

**AGENDA  
OPERATIONS COMMITTEE**

**DATE:** Tuesday, July 9, 2024  
**TIME:** 9:00 AM  
**LOCATION:** Courthouse - Conference Room 114

1. Call meeting to order
2. Public Comments
3. CONSENT AGENDA
  - a. Review/approve minutes from previous committee meetings
  - b. Review monthly letters of comment from department heads.
  - c. Approval of departments vouchers – County Board, County Clerk, Finance, Human Resources, and Treasurer.
4. Review items, if any, pulled from consent agenda
5. Discuss American Rescue Plan Act
6. **WELLNESS COORDINATOR UPDATE**
7. **TREASURER**
  - a. Resolution to tax deed property
8. **FINANCE**
  - a. Finance Department update
  - b. Norwood resolution
  - c. UWSP-Marshfield CIP
  - d. CIP Update
  - e. Debt Timeline
  - f. Land Records – 2025 Air Photo CIP Request
9. **HUMAN RESOURCES**
  - a. Health Insurance Presentation- 2025 Renewal Planning by Tim Deaton, The Horton Group
  - b. Core Values Procedure
  - c. Employee Policy Handbook- 2024 Revision
    - i. Discuss request for Exempt Straight Time Pay
10. Consider any agenda items for next meeting
11. Set next regular committee meeting date – Tuesday, August 6, 2024 – 9:00 AM
12. Adjourn

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**Join by phone**

+1-408-418-9388 United States Toll  
Meeting number (access code): 2490 423 6183

**Join by WebEx App or Web**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=mb0f6b51341c3da194959704a48da48c9>  
Meeting number (access code): 2490 423 6183  
Meeting password: 070924

## MINUTES OPERATIONS COMMITTEE

**DATE:** Tuesday, June 11, 2024  
**TIME:** 9:00 AM  
**PLACE:** Courthouse – Room 114

**MEMBERS PRESENT:** Laura Valenstein, Donna Rozar, Lance Pliml, Jake Hahn, Joseph Zurfluh (Webex)

**OTHERS PRESENT:** Katie DeKleyn, Deputy County Clerk/Program Assistant; see attached sign-in list

1. Chair Valenstein called the meeting to order at 9:00 AM.
2. There was no public comment.
3. Motion by Pliml/Rozar to approve the consent agenda. Motion carried unanimously.
4. Finance Director Newton provided an update on the American Rescue Plan Act (ARPA) funds. Discussion was held regarding where funds need to be allocated to by the end of the year.
5. Health Director, Sue Smith, provided an update on the Opioid Settlement.
6. Marissa Kornack provided an update on the water supply design and engineering costs for the Wood County Annex and Health Center. Motion by Rozar/Hahn to use \$100,000 from the Local Assistance and Tribal Consistency Fund (LATCF), use \$50,000 from the contingency fund, and \$50,000 from the Capital Improvement Project (CIP) fund to put towards the cost of the water supply design and engineering cost. Motion approved unanimously.
7. Newton provided a department update.
8. The CIP Plan was reviewed with lengthy discussion. This will be an ongoing discussion and agenda item for the next meeting.
9. Tim Deaton, from the Horton Group, provided a presentation for the 2025 Renewal Planning for Health Insurance.
10. The next committee meeting will be on July 9<sup>th</sup>, 2024 at 9:00 AM.
11. Chair Valenstein adjourned the meeting at 11:19 AM.

Minutes taken by Katie DeKleyn, Deputy County Clerk/Program Assistant, and are in draft form until approved at the next meeting.

**Operations Committee  
June 11, 2024**

NAME	REPRESENTING
Bill Clendenning	WCB #15
TIM Deaton	Horton Group
JEFF PERKINS	WCB #11
Marilyn Karnaak	Norwood
Sue Smith	Health Dept
PANGYA YANG	FINANCE
EDWARD NEWTON	FINANCE
Kim McGrath	HR
DENNIS POLACH	WCB-14
Lee Ackerman	Norwood
Ryan Boeshaar	wellness
RUVATASEL	MAINT.
JUSTIN CIESLEWICZ	EDGEWATER
Brandon Vrhovnik	HSD
Kelli Szymanski	HR
Heather Gehrt	Treasurer
Roland Hawk	Hwy
JOSEPH ZURFINH	WOOD COUNTY BOARD (WEBEX)
TRENT MINER	COUNTY CLERK (WEBEX)
AMY KAMP	IT (WEBEX)
JASON DEMARCO	IT (WEBEX)
KIMBERLY STIMAC	CLERK OF COURTS (WEBEX)
KATIE MILICH	HUMAN SERVICES (WEBEX)
VICTORIA WILSON	PLANNING & ZONING (WEBEX)
NICK FLUGAR	HUMAN RESOURCES (WEBEX)



# Wood County

## WISCONSIN

OFFICE OF THE  
COUNTY CLERK

*Trent Miner*

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### Letter of Comments – July 2024

- The absentee ballots for the Partisan Primary were received, distributed, and sent out by the municipalities by the deadlines spelled out in both state and federal law. We had them a week prior to the deadline, so it gave the municipal clerks plenty of time to get them out.
- I am working on getting all the partisan primary election programming loaded and tested so we can get this out to the municipalities for them to test as well.
- The Annual Conference for the Wisconsin County Clerks Association just wrapped up in Sawyer County (Hayward). The training we had up there was top notch and very timely. Most if it dealt with several of the pending lawsuits, security of election administrators, as well as trainings on some election functions, such as canvassing and recounts. We also awarded our QUILL PEN OF EXCELLENCE AWARD to Rep. Scott Krug and Rep. Lee Snodgrass. As the chair and ranking minority member of the Assembly Campaigns and Elections Committee, they were both invaluable team members in trying to get some commonsense law changes passed. Bipartisanship such as theirs deserved recognition.
- I was unanimously reelected as President of the Wisconsin County Clerks Association for another year. Usually, this is a one-year term, but the group decided to keep the current leadership team in place as we head into the Presidential election.
- It is hard to believe we are halfway through 2024. I have reviewed some year-to-date numbers as it relates to marriage licenses and passport applications. The good news is that, as of now, we are doing extremely well for passports. There will be no problem making our budgeted numbers. However, we are a good 30-40 marriage license applications behind where I would like us to be at this point. There is no way we will make up that many in the last half of the year, but I am cautiously optimistic we can still make our budgeted amount. I am hoping for a strong fall wedding season.
- Our DMV services are still much lower than where we used to be. More people are going online to renew and register vehicles. Therefore, I will be discontinuing this service at the end of day, September 27<sup>th</sup>. It is not a mandated service for the county and with the small amount of revenue it brings in, it really does not pay for our time and supplies. I would rather concentrate on bringing in more passport applications.



# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

June 28, 2024

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – June 2024

### Human Resources Activity

	June 2024	2024 Year-to-Date
Applications Received	118	1,003
Positions Filled	14	93
Promotions/Transfers	2	35
New Hire Orientations	14	68
Terminations, Voluntary	11*	63
Terminations, Involuntary	2	6
Retirements	2	6
Exit Interviews	3	26

\*Seven of these are casual

### Human Resources Narrative

#### General Highlights

1. In regards to the 2024 Market Update on our general county and care facilities wage plans, McGrath Human Resources Group requested and received market data from our comparables. They are now working to consolidate and analyze all data, including a review of job descriptions for appropriate matches. McGrath is also reviewing wage grade appeal requests as well as the impact of the recent change to the Fair Labor Standards Act (FLSA) salary threshold for exempt employees. The consultant anticipates having final recommendations available for the August Operations Committee meeting.
2. Following months of preparation, the draft revised Employee Policy Handbook will be presented and discussed at the July Operations Committee. The biggest change will be the format in which this document is available and delivered to employees as we are moving to an electronic document.
3. On June 19<sup>th</sup>, our team was fortunate to have the opportunity to tour the new jail facility. We are appreciative of the detailed knowledge and insight provided during the tour by Captain Ted Ashbeck!
4. Began preparations for the 2024 Leadership Retreat to be held at Mid-State Technical College on Wednesday, November 20<sup>th</sup>. The leadership topics to be presented this year are Leader Identity, Team Building, and Communication. We are anticipating approximately 70 attendees (all Wood County Department Heads and departmental supervisors have been invited and encouraged to attend). We are looking forward to another successful retreat!

### **Meetings & Trainings**

1. Attended the Judicial & Legislative Committee on June 7<sup>th</sup>.
2. Attended the Operations Committee meeting on June 11<sup>th</sup>.
3. Attended County Board on June 18<sup>th</sup>.
4. Attended the Stevens Point Area Human Resources Association Meeting on June 12<sup>th</sup>. The topic presented was “High on Knowledge: A Whimsical Trip Into Drug Policies”.
5. Attended von Briesen’s monthly Breakfast Briefing webinar titled “Challenges for Employers in FMLA Compliance” on June 20<sup>th</sup>.
6. Held the monthly conference call with The Horton Group on June 25<sup>th</sup> to discuss various benefit topics.
7. Attended von Briesen’s Public Sector Town Hall webinar titled “Navigating the Pregnant Workers Fairness Act” on June 27<sup>th</sup>.
8. Held individual staff and team meetings to discuss and provide updates on the department’s identified 2024 goals.
9. Team members attended various webinars related to benefits, employment law, and compliance.

### **Benefits**

1. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
2. Processed and prepared monthly COBRA remittance, EBC admin fees, and stop loss admin fees.
3. Reconciled monthly enrollments for health, dental, vision, life, and disability insurances.
4. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and benefit claims concerns.
5. Processed COBRA notifications for dependents on the health plan reaching age 26.

### **Recruitment**

1. Updated the Status of Open Positions, Headcount Sheet (FTE Control), New Hire, and Termination spreadsheets daily.
2. Assisted multiple departments with interviews and selection process.
3. Reported new hires with the Wisconsin New Hire Reporting Center.
4. Posted multiple vacancies on Cyber Recruiter and other pertinent employment sites based on the Request for Hire submitted. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status.
5. Communicated with multiple applicants, employees, and supervisors regarding varying positions.
6. Continuing to work with Edgewater, Norwood, and Human Services to review and update/pause/re-instate subscriptions with Indeed. Looking into different options to ensure we are reaching out to interested candidates in a timely manner.
7. Scheduled multiple post-offer, pre-employment drug tests with multiple testing locations for applicants offered employment.

**The following chart shows position activity during the month. Positions that are filled are dropped from the list the following month.**

<b><u>Refilled Position</u></b>	<b><u>Department</u></b>	<b><u>Position</u></b>	<b><u>Status</u></b>
Replacement	Circuit Court Branch I	Legal Administrative Assistant (Floater)	Position posted, interviews conducted, final candidate selected, references/background completed, filled 7/8/2024.

Replacement	Clerk of Courts	Court Clerk – Small Claims/Civil	Position posted, interviews conducted, final candidate selected, references/background completed, filled 7/8/2024.
Replacement	District Attorney	Legal Admin Assistant	Position posted, interviews conducted, final candidate selected, references/background completed, filled 7/8/2024.
Replacements	Dispatch	Dispatcher (2) Establish Eligibility List	Positions posted, interviews conducted, final candidates selected, references/backgrounds completed, both positions filled 7/8/2024 & 7/15/2024. Eligibility list established for future vacancies.
Replacements	Edgewater	CNA, RN, LPN, and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 7/11/2024.
Replacement	Health	Community Health Planner	Position posted, interviews conducted, final candidate selected. References and background being completed.
Replacement	Highway	Stockroom Attendant	Position posted, interviews conducted, final candidate selected, references/CDL check completed, filled 6/10/2024.
Replacement	Highway	Mechanic	Position posted, interviews conducted, final candidate selected, references/CDL check completed, filled 7/1/2024.
Replacement	Human Services	Crisis Interventionist – Casual - Ongoing	Position posted, deadline 8/12/2024.
Replacement	Human Services	CCS Service Facilitator	Position posted, interviews conducted, final candidate selected, references/background completed, filled 6/24/2024.
Replacement	Human Services	Emergency MHS Program Manager – Marshfield	Position posted, deadline 7/15/2024.
Replacements	Human Services	Admin Asst II-CCS/CSP –(2) WR & Marshfield	Positions posted, interviews conducted, final candidates selected, references/backgrounds completed, both positions filled 6/17/2024 & 6/24/2024.
Replacement	Human Services	Case Manager-EMH/APS	Position posted, interviews conducted, final candidate selected, references/backgrounds completed, filled 6/10/2024.
Replacement	Human Services	Case Manager/SW-IA	Position posted, interviews conducted, final candidate selected, references/backgrounds completed, filled 6/10/2024.
Replacement	Human Services	Case Manager/SW-Ongoing	Position posted, deadline 7/8/2024.
Replacement	Human Services	Crisis Interventionist – 7 a to 7 p	Position posted, deadline 7/15/2024.
Replacement	Human Services	Economic Support Specialist	Position posted, interviews conducted, final candidate selected, references/backgrounds completed, fill 7/1/2024.
Replacement	Human Services	Reporting System Clerk	Position posted, deadline 7/1/2024.
Replacement	Human Services	CCS Service Facilitator (Mfld)	Position posted, deadline 7/8/2024.

