. This applies to both donations when the Red Cross periodically visits county properties for such purposes and to emergency calls to individual employees for donations of blood. The total number of occurrences per year for all donations shall not exceed five (5).

Leave Without Pay: Provisions for leave without pay vary between bargaining units, employee groups and the Civil Service Ordinance, whichever is applicable to you. Therefore consult the union contract, employee handbook or Civil Service Ordinance to determine what leave without pay provisions apply to you. The administrative procedure is initiated by submitting a "Leave of Absence Request" form which is available from your departmental office.

Family and Medical Leave: Based on the provisions of the Federal Family and Medical Leave Act (FMLA) and the Wisconsin FMLA and parental leave negotiated in the bargaining agreements, employees shall be entitled to a total of up to twelve (12) work weeks of paid (holiday, vacation, sick leave or compensatory time) or unpaid leave during any twelve (12) month period for the following: 1) serious health condition that makes the employee unable to perform the functions of their position, 2) care for a spouse/domestic partner, child or parent with a serious health condition, or 3) birth or adoption of a child, or placement of a foster child.

FMLA begins on the day that the employee leaves the work place and the twelve (12) month period is measured backward from the last date of use. The entitlement to a leave for the birth or placement of a child expires one (1) year from such birth or placement. The twelve (12) week leave runs concurrently with any leave taken under the Wisconsin FMLA. Dane County will continue to pay the employer's share of health and dental insurance premiums during FMLA leave. An employee may also take fourteen (14) weeks leave without pay in addition to the twelve (12) week FMLA leave for birth or placement of a child in any one (1) twelve (12) month period. These additional weeks of leave without pay are governed by the Civil Service Ordinance and not governed by the FMLA provisions. All employees must complete Leave of Absence Request/FMLA Leave and Health Care Provider Certification forms and submit them to their supervisors for both paid and unpaid FMLA leaves.

Inclement Weather Conditions: In the event of inclement weather conditions or unworkable working conditions which make it impossible for you to get to your place of work or necessitate your leaving work early (e.g., snowstorms, heating breakdowns, excessive heat, etc.), you may request to be excused from work. In all cases, you may use accrued vacation, holiday, compensatory time credits (excluding sick leave) or excused leave without pay to make up for the time lost from work. This policy is subject to exception by the County Executive.

CIVIL SERVICE EMPLOYEE WORK RULES

This chapter covers matters which are critical to all Civil Service employees of Dane County. It is your responsibility to read this chapter and referenced materials thoroughly in order to assist you to understand your obligations under it.

The following work rules relating to personal conduct are issued by Dane County as part of its responsibility under the law to inform all Civil Service employees of personal conduct considered unacceptable as a Dane County employee. These rules are intended to be reasonable and are established so that Dane County can attain its objectives in an orderly and efficient manner in serving the public. They are not intended to unreasonably restrict the right of employees, but rather to advise employees of prohibited conduct.

Engaging in one or more of the following forms of prohibited conduct by a Dane County Civil Service employee may result in disciplinary action ranging from a reprimand to immediate discharge, depending upon the specific form of conduct and/or number of infractions.

PROHIBITED CONDUCT

I. Work Performance

- A. Insubordination, including disobedience, or failure or refusal to carry out assignments or instructions in reference to supervisory personnel
- B. Loafing, loitering, sleeping or engaging in unauthorized personal business
- C. Unauthorized disclosure of confidential information or records
- D. Falsifying records or giving false information to other governmental agencies or to employees responsible for record keeping
- E. Failure to provide accurate and complete information whenever such information is required by an authorized person
- F. Failure to comply with health, safety and sanitation requirements, rules and regulations.
- G. Negligence in performance of assigned duties

II. Attendance and Punctuality

- A. Failure to report promptly at the starting time of a shift or leaving before the scheduled quitting time of a shift without the specific approval of the supervisor
- B. Unexcused or excessive absenteeism
- C. Failure to observe the time limits and scheduling of lunch, rest or wash up periods
- D. Failure to notify the supervisor promptly of unanticipated absence or tardiness

III. Use of Property

- A. Unauthorized or improper use of County property or equipment including, but not limited to, vehicles, information technology, telephone or mail service
- B. Unauthorized possession or removal of County or another person's private property
- C. Unauthorized posting or removing of notices or signs from bulletin boards
- D. Unauthorized use, lending, borrowing or duplicating of County keys
- E. Unauthorized entry to County property, including unauthorized entry outside of assigned hours of work or entry to restricted areas

IV. **Personal Action and Appearance**

- A. Threatening, attempting or doing bodily harm to another person
- B. Threatening, intimidating, interfering with or using abusive language towards others
- C. Unauthorized possession of weapons
- D. Threatening, making false or malicious statements concerning other employees, supervisors, officials or the County
- E. Use of alcoholic beverages or illegal drugs (controlled substances) on the job during working hours
- F. Reporting for work under the influence of alcoholic beverages or illegal drugs (controlled substances)
- G. Unauthorized solicitation for any purpose
- H. Inappropriate dress or lack of personal hygiene which adversely affects proper performance of duties or constitutes a health or safety hazard
- I. Unauthorized or improper use or possession of uniforms, identification cards, badges or permits
- J. Failure to exercise good judgment or being discourteous in dealing with fellow employees or the general public

These work rules do not constitute the entire list of violations for which employees may be disciplined. Other rules are provided by statute, by administrative code and by administrative procedures established by management. Violations of these rules can also result in appropriate disciplinary action. Additional work rules may be established by management to meet special requirements of departments or work units or as circumstances require.

Code of Ethics: In addition to the normal expectations of employee behavior and work rules, the Dane County Civil Service Ordinance Chapter 9 (Ethics Code) has a section related to political activities, fund raising, the use of public monies and the receipt of gifts or gratuities. Civil Service Ordinance, Section 18.18 is titled, "Activity Incompatible With Public Service Prohibited." It is expected that you will be familiar with these sections in the Civil Service Ordinance, and you should read them carefully.

DISCIPLINARY ACTION AND APPEALS

DISCIPLINE

The purpose of discipline is positive and intended to correct unacceptable job performance. Disciplinary action is intended to be administered in a corrective fashion concentrating on employee rehabilitation, rather than punishment. Generally speaking disciplinary action, if unsuccessful, will be followed by progressively severe disciplinary actions culminating in discharge. Types of disciplinary action in order of severity of penalty are: verbal warning, written reprimand, suspension without pay, reduction in pay, demotion and discharge. Normally, when disciplinary actions are required, the concept of progressive discipline will be followed; however it should also be understood that disciplinary actions should match the infraction as much as possible. Therefore, depending upon the severity of the offense, the disciplinary action chosen by management may involve immediate application of one of the more severe penalties, including immediate discharge, if warranted. It should also be noted that repeated infractions of even minor offenses can and should result in increasingly severe disciplinary actions. Hopefully, most performance deficiencies and/or work rule violations can be corrected through communication, counseling or training and thereby eliminate the need for initiating disciplinary actions. Indeed, discipline in the work force is best demonstrated by self-discipline - people working in harmony, abiding by departmental rules and standards of good conduct.

APPEALS

This chapter concerns itself with avenues to resolve employee dissatisfaction with their working conditions or treatment by supervisory personnel. Most dissatisfaction can be resolved informally between employees and their supervisors. For matters that cannot be resolved informally, there are two (2) formal appeal or grievance routes for bargaining unit or employee group personnel and one appeal or grievance route for other civil service non-probationary personnel.

Bargaining unit or employee group non-probationary personnel have the option of appealing disciplinary actions under the Civil Service Ordinance to the Dane County Civil Service Commission. The other option for bargaining unit or employee group personnel is the filing of a grievance under the grievance procedure in the union contract or employee benefit handbook (please consult either document for the procedure). Bargaining unit or employee group personnel may not file both an appeal with the Civil Service Commission and a grievance under their contract or the employee benefit handbook guidelines.

Civil service employees not covered by union contract or the employee benefit handbook are only covered by the Civil Service Commission route of appeal which is explained in the Civil Service Ordinance.

ADVANCING YOUR CAREER

JOB OPENING AND EXAMINATION PROCEDURES

Job openings for positions which are covered by bargaining agreement or employee group are generally announced so all eligible Dane County Civil Service employees may apply. Positions not covered by union contract or employee group may also be posted for just Dane County Civil Service employees. Such announcements are posted on DCINet and on bulletin boards by union or employee group stewards throughout county departments. Application deadlines are normally two (2) weeks from the posting date.