New	Human Services	Support & Service Coordinators (2)	Positions posted, deadline 7/8/2024.
Replacement	Human Services	FSET Case Manager	Position posted, deadline 7/15/2024.
Replacements	IT	Systems Tech	Position posted, interviews conducted, 2 <sup>nd</sup> interviews conducted, final candidate selected, references/background being conducted.
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 8/12/2024.
New	Sheriff	Correction Officers (4)	Position posted, multiple backgrounds completed, multiple interviews conducted. Four positions filled 4/1, 4/22, 6/24, and 7/1/2024.

### **Safety/Risk Management**

1. Managed open claims with Aegis/Charles Taylor throughout the month.
2. Corresponded with various insurers regarding claims, including for the River Block power failures in March and September of 2023.
3. Attended Edgewater Safety Committee meeting on 6/5/24.
4. Met with Emergency Management, Dispatch, and IT staff on various dates to discuss messaging in the Everbridge System.
5. Conducted N95 Fit Testing for 16 total Edgewater staff on 6/13/24, 6/18/24, and 6/28/24.
6. Conducted AHA Basic Life Support (BLS) class on 6/20/24 for 9 Human Services employees.

### **NEW Workers' Compensation Claims (2)**

1. 6/4/24 – Highway – Employee bruised R knee after slipping while surveying culvert
2. 6/26/24 – Highway – Employee sprained R wrist and cut R hand after tripping on block at asphalt plant

### **OPEN Workers' Compensation Claims (3)**

1. 12/7/23 – Sheriff's – Employee is seeking treatment for mental health conditions as a result of employment with the Department
2. 1/12/24 – Sheriff's – Employee is experiencing lingering effects from conceded WC injury to L shoulder from 2003
3. 5/1/24 – Edgewater – Employee tripped forward, landing on both knees and hands

### **CLOSED Workers' Compensation Claims (2)**

1. 4/10/24 – Norwood – Employee strained lower back while lifting resident from floor to wheelchair
2. 5/16/24 – EM – Employee injured L ring finger while repairing awning arm on County's Command Trailer

### **First Aid Injuries (2)**

1. 6/4/24 – Courthouse Maintenance – Employee strained L knee while moving drum in boiler room
2. 6/6/24 – Edgewater – Employee injured neck after slipping on spilled soup in kitchen

### **Property/Vehicle Damage Claims (5)**

1. 3/6/23 - River Block power loss - the claim has been accepted by Hartford Steam Boiler and will be paid under the County's equipment breakdown coverage. As of current, a total of \$114,645.34 has been received from various property and liability insurance providers.
2. 9/25/23 - River Block power surge - we received some of the final invoices for replacing HVAC components damaged during the power surge and have now exceeded the County's deductible. A claim was submitted to Aegis/County Mutual for cost reimbursement. As of current, Wood County



has paid \$47,166.16 in repair and replacement costs. This includes repairing control drives in the building's HVAC units, elevator controls, lighting modules, and security panels and various pieces of equipment within the building, as well as replacing several hundred surge suppressors and three pieces of electronic equipment within departments. On 6/3/24, a proposal to replace existing surge suppressors, troubleshoot the lighting system, and upgrade outside lighting for \$25,986.00 was authorized by the Facilities Manager. A claim was opened by County Mutual, and this has been submitted to the appropriate insurer.

3. 5/10/24 – Human Services – Transport van struck construction barrel when cut off by other vehicle near Eau Claire (actual damage \$241.83 – repaired by Highway Shop).
4. 5/18/24 – Various vehicles were struck by hail (total est. damage unknown at this time)
  - a. Communications – Director's Truck
  - b. Sheriff's:
    - i. Squad 13 (actual damage \$4,022.05)
    - ii. Squad 56 (actual damage \$7,118.75)
    - iii. Squad 58 (est. damage \$4,333.00)
    - iv. Jail Transport Van 1 (actual damage \$232.63)
5. 5/29/24 – Sheriff's – Squad 28 was damaged while attempting to apprehend a subject (est. damage \$7,505.69). Restitution will be sought through Marathon County.

#### Liability Claims (1)

1. 6/24/24 – Highway – Highway truck struck overhead power line at asphalt plant while bed was extended (est. damage unknown) – to be paid to WWLC

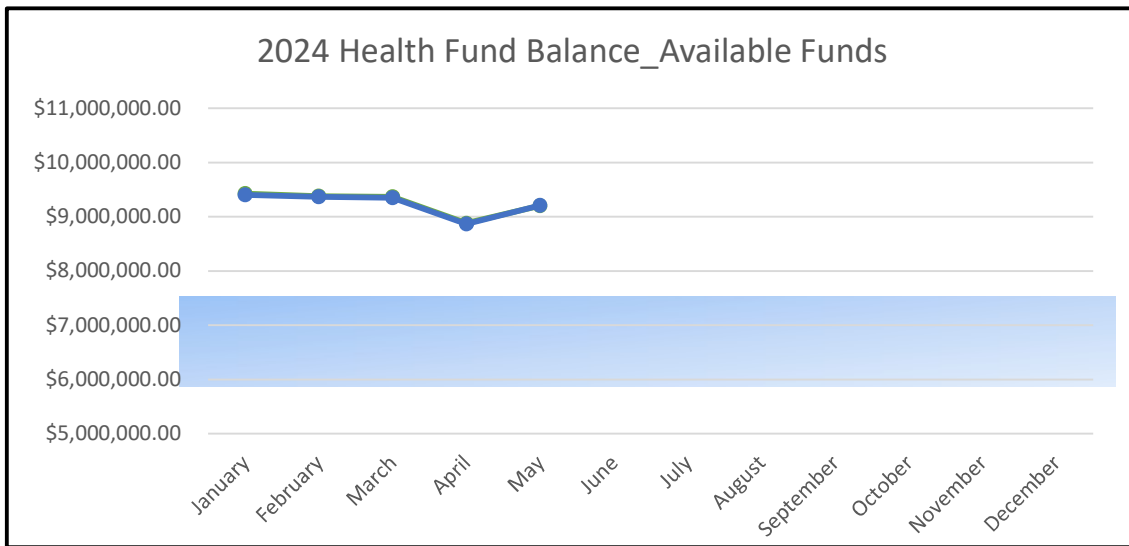
#### OPEN EEOC/ERD Claims (2)

1. 2/14/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received a Notice of Complaint on February 16, 2022. Chubb Insurance assigned external counsel to Jackson Lewis. Our position statement was drafted, finalized, and submitted to the EEOC on April 15, 2022. No recent activity.
2. 2/24/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received an Initial Determination of No Probable Cause on August 26, 2022. The claimant filed a timely appeal and a hearing was held on July 19 & 20, 2023. Hearing decision was received on March 21, 2024. The judge found no probable cause on three counts and probable cause on one count. Through counsel, we have requested a mediator through the Department of Workforce Development; mediation has been scheduled for July 30, 2024.

#### Other

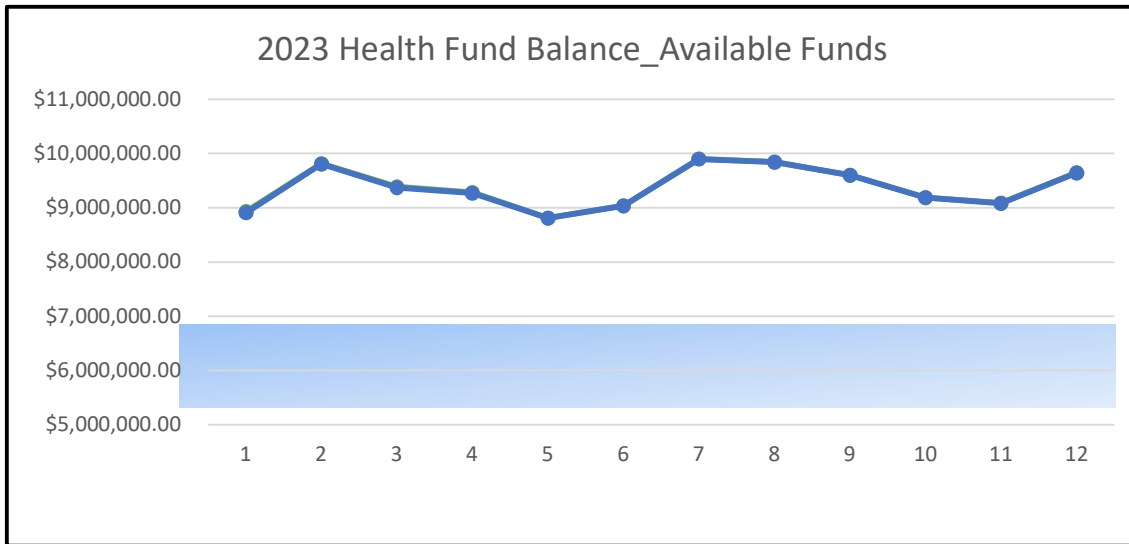
1. Created quarterly employee newsletter and distributed to all employees.
2. Posted multiple announcements on LinkedIn and Facebook throughout the month. These include job advertisements, employee recognition, and other relevant community focused announcements.
3. Continuing to work on updating job descriptions as jobs evolve and vacancies occur.
4. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
5. Reconciled and processed the May Unemployment Insurance payment.
6. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
7. Facilitated New Hire Orientation on June 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, and 24<sup>th</sup>.
8. Conducted exit interviews on June 19<sup>th</sup> and 20<sup>th</sup>.
9. Responded to multiple verifications of employment.
10. Replied to requests from surrounding counties with varied information.
11. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

	2024		2023	
	Total	Available	Total	Available
January	\$ 9,427,766.51	\$ 9,404,475.83	\$ 8,930,525.31	\$ 8,907,992.93
February	\$ 9,380,675.69	\$ 9,368,060.10	\$ 9,812,561.93	\$ 9,803,088.17
March	\$ 9,366,727.89	\$ 9,354,191.44	\$ 9,389,238.55	\$ 9,372,293.86
April	\$ 8,881,153.05	\$ 8,866,367.03	\$ 9,280,719.81	\$ 9,266,233.16
May	\$ 9,204,285.79	\$ 9,207,982.91	\$ 8,812,064.51	\$ 8,809,711.19
June			\$ 9,038,126.24	\$ 9,035,294.50
July			\$ 9,903,399.31	\$ 9,897,749.54
August			\$ 9,842,898.87	\$ 9,841,374.62
September			\$ 9,601,891.13	\$ 9,598,265.15
October			\$ 9,189,858.21	\$ 9,189,539.63
November			\$ 9,082,480.97	\$ 9,078,920.25
December			\$ 9,643,399.06	\$ 9,642,537.95



2024 Total Balance - Green Line

2024 Available Funds - Blue Line



2023 Total Balance - Green Line

2023 Available Funds - Blue Line

For further information on HR activities, please contact the HR department.