If you are interested in a job opportunity, these posting announcements will give you the necessary information regarding county positions that are being filled. A completed online candidate profile must be submitted each time you wish to apply for an announced opportunity. The information you present on your profile will determine the acceptance of your application and may be used as a basis for part or all of your examination score. Therefore it is extremely important that you answer all questions completely and accurately and that you relate your background as closely and fully as possible to the duties and requirements described in the job announcement. Do not assume that information previously submitted to the Employee Relations Division will be reviewed with your present application. Previously submitted materials are usually not readily available, if at all, when current vacancies are announced and are therefore not considered when reviewing a current application.

Some recruitments, particularly entry level and managerial level, are open to the general public. Eligible county employees may also apply and compete with other candidates for such positions. Employees may also be administratively transferred within their own job classification within their own department without filing an application, if their department head approves or directs.

If you are within a collective bargaining unit or an employee group, the procedure for filling job openings is described in the contract applicable to that unit or the employee benefit handbook.

In some bargaining units or employee groups, employees may transfer between positions in their same classification or pay range or voluntarily demote to a position in a lower pay range without the necessity to compete. Please check your union contract or the employee benefit handbook for the applicable provision.

EMPLOYEE DEVELOPMENT OPPORTUNITIES

The county offers a variety of employee development opportunities in the form of in-service programs as well as programs available through other resources such as the University of Wisconsin and City of Madison education and training. Employee development activities may be reimbursed by the county if they are related to the employee's job or related career paths. Such reimbursement is available to employees on either the "G," "F," or "SW" salary schedule and must be applied for and approved in advance of taking a course by filing a completed Employee Training or Education Reimbursement Request form with the Employee Relations Division through departmental channels (forms are available at departmental offices). All employees may have expenses paid out of the departmental budget at the approval of the department head. There are also funds available for employee development programs administered by the Employee Relations Division. If you complete any course which is pertinent to your employment, or become certified, licensed, or registered in a profession, report these personal achievements to the Employee Relations Division as they will be placed in your personnel file.

UNION AFFILIATION or EMPLOYEE BENEFIT HANDBOOK AGREEMENTS

UNION or EMPLOYEE GROUP AFFILIATION

The position which you are in may or may not be covered by a collective bargaining or employee group. If it is covered by such an agreement and if you choose to become a member of the group, the cost of representing you by the union or employee group in both bargaining and contract administration or grievance procedure, as measured by the amount of union or employee group membership dues, can be deducted automatically from your paycheck. If you are represented by a union or employee group, you may join or become a member of that union or employee group in order to participate in that group's activities. You also have the right, as protected by state law, not to join a union or employee group, even though you may still be represented by that union or employee group. Employees who are part of an employee group have the option to opt into and opt out of the employee group at any time of employment.

If you are represented by a union, a copy of the contract between Dane County and that union is enclosed in your employee information packet. If you are a member of an employee group, the Employee Benefit Handbook is available on DCInet. This contract or the handbook covers most of the significant conditions of your employment with Dane County and, therefore, you are advised to read it carefully. Questions regarding interpretation of the union contract or employee benefit handbook language can be directed to either union stewards, employee group representatives, supervisors, or the Employee Relations Division.

Remember, if you are a represented employee, whenever there is a conflict between the provisions of an applicable union contract or the employee benefit handbook and another county document such as the Civil Service Ordinance, the union contract takes precedence and then County Ordinance.

INSURANCE AND OTHER BENEFITS

Open enrollment in the county's group health, dental, life, and disability insurance programs is provided employees within the first thirty (30) days of their employment. LTEs are not eligible for these benefits. (Note: LTEs are eligible for Life Insurance upon enrollment into Wisconsin Retirement System.)

HEALTH INSURANCE

Dane County offers its employees and eligible dependents, on a voluntary basis, comprehensive group health insurance plan(s) which are completely or mostly paid for by the county. **If you do not apply for health insurance during the open enrollment period, you may be subject to a twelve (12) month pre-existing condition clause after your application is received by the insurance company.** Enclosed in your employee information packet are brochures and other materials describing these health insurance programs.

If you enroll during the first thirty (30) days of employment, the insurance is effective on the first of the month following a full calendar month of employment.

Once each year, during October or November employees will be given an open enrollment opportunity to enroll in the health care plan. The Payroll Office will notify you of this opportunity.

DENTAL INSURANCE

Dane County provides a comprehensive dental program for employees which is completely paid or mostly paid by the county. If you enroll during the first thirty (30) days of employment, coverage is effective the first of the month following a full calendar month of employment. Unlike the health insurance, however, if you do not enroll during open enrollment you must satisfy a waiting period of ninety (90) days before you are eligible for coverage. Enclosed in your employee information packet are materials describing this option.