# Wood County

## WISCONSIN

OFFICE OF THE  
TREASURER

*Heather L. Gehrt*

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### LETTER OF COMMENTS—JULY 2024

1. Attended Wisconsin Counties Association weekly calls on Mondays in June.
2. Participated in training for our new software program for tax collections/property assessments/municipal collections on June 3 & June 11. These were a 1 hour and 4 hour virtual training and the County Clerk's office was kind enough to allow us to forward our phone calls to them for messages.
3. Attended Wisconsin County Treasurer's Association Summer Conference in Lake Geneva June 4-7. I was unanimously nominated as Vice-President of our Association.
4. Attended the Foundation for Rural Housing Board of Directors meeting on June 10 in Wisconsin Dells.
5. Attended the Operations Committee meeting on June 11.
6. Attended County Board meeting on June 18.
7. Staff prepared and mailed out over 5,000 notices of postponed taxes due for 2023 for a total of \$12,794,169.38.
8. Attended County Board meeting on June 19.
9. There is a resolution with a total of 7 properties that failed to pay their delinquent 2020 taxes by June 30 and are now eligible to be tax deeded. 5 of the properties are houses and 2 of them are land.
10. Staff prepared and mailed out over 900 delinquent notices for tax years 2021-2023 for a total of \$2,983,555.30.
11. Attended REDI-Housing meeting in Marshfield on June 25.
12. Participated in a webinar hosted by the WCA relating to Act 207 and the selling of tax deed properties on June 26.
13. Sales tax was down slightly in May compared to last year and the county is about 21% ahead of where we were this time in 2023.



# Wood County WISCONSIN

Employee Wellness

Ryan Boeshaar

## Letter of Comments – June 2024

- This year’s health coaching wrapped up at the end of June for participants. This was the third and final step to qualify for the reduced health insurance premium rate for 2025. Below is the table I shared in April, this time with the final results for 2024. I will continue to provide health coaching with new hires periodically and will also provide more coaching during quarter 4 of this year.

<b>Annual Report of Qualifying Activities</b>			
	<u>2022</u>	<u>2023</u>	<u>2024</u>
<b>Biometric Screening</b>	449	448	453
<b>Health Assessment</b>	446	446	449
<b>Health Coaching</b>	450	448	446

- Information on the wellness bulletin boards at the various Wood County locations and in [www.managewell.com](http://www.managewell.com) have been updated with new quarter 3 information and helpful handouts that were finalized with assistance from the Wellness Committee and deemed appropriate to promote during this time of year.
- Planning for the quarter 3 wellness challenge is in progress and will focus on nutrition. Specifically, participants will focus on adding more nutrient dense foods or “real foods” into their daily diet in replace of processed foods. The Real Foods Challenge will run from July 28 – September 7. Registration will begin on July 15 and a kickoff email will be sent out next week.
- I promoted an activity throughout the month of June inviting employees to share a positive habit change that they established so far in 2024. Whether it was developing a good habit, or breaking a bad one, the habit could be anything that has made a positive impact in any area of your well-being. Participants were asked to fill out a brief questionnaire and submit the form back to [wellness@woodcountywi.gov](mailto:wellness@woodcountywi.gov). We had a total of 37 employees participate in the initiative, and a communication was sent out of those willing to share their change with others. The emphasis behind this was to celebrate healthy habits (whether big or small) and encourage others to make positive lifestyle choices.

**COUNTY BOARD CLAIMS**

**May-24**

Paid June 2024

	MONTH	PER DIEM	MILEAGE	Other Expense s	TOTAL
Scott Brehm	May-24	\$ 300.00	\$ 44.22		<b>\$344.22</b>
Allen Breu	May-24	\$ 415.00	\$ 87.10		<b>\$502.10</b>
William Clendenning	May-24	\$ 665.00	\$ 208.37		<b>\$873.37</b>
Jake Hahn	May-24	\$ 415.00	\$ 101.84		<b>\$516.84</b>
Brad Hamilton	May-24	\$ 350.00	\$ 28.14		<b>\$378.14</b>
John Hokamp	May-24	\$ 350.00	\$ 73.70		<b>\$423.70</b>
Timothy Hovendick	May-24	\$ 300.00	\$ 140.70		<b>\$440.70</b>
Bill Leichtnam	May-24	\$ 430.00	\$ 80.40		<b>\$510.40</b>
Jeff Penzkover	May-24	\$ 350.00	\$ 49.58		<b>\$399.58</b>
Russell Perlock	May-24	\$ 350.00	\$ 144.72		<b>\$494.72</b>
Lance Pliml	May-24	\$ 700.00	\$ 42.88		<b>\$742.88</b>
Dennis Polach	May-24	\$ 350.00			<b>\$350.00</b>
Donna Rozar	May-24	\$ 315.00	\$ 96.48		<b>\$411.48</b>
Wayne Schulz	May-24	\$ 350.00	\$ 148.74		<b>\$498.74</b>
Lee Thao	March-May 24	\$ 900.00	\$ 77.05		<b>\$977.05</b>
Laura Valenstein	May-24	\$ 460.00	\$ 54.94		<b>\$514.94</b>
William Voight	May-24	\$ 400.00	\$ 138.02		<b>\$538.02</b>
Joseph Zurfluh	May-24	\$ 340.00	\$ 22.11		<b>\$362.11</b>
Michael Feirer	June-24	\$ 50.00	\$ 45.56		<b>\$95.56</b>
Lee Garrels	June-24	\$ 50.00	\$ 30.82		<b>\$80.82</b>
Bev Ghiloni	June-24	\$ 50.00	\$ 6.70		<b>\$56.70</b>
Thomas Heiser	June-24	\$ 65.00	\$ 6.70		<b>\$71.70</b>
David Laude	May/June 24	\$ 100.00			<b>\$100.00</b>
Robert Levendoske	May/June 24	\$ 100.00	\$ 93.80		<b>\$193.80</b>
Thomas Mancuso	June-24	\$ 50.00	\$ 6.70		<b>\$56.70</b>
Michael Meyers	June-24	\$ 65.00	\$ 46.90		<b>\$111.90</b>
Linda Schmidt	April-24	\$ 50.00	\$ 30.15		<b>\$80.15</b>
Rebecca Spiros	May-24	50.00			<b>\$50.00</b>
		<b>\$ 8,370.00</b>	<b>\$ 1,806.32</b>	<b>\$ -</b>	<b>\$ 10,176.32</b>

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Operations Committee

## Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: JUNE 2024

For the range of vouchers: 06240073 - 06240080

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06240073	POSTMASTER - WISCONSIN RAPIDS	PO Box Yearly Fee	06/01/2024	(Voided)	P
06240074	HEINZEN PRINTING INC	2024-2025 Directory	05/31/2024	\$589.00	P
06240075	SOUTH WOOD COUNTY HUMANE SOCIETY	4 CLAIMS-BITES/QUARANTINE 2023	06/07/2024	\$1,400.00	P
06240076	GANNETT WISCONSIN LOCALIQ	VARIOUS ADS - MAY 2024 GANNETT	06/10/2024	\$290.36	P
06240077	UNITED MAILING SERVICE	MAIL FEES MAY 2024	06/10/2024	\$1,210.49	P
06240078	US BANK	VISA Charges	06/18/2024	\$1,770.00	
06240079	UNITED PARCEL SERVICE	REPLENISH UP ACCOUNT JUNE 2024	06/24/2024	\$100.00	
06240080	OFFICE ENTERPRISES INC	INK TANK REFILL WITH SEALER	06/25/2024	\$312.90	
<b>Grand Total:</b>				<b>\$5,672.75</b>	

### Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

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## Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: JUNE 2024

For the range of vouchers: 14240122 - 14240136

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14240122	CREATIVE FINANCE INC	GARNISHMENT PAYMENT	06/13/2024	\$425.43	P
14240123	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	06/13/2024	\$246.92	P
14240124	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	06/13/2024	\$761.54	P
14240125	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INS	06/13/2024	\$5,919.46	P
14240126	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	06/13/2024	\$3,110.47	P
14240127	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	06/13/2024	\$4,311.09	P
14240128	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	06/13/2024	\$355.85	P
14240129	UW - STEVENS POINT AT MARSHFIELD	2023 CIP HVAC REPLACEMENT	06/19/2024	\$86,714.22	
14240130	CREATIVE FINANCE INC	GARNISHMENT PAYMENT	06/27/2024	\$389.47	
14240131	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	06/27/2024	\$246.92	
14240132	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	06/27/2024	\$761.54	
14240133	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	06/27/2024	\$5,783.74	
14240134	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	06/27/2024	\$3,076.43	
14240135	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	06/27/2024	\$4,225.45	
14240136	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	06/27/2024	\$355.85	
<b>Grand Total:</b>				<b>\$116,684.38</b>	

### Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

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Committee Member: \_\_\_\_\_

## Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: JUNE 2024

For the range of vouchers: 17240063 - 17240073 23240029 - 23240035

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17240063	MCHS OCCUPATIONAL HEALTH	Drug & Alcohol Testing	05/30/2024	\$175.00	P
17240064	TERESINSKI KARRIANN	Tuition Reimbursement	06/05/2024	\$1,500.00	P
17240065	SCHECKEL KASSIE	Tuition Reimbursement	06/05/2024	\$783.75	P
17240066	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	06/03/2024	\$6,692.50	P
17240067	WI DEPT OF WORKFORCE DEVELOPMENT	May 2024 Unemployment Charges	06/25/2024	\$1,266.09	P
17240068	US BANK	P-Card Charges	06/17/2024	\$65.00	
17240069	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	06/03/2024	\$265.00	P
17240070	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	06/03/2024	\$212.00	P
17240071	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	05/21/2024	\$530.00	P
17240072	WELD RILEY SC	Legal Fees	06/10/2024	\$420.00	P
17240073	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	09/22/2023	\$50.00	
23240029	WI COUNTY MUTUAL INS CORP	ODIP Jail Construction	06/03/2024	\$9,935.00	P
23240030	TJ'S AUTO & COLLISION REPAIR	Vehicle Damage - Squad #13	06/11/2024	\$4,022.05	P
23240031	TJ'S AUTO & COLLISION REPAIR	Vehicle Damage - Squad #56	06/11/2024	\$7,118.75	P
23240032	SAFELITE FULFILLMENT INC	Repair Windshield #744	06/04/2024	\$258.63	P
23240033	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	06/01/2024	\$4,999.00	P
23240034	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	06/01/2024	\$1,067.00	P
23240035	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	06/01/2024	\$779.00	P
<b>Grand Total:</b>				<b>\$40,138.77</b>	

### Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

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# Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: JUNE 2024

For the range of vouchers: 28240122 - 28240148

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28240122	CITY OF MARSHFIELD	MAY SPECIAL CHARGES	06/05/2024	\$874.24	P
28240123	CITY OF NEKOOSA TREASURER	MAY SPECIAL CHARGES	06/05/2024	\$1,491.82	P
28240124	CITY OF WISCONSIN RAPIDS	MAY SPECIAL CHARGES	06/05/2024	\$300.00	P
28240125	GOWEY ABSTRACT & TITLE COMPANY INC	TAX OVERPAYMENT REFUND	06/05/2024	\$17.80	P
28240126	PUPOLS CHRIS	TAX OVERPAYMENT REFUND	06/05/2024	\$103.83	P
28240127	TOWN OF CARY	MAY SPECIAL CHARGES	06/05/2024	\$142.80	P
28240128	TOWN OF PORT EDWARDS	MAY SPECIAL CHARGES	06/05/2024	\$1,326.81	P
28240129	TOWN OF REMINGTON	MAY SPECIAL CHARGES	06/05/2024	\$197.08	P
28240130	TOWN OF SARATOGA	MAY SPECIAL CHARGES	06/05/2024	\$2,039.63	P
28240131	TOWN OF GRAND RAPIDS	MAY SPECIAL CHARGES	06/05/2024	\$1,916.04	P
28240132	TOWN OF HANSEN	MAY SPECIAL CHARGES	06/05/2024	\$297.34	P
28240133	TOWN OF LINCOLN	MAY SPECIAL CHARGES	06/05/2024	\$930.71	P
28240134	TOWN OF MARSHFIELD	MAY SPECIAL CHARGES	06/05/2024	\$581.52	P
28240135	TOWN OF RICHFIELD	MAY SPECIAL CHARGES	06/05/2024	\$645.47	P
28240136	TOWN OF SHERRY	MAY SPECIAL CHARGES	06/05/2024	\$330.48	P
28240137	VILLAGE OF ARPIN TREASURER	MAY SPECIAL CHARGES	06/05/2024	\$200.00	P
28240138	VILLAGE OF VESPER	MAY SPECIAL CHARGES	06/05/2024	\$318.09	P
28240139	VILLAGE OF BIRON	MAY SPECIAL CHARGES	06/05/2024	\$202.25	P
28240140	VILLAGE OF HEWITT	MAY SPECIAL CHARGES	06/05/2024	\$1,218.82	P
28240141	VILLAGE OF MILLADORE	MAY SPECIAL CHARGES	06/05/2024	\$2,045.06	P
28240142	VILLAGE OF PORT EDWARDS TREAS	MAY SPECIAL CHARGES	06/05/2024	\$378.69	P
28240143	WI DEPT OF ADMINISTRATION	MAY WI LAND INFORMATION	06/05/2024	\$6,244.00	P
28240144	BAKERVILLE LLC	TAX OVERPAYMENT REFUND	06/19/2024	\$242.88	P
28240145	HILES DAVID OR AMANDA	TAX OVERPAYMENT REFUND	06/19/2024	\$1,341.60	P
28240146	SCHILLING RONALD OR ELIZABETH	TAX OVERPAYMENT REFUND	06/19/2024	\$23.95	P
28240147	STATE OF WISCONSIN TREASURER	MAY CLERK OF COURT REVENUE	06/19/2024	\$136,394.03	P
28240148	US BANK	WCTA CONFERENCE HOTEL	06/26/2024	\$294.00	P
<b>Grand Total:</b>				<b>\$160,098.94</b>	

Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

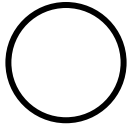
Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_



RESOLUTION#

Introduced by Operations Committee
Page 1 of 2

Committee

CAK

Motion: Adopted: 1st Lost: 2nd Tabled: No: Yes: Absent:
Number of votes required: [X] Majority [ ] Two-thirds
Reviewed by: , Corp Counsel
Reviewed by: , Finance Dir.

INTENT & SYNOPSIS: Tax deed eligible property – authorize the tax deeding of property in compliance with Section 75.14, Wisconsin Statutes.

FISCAL NOTE: TAXES 2020 – 2023 \$21,908.58
SPEC. CHARGES 2,272.79
DEL UTILITIES 1,488.21
PUBLICATION FEES 853.50
TAX DEEDING EXP. 875.00
TOTAL \$27,398.08

Table with 5 columns: NO, YES, A, and 19 rows of names (Schulz, Rozar, Buttke, Perlock, Hovendick, Breu, Voight, Hahn, Brehm, Thao, Penzkover, Valenstein, Hokamp, Polach, Clendenning, Pliml, Zurfluh, Hamilton, Leichtnam).

WHEREAS, Wood County holds tax certificates which have not been Redeemed as provided by law on the described land, and,

WHEREAS, there are delinquent taxes and special charges owing since 2020. It is in the best interest of the County to tax deed this property so it may be sold and put back on the tax roll.

WHEREAS, Notice of Application for taking Tax Deed has been served on owners of record as provided by Section 75.12, Wisconsin Statutes.

NOW THEREFORE BE IT RESOLVED, by the Wood County Board of Supervisors that the land described be taken by tax deed pursuant to Section 75.14, Wisconsin Statutes.

01-00218A The South 220' of the North 818' of the East 208' of the SE 1/4 of the SE 1/4 of Section 14, Township 24 North, Range 4 East, in the Town of Arpin, Wood County, Wisconsin; except those parts used for road purposes.

Taxes 2020-2023 \$5,807.30
Publication Fees \$159.10
Tax Deed Expense \$125.00

Property is located at 8549 County Rd K, Town of Arpin.

13-00672I That part of the SE 1/4 of the SW 1/4 of Section 33, Township 22 North, Range 5 East, Town of Port Edwards, Wood County, Wisconsin described as follows: Commencing 1260.8' South and 330' West of the NE 1/4 of said section for the point of beginning; thence North 241.2'; thence West 30'; thence South to the north line of highway; thence Northwesterly 30' along said highway to the point of beginning.

Taxes 2020-2023 \$40.22
Publication Fees \$159.10
Tax Deed Expense \$125.00

Property is vacant land on Wilhorn Rd, Town of Port Edwards.

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LAURA VALENSTEIN, CHAIRMAN

DONNA ROZAR

JAKE HAHN

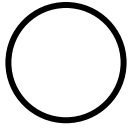
LANCE PLIML

JOSEPH H ZURFLUH

Adopted by the County Board of Wood County, this day of 20 .

County Clerk

County Board Chairman



**RESOLUTION#** \_\_\_\_\_

Introduced by \_\_\_\_\_  
Page 2 of 2 \_\_\_\_\_ Committee

21-00643AA Lot 1 of WCCSM No. 5800 recorded in Volume 20 of Survey Maps at Page 100, as Document No. 780753; being part of the NE ¼ of the SW ¼ of Section 33, Township 23 North, Range 5 East, Town of Sigel, Wood County, Wisconsin.

Taxes 2020-2023	\$734.96
Publication Fees	\$159.10
Tax Deed Expense	\$125.00

Property is located at 5065 Knuth Rd, Town of Sigel.

27-00392 Lot 6, Block 34, Third Addition to the Village of Port Edwards, Wood County, Wisconsin.

Taxes 2020-2023	\$7,145.74
Special Charges	\$782.05
Delinquent Utilities	\$582.29
Publication Fees	\$29.00
Tax Deed Expense	\$125.00

Property is located at 151 Adams Ave, Village of Port Edwards.

33-02772 The Southerly ½ of Lots 6 & 7 in Block 3 of Manson and Weinfeld’s Addition, City of Marshfield, Wood County, Wisconsin.

Taxes 2020-2023	\$3,797.37
Delinquent Utilities	\$142.11
Publication Fees	\$159.10
Tax Deed Expense	\$125.00

Property is located at 1104 S Chestnut Ave, City of Marshfield.

33-06866 Outlot 1 of WCCSM No. 7979 recorded in Volume 27 of Survey Maps at Page 179 as Document No. 2004R07048; being part of Lots 31-35 and part of Outlot 1 of the First Addition to East Ridge Subdivision, City of Marshfield, Wood County, Wisconsin.

Taxes 2020-2023	\$198.18
Publication Fees	\$29.00
Tax Deed Expense	\$125.00

Property is vacant land located on N Anton Ave, City of Marshfield.

34-02968 Lot 2 of WCCSM No. 4342 recorded in Volume 15 of Survey Maps at Page 142, as Document No. 694951; being part of Lots 1 & 2 of Block 3 of Gardner and Witter’s Addition, City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2020-2023	\$4,184.81
Special Charges	\$1,490.74
Delinquent Utilities	\$763.81
Publication Fees	\$159.10
Tax Deed Expense	\$125.00

Property is located at 550 9<sup>th</sup> Ave S, City of Wisconsin Rapids.

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Adopted by the County Board of Wood County, this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ .

County Clerk

County Board Chairman



# Wood County

WISCONSIN

Office of  
Finance Director

**Edward Newton**  
Finance Director

**Date:** July 9, 2024  
**To:** Operations Committee

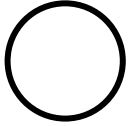
**Subject:** Finance Department Update  
**From:** Ed Newton & PaNyia Yang

## Departmental Activities and Projects - Ongoing/Upcoming

- 2023 Annual Audit and Reporting (Newton/Yang).
- 2023 Single Audit (Newton/Yang).
- 2023 Cost Allocation Plan planning and preparation (Newton/Yang).
- 2023 Form A preliminary/audited filing (Yang).
- Ongoing year-end/audit/single audit/discussions with WIPFLI (Newton/Yang).
- Prepare/file quarterly ARPA report (Newton).
- Prepare/file semi-annual Opioid report (Newton).
- Prepare/file annual Local Assistance and Tribal Consistency Fund (LATCF) report (Newton).
- Prepare/file annual disclosure Municipal Securities Rulemaking Board (MSRB) (Newton/Yang).
- Review departments budget to actuals expenditures (Newton/Yang).
- Assisting departments on various questions (Newton/Yang/Weiler/Nelson).
- Questica – Upgrade, improve current reports, update functions, and training (Newton/Yang).
- 2025 – 2029 Capital Improvement Plan – CIP request/borrowing/funding needs (Newton/Yang).
- Debt funding – 2025 CIP projects/Jail (Newton/Yang).
- Staff development - succession planning (Newton/Yang).
- Opioid settlement information (Newton/Yang).
- AP cross training (Nelson/Weiler).
- Prepare monthly voucher reports for committee packets (Nelson).
- Prepare/review various resolutions (Newton/Yang).
- Account Payable ACH project (Nelson).

## Meetings, Webinars and Conferences

- Weekly WCA County Leadership meetings (Newton).
- Attend County Board meeting (Newton/Yang).
- Attend various committee meetings (Newton/Yang).
- Attend Port Edwards TID JRB meeting (Newton).
- Attend City of Wisconsin Rapids TID JRB meeting (Newton).
- Cost Allocation Audit – Onsite (Finance Department).
- File annual financial census (Newton).
- Various discussions with WIPFLI (Newton/Yang).
- Various discussions with departments regarding year-end budgets/reconciliation/audit (Newton/Yang).
- Various discussions and meetings with Human Resources. (Newton/Yang).
- Various discussions with Corporate Counsel (Newton).
- Various discussions with UWSP-Marshfield CIP (Newton/Yang).
- Various discussions with Norwood regarding water issue (CIP/Resolution) (Newton).
- Various discussions with Baird regarding debt financing (Newton/Yang).
- Various discussions with PMA regarding arbitrage (Newton).
- Various discussions with OC Chair regarding 2025 budget information (Newton/Yang).
- Various discussions with IT regarding Questica upgrades and support (Newton/Yang).



RESOLUTION#

Introduced by Operations Committee
Page 1 of 1

ITEM#
DATE July 23, 2024
Effective Date Upon Passage & Posting

Committee

Motion: Adopted:
1st Lost:
2nd Tabled:
No: Yes: Absent:
Number of votes required:
Majority Two-thirds
Reviewed by: PK, Corp Counsel
Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To amend the 2024 budget for Norwood Maintenance function (54351) for the purpose of funding the design and engineering costs for the Wood County Annex and Health Center water lines.

FISCAL NOTE: To transfer \$50,000 from available balance in contingency (51590) to the Norwood Maintenance function (54351). At the time of this request, the funds available in contingency are \$592,217. Also to transfer \$100,000 from the Local Assistance and Tribal Consistency Fund-LATCF, (34300) fund to the Norwood Maintenance function (54351). The adjustment to the budget is as follows:

Table with 5 columns: NO, YES, A, and 19 rows of names (Schulz, Rozar, Buttke, Perlock, Hovendick, Breu, Voight, Hahn, Brehm, Thao, Penzkover, Valenstein, Hokamp, Polach, Clendenning, Pliml, Zurfluh, Hamilton, Leichtnam).

Source of Money:

Table with 4 columns: Account, Account Name, Debit, Credit. Rows: 54351 Norwood Maintenance \$150,000; 51590 Contingency \$50,000; 34300 LATCF \$100,000.

WHEREAS, Norwood Health Center budgeted \$50,000 in the 2024 Capital Improvement Plan to begin phase 1 of the water management improvement plan, and

WHEREAS, the scope of the project has expanded because of emergent needs to address the water lines, and

WHEREAS, the cost exceeded the original estimate by \$150,000 and,

WHEREAS, Norwood Health Center must comply with state recommendations to upgrade the water lines, and

WHEREAS, not addressing the issue would put Norwood Health Center at risk for non-compliance, and

WHEREAS, rule 26 of the Wood County Board of Supervisors states that "an amendment to the budget is required any time the actual costs will exceed the budget at the function level", and

WHEREAS, the budget for the contingency account was adopted for the purpose of funding unanticipated expenditures, and

WHEREAS, LATCF funding is discretionary and can be used for this project, and

THEREFORE BE IT RESOLVED, to amend the Wood County budget for 2024 to transfer \$50,000 from the Contingency Account (51590) and \$100,000 from the LATCF Account (34300) to the Norwood Maintenance (54351) function, and

BE IT FURTHER RESOLVED, that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to post a notice of this budget change within 15 days.