GROUP LIFE INSURANCE

Enclosed in your employee information packet is information regarding the group life insurance program. The employee pays for this insurance entirely, but premium rates are competitive. Coverage is effective the first of the month following your hire date. Rehired WRS annuitants are not eligible to enroll in the life insurance program.

DISABILITY INSURANCE

Dane County offers its employees (with a status of fifty (50)% or more) a disability insurance program; premium level is dependent upon sick leave usage and salary level. The participating employee's shared cost of the premium will range from zero (0) to one hundred (100)% dependent upon the amount of sick leave accumulated in a payroll year. More information and a premium level chart are contained in your employee information packet. Disability Insurance benefits, when approved, are equivalent to sixty-five (65)% of your salary in case of extended sickness or long term illness. The county offers two (2) plans: 1) Short Term/Long Term; 2) Long Term only. With Short Term/Long Term coverage, benefits begin after forty-two (42) days. With the Long Term only, coverage benefits begin ninety (90) calendar days after your last day worked.

Coverage is effective for new employees, who enroll during their eligibility period, on the first of the month following sixth months of employment. Employees who enroll during an open enrollment will also have a six (6) month waiting period.

SOCIAL SECURITY

All Dane County employees are covered by Social Security. Your eligibility for various Social Security benefits may be determined by contacting your local Social Security Administration Office.

RETIREMENT

Dane County employees are covered by the Wisconsin Retirement System, based upon Wisconsin Retirement System eligibility guidelines. Enclosed in your employee information packet is a brochure of the Wisconsin Retirement System which describes the retirement program.

DEFERRED COMPENSATION

All county employees except LTEs are eligible to participate in this program. This program allows employees to defer a portion of their income and corresponding taxes to later years in addition to interest earned on investments made with the deferred income. More information is provided in the separate packets received at new employee orientation from the program representatives.

FLEXIBLE COMPENSATION PLAN

All employees except LTEs are eligible to participate in the Flexible Compensation Plan offered by the county. As a participant in the Flexible Compensation Plan, an employee has the option of funding uninsured medical expenses and dependent care expenses with pre-tax salary instead of funding those same expenses with after-tax cash.

Enrollment must be within 30 days of employment. Effective date is the first of the month following 30 days of employment. During the annual education/enrollment period, participants are given an opportunity to re-evaluate their expenses and adjust their Flexible Spending Accounts accordingly for the next plan year. More information is included in a brochure contained in your employee information packet.

EMPLOYEE PARKING - BUS PASS

Employees who work at a downtown location may park in a reserved area of the Dane County Ramp and all employees who come to work by bus may buy bus passes, both at reduced rates. Employees may not participate in both the reserved parking and reduced bus pass programs. For parking information, contact the Ramp Office at 266-4363. For bus pass information, contact Rideshare at (608) 266-RIDE (266-7433) or roundtrip@cityofmadison.com

VISION PROGRAM

All employees except LTEs are eligible to participate in a Vision Plan. The employee pays for this coverage. Although your health plan may cover an annual eye exam, it does not cover glasses or contact lenses. The Vision Plan covers a percentage of the cost of glasses and contact lenses through various providers.

TERMINATION OF EMPLOYMENT

RESIGNATION

Should you choose to resign your position with Dane County, it is expected that you will submit a letter of resignation to your department head or appointing authority at least ten (10) work days prior to your last day of employment. A copy of such letter should also be submitted to the Employee Relations Division. It is important that you state clearly your reason for leaving and the precise effective date.

Such notice is important in order to establish that you left in good standing. Advance notice of leaving is also a courtesy appreciated by your employing department which needs to begin the replacement process.

LAY-OFFS

Due to the lack of funding, lack of work, or reorganization, even though the county will make every effort to provide continuous employment, a reduction in work force may become necessary. In these cases, lay-off procedures, by union contract, employee benefit handbook or Civil Service Ordinance, assure affected employees fair and equitable treatment as well as re-employment rights.

RETIREMENT

All Dane County Civil Service employees are covered by a retirement plan under the Wisconsin Retirement System. Employees who retire voluntarily will have their retirement administratively handled through their departmental payroll clerk and the Employee Relation's Office.

EXIT INTERVIEWS

All persons leaving county employment are encouraged to complete an exit interview form sent to them by the Employee Relations Division. Information can be obtained through exit interviews that can help improve productivity and the quality of work life for remaining employees.