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Laura Valenstein-Chair

Donna Rozar-Vice-Chair

Jake Hahn

Lance Pliml

Joe Zurfluh

Adopted by the County Board of Wood County, this day of 20

County Clerk

County Board Chairman

PROJECTS BY FUNDING SOURCE  
2025 CIP

Debt			Proposed (Original)	DEBT	ARPA	Tax Levy	Other Funding	Comments
Description	Department	Project #	2025	2025	2025	2025	2025	
Connector Roof Replacement	UWSP-Marshfield	UW-25-001	82,500	82,500	-	-	-	
Arboretum Drainage structures and Trail Surface	UWSP-Marshfield	UW-25-002	7,500	7,500	-	-	-	
			<b>90,000</b>	<b>90,000</b>	-	-	-	
Higher Ground Recording Software Server	Dispatch	08-25-001	<b>45,000</b>	<b>45,000</b>	-	-	-	
500 Unit Air Handler / Compressor	Edgewater	12-25-001	40,000	40,000	-	-	-	
Simons Design Building Controls 300 / 500 wing	Edgewater	12-25-002	30,000	30,000	-	-	-	
Resident Lifts	Edgewater	12-25-003	14,000	14,000	-	-	-	
Resident Tub	Edgewater	12-25-004	26,000	26,000	-	-	-	
Laundry Machines	Edgewater	12-25-005	66,000	66,000	-	-	-	
AC Unit - Lower Breakroom	Edgewater	12-25-006	14,000	14,000	-	-	-	
			<b>190,000</b>	<b>190,000</b>	-	-	-	
Bituminous Overlays/Construction	Highway	16-25-001	2,692,684	2,451,500	-	-	-	Reduced \$241,184
CTH N Bridge Replacement	Highway	16-25-002	100,000	-	-	100,000	-	Move to Tax Levy
CTH U Engineering	Highway	16-25-003	500,000	-	-	500,000	-	Move to Tax Levy
Marshfield Fuel System	Highway	16-25-006	400,000	-	400,000	-	-	Fund with ARPA
			<b>3,692,684</b>	<b>2,451,500</b>	<b>400,000</b>	<b>600,000</b>	-	
Courthouse Heating System Replacement	Maintenance	19-25-005	<b>3,000,000</b>	-	-	-	<b>3,000,000</b>	Jail excess, Contingency, ARPA, etc? TBD
Water Pipe Repl. Phase 2	Norwood	20-25-001	750,000	-	-	-	750,000	Jail excess, Contingency, ARPA, etc? TBD
Passenger Elevator Repairs	Norwood	20-25-002	150,000	150,000	-	-	-	
Circulating Fan Repairs	Norwood	20-25-003	50,000	50,000	-	-	-	
Bariatric Lift	Norwood	20-25-004	8,000	8,000	-	-	-	
Laundry Water Heater #1	Norwood	20-25-005	12,000	12,000	-	-	-	
<i>Kitchen Flooring</i>	<i>Norwood</i>	<i>20-25-006</i>	<i>40,000</i>	-	-	-	-	<i>Removed project entirely</i>
			<b>1,010,000</b>	<b>220,000</b>	-	-	<b>750,000</b>	
Road/Parking Lot Improvement - Dexter Park	Parks	21-25-002	80,000	80,000	-	-	-	
<i>Mini Excavator</i>	<i>Parks</i>	<i>21-25-003</i>	<i>60,000</i>	-	-	-	-	<i>Removed project entirely</i>
North Park Shelter Bridge Replacement	Parks	21-25-004	100,000	100,000	-	-	-	
Playground Replacement - South Park	Parks	21-25-005	50,000	-	50,000	-	-	Fund with ARPA
Boat Dock Replacement - Nepco Lake	Parks	21-25-008	5,000	-	-	5,000	-	Move to Tax Levy
			<b>295,000</b>	<b>180,000</b>	<b>50,000</b>	<b>5,000</b>	-	
Video Conferencing System Upgrade	Information Tech	27-25-001	98,500	98,500	-	-	-	
Courthouse Switch Refresh	Information Tech	27-25-002	225,000	225,000	-	-	-	
			<b>323,500</b>	<b>323,500</b>	-	-	-	
<b>Debt Total</b>			<b>8,646,184</b>	<b>3,500,000</b>	<b>450,000</b>	<b>605,000</b>	<b>3,750,000</b>	

\$ 3,500,000 DEBT  
450,000 ARPA  
605,000 Moved to Tax Levy  
3,750,000 Other Funding not yet known  
100,000 Removed NW and Parks Projects  
241,184 Reduced Highway  
\$ 8,646,184 Original Proposed



**Wood County**  
Tentative Financing Timetable<sup>(1)</sup>  
General Obligation Promissory Notes

July 2024							August 2024							September 2024							October 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31		

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Monday, July 8, 2024 .....	Official Statement Disclosure Questionnaire sent to the County for the preparation of the Preliminary Official Statement ("POS").
Monday, July 22, 2024 .....	Requested information due to Baird from the County.
Wednesday, July 24, 2024 .....	Draft POS to Support Banker and Banker for review.
Tuesday, July 30, 2024.....	Comments received from Support Banker and Banker. Updated Draft POS e-mailed to the County and Bond Counsel for review.
<b>Tuesday, August 6, 2024 .....</b>	Operations Committee considers plan of finance and "Not to Exceed" Parameters Borrowing Resolution for the GO Promissory Notes. Comments received from the County and Bond Counsel on the Draft POS. Updated Draft POS forwarded to Moody's, County and Banker.
Between Wednesday, August 7 and Monday, August 12, 2024 .....	Moody's conference call scheduled.
<b>Tuesday, August 20, 2024 .....</b>	County Board considers Parameters Resolutions for GO Promissory Notes.
Monday, August 26, 2024 .....	Baird due diligence call. Moody's rating report received.
Tuesday, August 27, 2024 .....	Preliminary Official Statement distributed.
Early September, 2024.....	GO Promissory Notes sale when ready and timing is optimal. Authorized Officer signs Approving Certificate.
Early October, 2024 .....	Settlement Date.

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<sup>(1)</sup>Baird will be closed on Monday, September 2, 2024 in observance of Labor Day.



# Wood County



Prepared for: Wood County



July 9, 2024

# Agenda

Wood County Operations Committee – July 9, 2024



- **Medical Claims Update**
  - 2024 YTD Medical Reserve Calculator
  - Paid Claim Comparison - 2023 Vs. 2024 YTD
- **2025 Renewal Projection**
- **Rx n Go Program / Savings Analysis**
- **Plan Design Change Options & Financial Impact**
- **Hearing Aid Coverage**
- **Dental Contribution Options / Impact**

# Wood County

Medical Loss Ratio Report, Paid 1/1/2024 - 12/31/2024

Report Parameters	
Medical Administrator	Anthem
Prescription Drug Administrator	CarelonRx
Reinsurance Carrier	Sun Life
Transplant Carrier	N/A
Specific Stop-Loss Deductible	\$125,000

2024 Funding Rates - Monthly			
Traditional PPO Plan		HDHP Plan	
Single	\$980.56	Single	\$751.75
Family	\$2,249.48	Family	\$1,724.59

Fixed Fees		
Administration Fee	\$60.36	PEPM
Stop Loss Specific Premium	\$294.64	PEPM
Stop Loss Agg Premium	\$4.35	PEPM
Amwins Gene Therapy	\$1.99	PEPM

## Plan Experience

2024	Fixed Cost Analysis						Variable Cost Analysis					Total Cost	Enrollment				Funding & Loss Ratio			
	Month	Medical Admin	Rx Admin	Stop Loss and Gene Therapy Premium	Network Cost Share	Retiree Prem Offset	Rx Rebate Offset	Total Fixed Costs	Medical Paid Claims	Prescription Drug Claims	Stop Loss Reimb		Rx Rebate True Up and Pricing Guarantee	Total Variable Cost	Total Plan Cost	PPO SGL	PPO FAM	HDHP SGL	HDHP FAM	Total Contracts
Jan 2024	\$30,717.06	\$2,470.18	\$152,295.88	\$24,869.82	-\$4,474.74	-\$30,717.06	\$175,161.14	\$637,664.58	\$139,483.43	\$0.00	-\$53,988.56	\$723,159.45	\$898,320.59	140	327	22	17	506	\$918,714.89	97.78%
Feb 2024	\$30,602.52	\$8,459.46	\$152,596.86	\$15,272.50	\$0.00	-\$30,602.52	\$176,328.82	\$699,802.56	\$106,076.05	\$0.00	\$0.00	\$805,878.61	\$982,207.43	139	332	20	16	507	\$925,753.64	106.10%
Mar 2024	\$30,240.36	\$7,869.60	\$151,693.92	\$22,944.54	-\$9,332.54	-\$30,240.36	\$173,175.52	\$871,222.90	\$131,049.08	\$0.00	-\$79,621.52	\$922,650.46	\$1,095,825.98	137	332	19	16	504	\$923,040.77	118.72%
Apr 2024	\$30,059.28	\$6,534.41	\$150,490.00	\$13,867.56	-\$4,666.27	-\$30,059.28	\$166,225.70	\$663,391.23	\$126,256.82	\$0.00	\$0.00	\$789,648.05	\$955,873.75	137	328	18	17	500	\$915,015.69	104.47%
May 2024	\$30,180.00	\$7,187.86	\$150,790.98	\$20,233.08	-\$4,666.27	-\$30,180.00	\$173,545.65	\$844,964.33	\$114,784.79	\$0.00	\$0.00	\$959,749.12	\$1,133,294.77	140	325	18	18	501	\$912,933.52	124.14%
Jun 2024			\$0.00				\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
Jul 2024			\$0.00				\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
Aug 2024			\$0.00				\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
Sep 2024			\$0.00				\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
Oct 2024			\$0.00				\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
Nov 2024			\$0.00				\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
Dec 2024			\$0.00				\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
2024 Totals	\$151,799	\$32,521.51	\$757,867.64	\$97,187.50	-\$23,139.82	-\$151,799.22	\$864,436.83	\$3,717,045.60	\$617,650.17	\$0.00	-\$133,610.08	\$4,201,085.69	\$5,065,522.52	693	1644	97	84	2518	\$4,595,458.51	110.23%
% of Total Cost	3.00%	0.64%	14.96%	1.92%	-0.46%	-3.00%	17.07%	73.38%	12.19%	0.00%	-2.64%	82.93%	100.00%							

Pending reimbursements as of 5/31/2024: \$15,774.77

## Key Indicators

Average Single Enrollment	158
Average FAM Enrollment	346
Average Family Enrollment	504

Total Plan Costs	\$5,065,522.52
Plan Funding	\$4,595,458.51
Dollar Difference	(\$470,064.01)
Loss Ratio	110.23%

Fixed Costs per Employee per Year	\$4,119.64
Variable Costs per Employee per Year	\$20,021.06
Total Costs per Employee per Year	\$24,140.70

# Wood County

Paid Claim Comparison, 2023 and 2024

Claims by Month	2023	2024	Difference Between 2023 and 2024	2023 YTD	2024 YTD	Difference Between 2023 and 2024 YTD
January	\$872,795	\$777,148	-\$95,647	\$872,795	\$777,148	-\$95,647
February	\$432,213	\$805,879	\$373,665	\$1,305,009	\$1,583,027	\$278,018
March	\$1,404,221	\$1,002,272	-\$401,949	\$2,709,229	\$2,585,299	-\$123,931
April	\$755,396	\$789,648	\$34,252	\$3,464,625	\$3,374,947	-\$89,679
May	\$944,601	\$959,749	\$15,148	\$4,409,227	\$4,334,696	-\$74,531
June						
July						
August						
September						
October						
November						
December						

Values based on medical and prescription drug plan paid claims incurred 1/1/2020 - 5/31/2024 and paid 1/1/2023 - 5/31/2024.

# Wood County

2025 PEPY Pre-Renewal Projection

<b>2025 Claims Per Employee Per Year (PEPY)</b>	\$19,121.39
<b>Net Administration Cost (+0% Estimated Increase)</b>	\$0.00
<b>Network Access Discount Share (2% of In-Network Savings)</b>	\$223.50
<b>Rx Admin Fees</b>	\$144.26
<b>Stop Loss (+15% Spec, +5% Agg Estimated Increases)</b>	\$4,120.84
<b>Amwins Gene Therapy</b>	\$35.88
<b>Wellness Program Expenses</b>	\$280.00
<b>2025 Projected Total PEPY Plan Costs</b>	\$23,925.88
<b>2025 Projected Total PEPY Plan Costs minus EE Contributions</b>	\$21,533.29
<b>2025 Projected Expenses</b>	\$12,010,790.21
<b>2024 Budgeted</b>	\$11,253,083.00
<b>Projected 2025 Increase (%)</b>	6.73%
<b>Projected 2025 Increase (\$)</b>	\$757,707

<b>Project 2025 Increase (%) Adding Rx n Go</b>	5.19%
<b>Project 2025 Increase (\$) Adding Rx n Go</b>	\$583,707.21

# Alternative employee pharmacy benefit that improves prescription Rx compliance while saving money & time.



Generic prescription medication benefit program that reduces employer and employee **Cost**, adds employee / member **Choice** and increases employee / member prescription medication **Compliance**.

Our creative and innovative prescription medication program helps employer groups expand their pharmacy benefit for employees/members with ongoing medication needs while reducing prescription drug cost for both employer and employees. Rx 'n Go enables employers to add an all US-based pharmacy benefit alternative that delivers generic prescription medication conveniently to the members home - saving them both time and money. Rx 'n Go is easy to implement and does not replace the existing PBM program.

The Rx 'n Go program includes 1,200+ generic medications to members with chronic conditions such as diabetes, hypertension, asthma & emotional health issues. Members on a HSA plan are able to receive 750+ preventative medications through the program. In addition to generic medication, members have the option of receiving **Prodigy®** diabetic test monitor & strips delivered by mail. To address the needs of existing clients, Rx 'n Go recently developed an option for groups to offer injectable insulin, needles & syringes to members & their dependents through the program.



## \$0 OUT OF POCKET EXPENSES FOR MEMBERS

creates a great benefit for members and incentivizes adherence to prescribed medications.

### FINANCIAL IMPACT SUMMARY

? WHAT'S IN IT FOR YOU AND YOUR EMPLOYEES?

**15% to 25% PLAN SAVING OFF CHRONIC DRUG SPEND**

	MAINTENANCE MEDICATION COST				MAXIMUM SAVINGS		PROJECTED SAVINGS
	Current Total	% Share	With Rx 'n Go Total	% Share	\$	%	\$
<b>GENERIC &amp; INSULIN SAVINGS / % SUCCESS</b>					<b>100%</b>		<b>60%</b>
Plan Cost	\$453,241	80.4%	\$317,805	100.0%	\$135,436	29.9%	\$81,262
Member Cost	\$110,258	19.6%			\$110,258	100.0%	\$66,155
<b>Total Direct Cost</b>	<b>\$563,500</b>	<b>100.0%</b>	<b>\$317,805</b>	<b>100.0%</b>	<b>\$245,695</b>	<b>43.6%</b>	<b>\$147,417</b>
<b>BEYOND SAVINGS / % SUCCESS</b>					<b>100%</b>		<b>50%</b>
Plan Cost	\$431,091	93.8%	\$169,950	100.0%	\$261,141	60.6%	\$130,571
Member Cost	\$28,674	6.2%			\$28,674	100.0%	\$14,337
<b>Total Conversion Cost</b>	<b>\$459,765</b>	<b>100.0%</b>	<b>\$169,950</b>	<b>100.0%</b>	<b>\$289,815</b>	<b>63.0%</b>	<b>\$144,908</b>
<b>CONVERSION SAVINGS / % SUCCESS</b>					<b>100%</b>		<b>35%</b>
Plan Cost	\$102,093	93.3%	\$10,275	100.0%	\$91,818	89.9%	\$32,136
Member Cost	\$7,302	6.7%			\$7,302	100.0%	\$2,556
<b>Total Conversion Cost</b>	<b>\$109,395</b>	<b>100.0%</b>	<b>\$10,275</b>	<b>100.0%</b>	<b>\$99,120</b>	<b>90.6%</b>	<b>\$34,692</b>
<b>TOTAL SAVINGS / % BLENDED SUCCESS</b>					<b>100%</b>		<b>52%</b>
Plan Cost	\$986,426	87.1%	\$498,030	100.0%	\$488,396	49.5%	\$243,969
Member Cost	\$146,234	12.9%			\$146,234	100.0%	\$83,048
<b>Aggregate Cost</b>	<b>\$1,132,660</b>	<b>100.0%</b>	<b>\$498,030</b>	<b>100.0%</b>	<b>\$634,630</b>	<b>56.0%</b>	<b>\$327,016</b>



**Brand name prescription benefit program that reduces employer and employee Cost, adds employee / member Choice, and increases employee / member prescription medication Compliance.**

**Rx 'n Go has gone beyond US borders to offer a program that provides an average of 50% health plan savings all while still being free to members – Rx 'n Go Beyond.**

Our innovative solution helps facilitate the personal importation of brand name medications from our pharmacy partner in Canada. While employers have the opportunity to enjoy significant savings, members have the choice to enroll in a meaningful benefit that will save them both time and money.

**\$0 Out of Pocket Expenses for Members!  
Creates a great benefit for members and incentivizes adherence to prescribed medications.**

Rx 'n Go Beyond is made up of approximately 200 brand name, maintenance medications and specialty products offered to eligible members at \$0 cost. It is a complementary pharmacy program and does not replace the existing pharmacy benefit provided by the sponsoring employer. Rather, we are an additional choice to members to get their prescription medication for free.

Do you have a population on an HDHP/HSA plan? Rx 'n Go Beyond has over 120 preventive medications for members on HDHP/HSA plans. As an increasing number of employers are implementing consumer driven health plan designs with higher deductibles, employees require additional choice and alternatives to use their benefits economically. By offering Rx 'n Go Beyond, creative and innovative employers offer their employees / members access to a meaningful alternative for their prescription medication needs.

Providing these high-cost medications for free helps promote adherence to help members avoid costly hospital stays. With significant plan savings available on the cost of the medications, the Rx 'n Go Beyond benefit is a true win-win!



**What's in it for you and your employees? 45-55% plan saving off of brand name, chronic drug spend.**

Visit [rxngo.com/beyond](https://rxngo.com/beyond) for more information!



Wood County

CONFIDENTIAL  
5/14/2024

	MAINTENANCE MEDICATION COST				MAXIMUM SAVINGS		PROJECTED SAVINGS
	Current		With Rx 'n Go		\$	%	\$
	Total	% Share	Total	% Share			
<b>TOTAL SAVINGS / % BLENDED SUCCESS</b>						<b>100%</b>	<b>51%</b>
Plan Cost	\$1,068,399	82.2%	\$707,127	100.0%	\$361,272	33.8%	\$174,473
Member Cost	\$231,493	17.8%			\$231,493	100.0%	\$126,072
Aggregate Cost	\$1,299,892	100.0%	\$707,127	100.0%	\$592,765	45.6%	\$300,545
<i>Unique Users</i>						848	500
<b>BEYOND SAVINGS / % SUCCESS</b>						<b>100%</b>	<b>50%</b>
Plan Cost	\$516,691	83.8%	\$303,535	100.0%	\$213,156	41.3%	\$106,578
Member Cost	\$99,546	16.2%			\$99,546	100.0%	\$49,773
Total Conversion Cost	\$616,237	100.0%	\$303,535	100.0%	\$312,702	50.7%	\$156,351
<i>Unique Users</i>						77	39
<b>BEYOND SPECIALTY SAVINGS / % SUCCESS</b>						<b>100%</b>	<b>50%</b>
Plan Cost	\$220,745	91.4%	\$133,300	100.0%	\$87,445	39.6%	\$43,723
Member Cost	\$20,672	8.6%			\$20,672	100.0%	\$10,336
Total Conversion Cost	\$241,417	100.0%	\$133,300	100.0%	\$108,117	44.8%	\$54,058
<i>Unique Users</i>						5	3
<b>GENERIC &amp; INSULIN SAVINGS / % SUCCESS</b>						<b>100%</b>	<b>60%</b>
Plan Cost	\$272,093	71.6%	\$260,342	100.0%	\$11,751	4.3%	\$7,051
Member Cost	\$108,068	28.4%			\$108,068	100.0%	\$64,841
Total Direct Cost	\$380,160	100.0%	\$260,342	100.0%	\$119,819	31.5%	\$71,891
<i>Unique Users</i>						833	500
<b>CONVERSION SAVINGS / % SUCCESS</b>						<b>100%</b>	<b>35%</b>
Plan Cost	\$58,870	94.8%	\$9,950	100.0%	\$48,920	83.1%	\$17,122
Member Cost	\$3,208	5.2%			\$3,208	100.0%	\$1,123
Total Conversion Cost	\$62,077	100.0%	\$9,950	100.0%	\$52,127	84.0%	\$18,245
<i>Unique Users</i>						56	20

**Notes:**

- (1) All estimates have been adjusted to reflect 90 day supply of medication and assumes that the plan pays 100% of the Rx 'n Go cost.
- (2) Analysis excludes acute drug cost of \$159,062, along with cost of brand drugs and non-CDL generic drugs where Rx 'n Go currently does not offer an alternative of \$456,186, as well as claims with less than 90 days of total utilization.
- (3) Analysis excludes and separates unknown drug cost of \$-515,977.

***This illustration contains savings estimates only and does not constitute a guarantee.***



# Wood County

PPO - 2025 Medical Plan Design Option Factors

	Estimated Potential Savings / % Total Plan Cost	Estimated Annual Savings
<b>Deductible Changes (Currently \$500/\$1,500)</b>		
To \$750 Single / \$2,250 Family	0.73%	\$77,500
To \$1,000 Single / \$3,000 Family	1.36%	\$143,000
<b>Out of Pocket Maximum - Ded &amp; Coins (Currently \$1,150/\$3,450)</b>		
To \$1,500 Single / \$4,500 Family	0.59%	\$62,000
To \$2,000 Single / \$4,000 Family	1.05%	\$111,000
<b>Coinsurance (90%)</b>		
To 80%	0.25%	\$26,500
<b>Increase PCP/SCP Copay (Currently \$25/50)</b>		
To \$30/\$60	0.40%	\$42,000
<b>Urgent Care Copay Change (Currently \$75)</b>		
To \$100	0.11%	\$11,500
<b>Emergency Room Copay (Currently \$300)</b>		
To \$350	0.12%	\$12,500
To \$400	0.24%	\$25,000
<b>Rx Deductible - Tier 2&amp;3 (Currently \$100 EE /\$200 Fam)</b>		
Increase to \$150 / \$300	0.09%	\$9,000
Increase to \$200 / \$400	0.17%	\$18,000
<b>Rx Copays (Currently \$10 / \$30 / \$50)</b>		
Increase Prescription Copays (\$10 / \$35 / \$60)	0.10%	\$11,000
Add Tier 4 Rx Copay (\$250)	0.08%	\$8,500

# Hearing Aid Coverage Analysis

## **Wood County: Current Hearing Aid Coverage:**

- Hearing Aid Benefit Coverage for Members under 18 years of age: One Hearing Aid per ear every 3 years: in and out of network combined.
- No Current Adult Hearing Aid Coverage
- Plans required by WI Insurance Mandate to cover child Hearing Aids and Cochlear Implants.

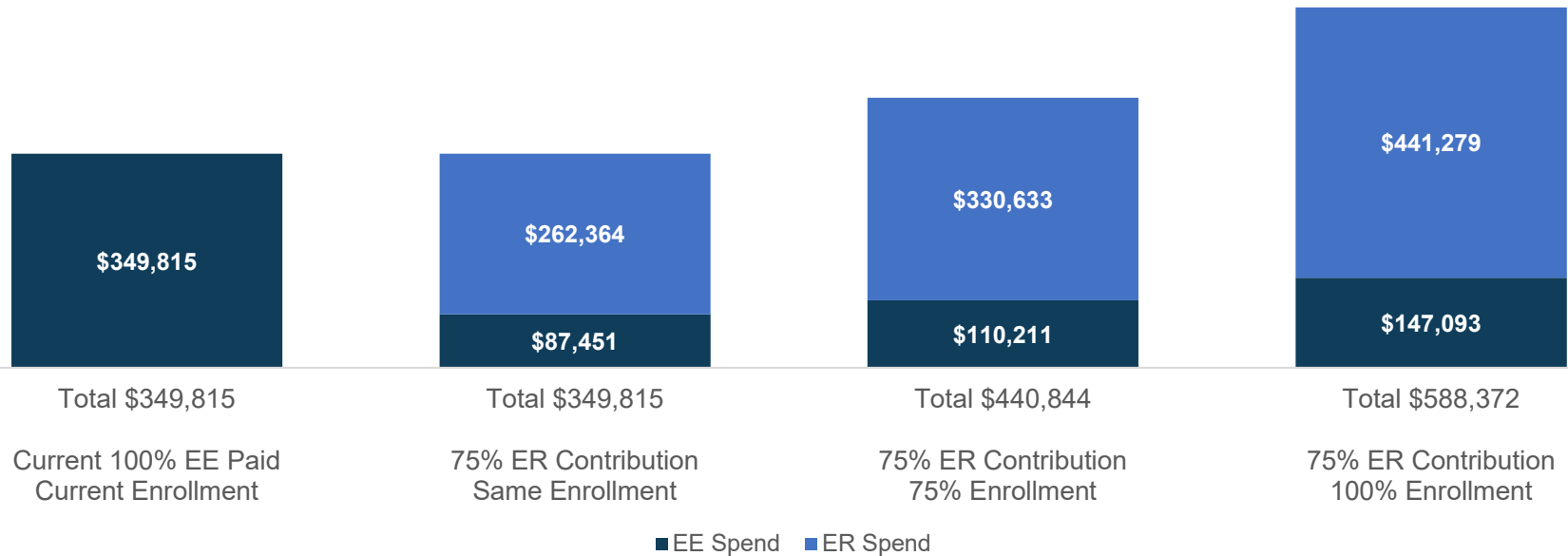
## **Benchmark Adult Hearing Aid Coverage:**

- Approximately 50% of Public Sector Plans cover Hearing Aids for Adults
- Average Benefit: One Hearing Aid per year ear every three years: in and out of network combined (this is the same benefit as current child Hearing Aid benefit)
- 60% of plans that have an adult Hearing Aid benefit put a \$ maximum on how much the plan will cover per Hearing Aid.
- The most common \$ maximums per Hearing Aid is \$5,000

## **Estimated Cost Impact to Adding Adult Hearing Aid Coverage:**

- The Plan might see a higher amount of utilization in the first year or two of adding adult Hearing Aid coverage for the first time, but the overall financial impact is unknown. Based on normative data, we would anticipate a \$25,000 - \$50,000 yearly cost impact.

## Wood County Dental



% of Municipalities that have Contributory Dental	85%
Average Employer Contribution to Dental	75%
Current Covered Employees for Dental	345
Estimated Eligible Employees	580



**HORTON**



## Core Values and Merit Pay Procedure

### Overview

This procedure contains guidelines for recognizing Wood County employees who demonstrate exceptional performance by exemplifying one or more of the Wood County Core Values. Recognizing those employees who consistently and intentionally display the Wood County Core Values in their everyday work strengthens and reinforces our commitment to our employees and ensures that everyone has a better understanding of the behaviors that drive and support Wood County's culture.

- **Integrity:** We honor our commitments and hold ourselves accountable while promoting respect, honesty, and trust in everything we do.
- **Professionalism:** We hold ourselves to the highest of standards, work collaboratively, and represent Wood County as leaders in our respective fields.
- **Service:** We believe in making intentional decisions that put internal and external customers above ourselves without the expectation of recognition or reward.
- **Compassion:** We seek to understand the perspective of others and value human dignity.
- **Diversity:** We are intentional about welcoming and valuing persons with different perspectives, experiences, and backgrounds.
- **Initiative:** We foster creativity and innovation through self-motivation to complete our respective work with the goal of exceeding expectations and achieving positive results.

There are numerous reasons for nominating an employee for exemplifying a Wood County Core Value, such as:

- Identifying a significant and successful process improvement or monetary savings (Initiative)
- Providing exceptional customer service- above and beyond the scope of their position (Service)
- Consistently taking responsibility and accountability for one's actions, especially when unexpected obstacles arise or faced with adversity (Integrity/Professionalism)
- Finding and initiating creative or innovative ways to enhance services, efficiency, effectiveness, or productivity (Initiative)
- Contributing to an outstanding effort or result which benefits the department and/or County in a specific way (Service/Initiative)
- Displaying outstanding initiative to complete a seemingly impossible task or assignment (Initiative)
- Consistently displaying an empathetic consciousness of others and making successful and mindful steps to increase workplace engagement (Compassion)
- Creating a culture of empowerment, inclusion, and recognition in a specific way (Diversity)

### Nomination Process

Current employees may nominate another employee (peer, stakeholder, manager, etc.) who has demonstrated exemplary behavior consistent with the County's Core Values. Employees are able to nominate those within their department or within a different department. All nominations must be



## Core Values and Merit Pay Procedure

made using the Nomination Form and all fields must be completed in their entirety to be considered. Only one Core Value may be selected per Nomination Form. Incomplete nomination forms will be returned to the nominator, if known. Nominations can be made at any time throughout the year and will be reviewed on a quarterly basis.

Nomination Forms can be found on the HR Intranet and must be submitted to Human Resources to be considered.

### Eligibility

All current Wood County employees are eligible to be nominated, excluding those in Department Head and elected positions. Employees are prohibited from nominating any employee who is a relative (ie-spouse or significant other, sibling, child, parent, etc.). Employees may receive multiple nominations but may only receive one award per quarter and one award per Core Value each calendar year.

Employees who are or were on a Performance Improvement Plan or have received a Disciplinary Action within the quarter in which they are nominated are not eligible to receive an award. Employees who have submitted their resignation or retirement notice are also not eligible to receive an award.

In general, employees should not be nominated for the following:

- Performing their regular jobs and meeting the expectations and standards set by their job description
- Covering a temporary need in which the employee is already being compensated over and above their normal rate of pay by receiving the “Temporary Increase in Duties” compensation
- Working additional hours in which the employee is compensated by receiving either overtime pay or compensatory time off
- Achieving an educational certificate/degree or a professional license that is required as a minimum qualification in their current job

### Review and Selection Process

The Department Head team will review nominations quarterly and will select one employee per Core Value to award the merit pay award to. Nominations will be reviewed in the following quarter in which they were received in accordance with this schedule:

- Nominations received January 1st through March 30th will be reviewed in Q2
- Nominations received April 1st through June 30th will be reviewed in Q3
- Nominations received July 1st through September 30th will be reviewed in Q4
- Nominations received October 1st through December 31st will be reviewed in Q1



## Core Values and Merit Pay Procedure

There must be a minimum of two nominations received in a Core Values category in order for that category to be eligible to be placed on the ballot. If the minimum number of nominations is not received in a particular quarter, the nominations that were received will be held over to a future quarter of which there are enough nominations to meet the minimum in that specific category.

If a nomination does not receive an award in the quarter it was submitted, the nominator may choose to resubmit or carryover the nomination to the next quarter.

Department Heads will each receive one vote per Core Value. Voting will take place during the quarterly Department Head meetings. If a Department Head is unable to attend the meeting, they may send a proxy. Votes will be forfeited for any departments without in-person representation. As there are six (6) Wood County Core Values, six (6) merit pay awards may be given each quarter. If there are no nominations for one or more of the Core Value categories, additional awards may be given in the category(s) that received the highest amount of nominations, not to exceed six (6) awards per quarter.

### **Recognition Process**

The successful employee will be notified by their supervisor or Department Head, highlighted in the quarterly issue of the County Connection Newsletter, and provided a monetary award (merit pay) on their next payroll check. The exact amount of merit pay awarded is determined annually through the budget process. All payments are subject to applicable payroll taxes per IRS guidelines and WRS contributions.

## WOOD COUNTY EMPLOYEE POLICY HANDBOOK REVISIONS 2024 Edition

1. Table of Contents
    - Removed numbers, insert links
  2. Foreword (Section I, Policy #1)
    - Included verbiage indicating the document is in an electronic format
  3. Employee Personnel File (Section II, Policy #2)
    - Changed “papers” to “documents” in second to last sentence
  4. Employee Status Policy (Section II, Policy #5)
    - Policy amended 3/2022
    - Revise the Temporary Increase in Duties section to indicate that in the event of a Department Head vacancy, the oversight committee shall determine the effective date and the rate of increase
  5. Overtime/Compensatory Time Policy (Section III, Policy #3)
    - Policy amended 6/2023
    - Increased comp time max for both exempt and non-exempt to 100 hours (currently 80 hours)
    - Added verbiage related to CRO and Lieutenant Comp Time (Sheriff’s Dept accruals)
    - **Added draft section on Exempt Straight Time Pay- FOR COMMITTEE DISCUSSION**
  6. Wage Plan (Section III, Policy #5)
    - Policy amended 7/2021
  7. Recruitment & Retention Policy (Section III, Policy #6)
    - Policy amended 7/2021
  8. Drug Free Workplace Policy (Section IV, Policy #3)
    - Added/New (requirement for specific grant eligibility)
  9. Combined FMLA and Leaves of Absences into one section (Section IV, Policy #8)
    - Under “General Conditions” inserted: “Employees are eligible for Holiday Pay when they are on approved FMLA, but are ineligible for Holiday Pay when they are on non-FMLA leave of absence.”
  10. Tobacco Use Policy (Section IV, Policy #11)
    - Added vaping devices to the list of items prohibited in County facilities
  11. Telework Policy (Section IV, Policy #18)
    - Policy amended 7/2021
  12. Cybersecurity & Information Security Policy- Added (Section V, Policy #6)
    - Policy effective 4/2022
  13. Bereavement Leave/Pay (Section VI, Policy #2)
    - Unpaid time off (for additional time off) may be used only if all other accrued leave is exhausted
  14. Holidays (Section VI, Policy #5)
    - Insert new 84-hour max for Highway Department (County Board resolution 11/2023)
  15. Insurance (Section VI, Policy #6)
    - Policy amended 10/2020 and 11/2023
    - Removed 60-day eligibility requirement for non-exempt employees
  16. Group Term Life Insurance (Section VI, Policy #7)
    - Removed sentence relating to enrolling by the 5<sup>th</sup> month of employment (technically employees can enroll and make changes anytime)
  17. Vacation (Section VI, Policy #12)
    - Added verbiage to the Vacation Donation section related to the Donated Bank of Hours
  18. EAP (Section VI, Policy #13)
    - Clarified eligible family members to include the employee’s spouse and their dependent children
    - Included new website address
- Other:
- Changed “Benefits Administrator” to “Human Resources”
  - Changed “Payroll Administrator” to “Finance Department”
  - Changed “Executive Committee” to “Operations Committee”
  - Changed to electronic version only, evolving document





# Employee Policy Handbook



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# **I. GENERAL**

## **1. FOREWORD**

This *Wood County Employee Policy Handbook* (Handbook) is designed to promote consistent human resources management throughout Wood County. This Handbook is intended to give information to Wood County employees about the main features of our employment policies, procedures, guidelines, benefits and other general information. It does not, and is not intended to, cover these matters in detail or serve as any type of contract. The Wood County Board of Supervisors retains the right to change these and any existing policies, when it is deemed to be in the best interest of Wood County. An employee may be adversely impacted by changes in this Handbook. Wood County facilities or departments may make policies that address the particular interests of that facility or department, provided the policy does not conflict with policies contained or discussed in this Handbook. Deviations from these policies must be approved by the Operations Committee in advance of their implementation.

Some policies herein may be superseded by a union contract or Civil Service Ordinance, and are subject to Wood County Board Rules. This Handbook, in its current electronic format, supersedes all previous Wood County Policy Handbooks or policies discussed in this Handbook.

The policies and procedures of Wood County are continually being reviewed and revised to ensure they stay current with the needs of the employees and Wood County. The most up-to-date version of the Handbook will be available on the Employee Intranet.

Should any part of this Handbook be ruled obsolete or invalid, the balance of the document will remain in effect.

This Handbook shall govern human resources administration for all employees and departments of Wood County except:

- Members of the Wood County Board of Supervisors.
- Elected Wood County officials.
- Members of boards, commissions, committees, and judges.
- Persons employed to conduct temporary and special inquiry, investigation or examination on behalf of the Wood County Board of Supervisors, a committee thereof, or the Wood County Board Chairperson.
- Contracted or leased individuals.
- Employees covered by a collective bargaining agreement shall be governed by that Agreement. This Handbook shall govern represented employees to the extent that the issues at hand are not addressed by the respective labor agreement. Where a union contract has language dealing with any subject covered in this Handbook, the contract will be considered as the full rights of the employees in that bargaining unit and this Handbook will not extend those rights beyond the contractual language.

## **2. EQUAL OPPORTUNITY POLICY**

Wood County will conduct business in compliance with the equal opportunity policy and standards of the Wisconsin Department of Workforce Development, Department of Health Services, Department of Family Services, and all applicable state and federal statutes and regulations relating to non-discrimination in employment and service delivery.

No otherwise qualified person shall be excluded from employment, be denied the benefits of employment, or otherwise be subject to discrimination in employment in any manner on the basis of age, race, religion, color, sex, national origin or ancestry, disability or association with a person with a disability, arrest or conviction record, sexual orientation, marital status or pregnancy, political belief or affiliation, military participation, use or non-use of lawful products off the employer's premises, or any other characteristic protected by law. All employees are expected to support goals and programmatic activities relating to non-discrimination in employment.

No otherwise qualified applicant for service or service recipient shall be excluded from participation, be denied benefits,

or otherwise be subject to discrimination in any manner on the basis of race, color, national origin or ancestry, sex, religion, age, political belief or affiliation, disability or association with a person with a disability. This policy covers eligibility for the access to service delivery and treatment in all of the programs and activities.

To assist us in complying with all applicable equal opportunity rules, regulations, and guidelines, the Human Resources Director has been appointed as Equal Opportunity Coordinator. Employees are encouraged to discuss any perceived discrimination concerns in employment or service delivery with the Human Resources Director.

The Human Resources Director may be reached Monday through Friday, from 8:00 a.m. through 4:30 p.m., at 715-421-8457.

### **3. AMERICANS WITH DISABILITIES ACT (ADA)**

Wood County is committed to providing equal opportunity to all qualified persons in all aspects of employment. This extends to our current employees and applicants for positions with Wood County. As part of this commitment, we intend to fully comply with the guidelines established by the ADA and its amendments. A qualified person is an individual who meets the skills, experience, education and other job-related requirements of a position and who, with or without reasonable accommodation, can perform the essential functions of the job.

Any person who suffers from a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment, is covered by the ADA. If the condition restricts their ability to perform some aspects of their job, or the job for which they are applying, Wood County will provide or allow reasonable accommodation to enable the person to perform the necessary tasks.

If an employee believes they may need accommodation in accordance with this policy, they should contact both their immediate supervisor and the Human Resources Department to discuss what reasonable accommodations may be necessary. Applicants needing accommodation should notify the Human Resources Department at any time during the application or interview process to discuss necessary accommodations. When a request for accommodation is made, Human Resources, together with the department, will initiate an interactive process to determine what reasonable accommodations may be made.

Any employee or applicant who feels they have not received full and fair consideration under this policy should meet with the Human Resources Director to discuss their complaint.

### **4. WOOD COUNTY DEPARTMENT POLICIES**

Wood County has a number of policies that have been approved either by the Wood County Board of Supervisors or by an Oversight Committee. These policies set the overriding principles of Wood County operations and cannot be changed without action by the approval authority.

The “approval authority” is the highest body to formally approve the policy or the body that has the delegated authority to approve deviations from the policy.

Departments have the responsibility to set policies related to their specific operations. They may also set procedures, guidelines, or work rules related to their operations. Policies tend to be broad; procedures or guidelines tend to be more specific, and typically work rules are the most specific, but the terms may be used interchangeably. Departmental policies should not conflict with Wood County policies; however, departments may request approval to deviate from Wood County policy. Any deviation from a Wood County policy requires approval of the approval authority. A department may also set a procedure or work rule on how a Wood County policy will be administered.

### **5. PERSONNEL POLICY PRINCIPLES**

Wood County policies should be fair, respectful of employees, consistently applied, and there should be clear expectations set forth in the policy and the administration of the policy. Policies are necessary for a well-run operation. Both employees and management need to know what the guidelines are and what to do in a given situation. Wood County intends to follow its policies in all situations. However, if an employee believes they have a situation that warrants a deviation from a specific policy, they are encouraged to discuss it with their supervisor as soon as practical.

To ensure that our policies are well written, Wood County considers the following criteria:

### **Fairness**

The guidelines should apply the same to all employees in a given situation. That does not mean that every department will administer everything exactly the same, but the basic principle of the guidelines should apply to all departments. (An example of this is that some departments might have a different starting time, but all employees should be expected to be at their workstation at their designated start time.)

### **Respectful of employees**

Policies or guidelines are written with the understanding that the majority of our employees want to come to work and do a good job. Written policies are provided to help employees understand how situations are expected to be handled.

### **Consistently applied**

Policies should be administered consistently. “Consistently” means that the basic principles of the policy should remain constant from case to case without regard to personal feelings, friendships, or any discriminatory factors. However, good policy administration also requires that the employees and their individual or unique circumstances be considered to make sure the administration of the policy is also fair.

### **Clear expectations**

Employees have the right to be aware of a policy and how it will be administered up front. Employees also have the responsibility to learn the policy and ask questions if they are unclear about a policy. Management has the responsibility to make the policies available to the employees in a reasonable manner. The purpose of this Handbook is to make our Employee Policies available to all employees. We will notify all employees of any policy changes or new policies. Employees are encouraged to check the Wood County Employee Intranet to make sure they are aware of the most recent revisions to Wood County policies. Employees are encouraged to consult with their supervisor or Human Resources on any questions they may have related to Wood County policies.

## **6. CODE OF CONDUCT**

Wood County is committed to conducting its business ethically and with honesty, integrity, and respect for all. In all situations, Wood County strives to comply with applicable laws, rules, and regulations. Wood County is committed to acting honorably and professionally and treating all employees, elected officials, vendors, clients, patients, and members of the public with courtesy and respect. Compliance with the Code of Conduct (the Code) is an expectation and a condition of employment.

### **Conducting County Business**

Wood County conducts all of its business with integrity and professionalism. Employees are expected to communicate clearly, respectfully, and professionally in their interactions. All individuals are treated fairly and equitably. Our reputation as a County is a valuable asset and one that each and every employee has a part in upholding. We continuously challenge ourselves, our teams, and our departments to improve.

### **Acting with Professionalism**

Wood County values each and every employee as an important member of our organization. The goal is for every employee to be treated with fairness, courtesy, and respect. Wood County values open and honest communication. We encourage employees to raise work-related questions and concerns as they arise in a well-thought out and respectful manner. Employees are expected to act honorably which includes:

- Never to attack each other’s character, appearance, beliefs, or values.
- Respect each other’s differences; it is acceptable to “agree to disagree”.

- Be polite, helpful, and friendly.
- Avoid gossiping, misrepresenting, and/or spreading rumors about any individual, including peers, managers, vendors, clients, patients, and other members of the public.
- Speak at a respectful volume and tone; it is never acceptable to yell, shout, scream, or use profanity in any business conversation or setting.
- Allow others the opportunity to share their opinion in the same respectful manner.
- Be prompt and punctual in any commitments.

Wood County is an Equal Opportunity Employer and we provide equal treatment for all applicants and employees. We will not tolerate discrimination based on age, race, religion, color, sex, national origin or ancestry, disability or association with a person with a disability, arrest or conviction record, sexual orientation, marital status or pregnancy, political belief or affiliation, military participation, use or non-use of lawful products off the employer’s premises, or any other characteristic protected by law. (See Wood County’s “Equal Opportunity” Policy for more information.) We follow these principles in all areas of employment including recruitment, hiring, training, promotion, compensation and benefit eligibility, transfers, and employment status.

Wood County is committed to providing employees a safe workplace, free from unlawful discrimination and threats of violence. Any such behavior or threat should be reported immediately. Managers who receive such information should contact Human Resources. (See Wood County’s “Discrimination/Harassment” Policy and “Safety/Security” Policy for more information.)

**Compliance with Legal Regulations**

Wood County employees are expected to act in a manner that upholds the intent of all local, state, and federal laws in all County business and interactions. Violations of such laws have potentially serious consequences, both for Wood County and for individuals. If questions or concerns arise, it is important to seek guidance immediately.

**Conflicts of Interest**

A conflict of interest may occur if an employee’s personal, social, financial, or political activities interfere, or potentially interfere, with the responsibilities of their position at Wood County. Employees should seek advice before proceeding with a situation that is or could be perceived as a conflict of interest. (See Wood County’s “Conflict of Interest” Policy for more information.)

We recognize these situations may arise without any willful action on the employee’s behalf and that changes in circumstances may occur at any time. Employees who become aware of a potential conflict of interest should disclose the situation immediately to their supervisor or Department Head.

**Protect Wood County’s Assets and Reputation**

Wood County expends considerable resources to develop assets to use for its business, including:

- Physical assets- our facilities, equipment, vehicles, technology, and communication systems,
- Information Security- internal and external communication and digital and hard copy documentation, and
- Reputation- the name and reputation of Wood County.

Employees are expected to follow applicable security, use, and safety procedures to protect Wood County’s assets from theft, loss, damage, or misuse. Wood County assets are only to be used for business purposes. Employees are expected to uphold the reputation of Wood County whenever representing the County.

**Reporting Concerns**

All employees are responsible for reading, understanding, and following the Code. Any violations of the Code are subject to disciplinary action, up to and including termination of employment. Any violation of the law may also be subject to civil and criminal penalties.

Employees are encouraged to ask questions, raise concerns, and/or report potential and actual violations to their immediate supervisor, Department Head, or the Human Resources Director. Wood County takes all reports seriously, investigates all matters thoroughly, and will take appropriate action.

**No Retaliation**

Wood County does not tolerate retaliation against employees for making good faith reports of possible violations of the law or Wood County policies, including this Code. Employees who retaliate, attempt to retaliate, or commit any other similar misconduct will be disciplined.



## **II. EMPLOYMENT**

### **1. EMPLOYMENT FORMS**

At the time of hire, employees complete tax withholding forms, insurance forms, proof of employability documents, and any other necessary forms regarding employment with Wood County. All responses on these forms, or any other forms required and completed throughout the course of employment, are expected to be complete, factual, and honest. Any attempt to mislead or conceal relevant information, or give a false or incorrect answer to any requested information related to an employee's application, qualifications, benefit eligibility or other employment related questions, may result in Wood County terminating the employment relationship without prior warning or notice.

### **2. EMPLOYEE PERSONNEL FILE**

Important employment related documents are kept in a central file known as an employee's "personnel file". An example of the type of information that is kept includes the employment application, insurance enrollment forms, annual performance evaluations, disciplinary actions, and any relevant employment test scores. The personnel file is maintained in the Human Resources Department or in a secure area at Wood County Annex and Health Center (Norwood Health Center) or Edgewater Haven, depending on what facility the employee is employed. Employees have the right to review their file during normal business hours, but on unpaid time. If an employee wishes to do so, they should inform their supervisor or the Human Resources Department in writing and arrangements will be made as soon as practical, but no later than seven (7) business days from the date of the request, for the employee to review the non-confidential parts of their personnel file. A representative from the Human Resources Department will explain how the file is arranged and what contents are confidential. Employees are able to supplement any documents in the file with a written statement if they choose. Employees may request a copy of the non-confidential documents in their own personnel file for a fee, with written notice to Human Resources.

### **3. PERSONAL INFORMATION**

If an employee has a change to any of their personal information, such as address or telephone number, the Human Resources Department should be informed in writing as soon as possible. The most recent address provided to the Human Resources Department will be considered the employee's "address of record". It is important that this information is kept current so that Wood County can ensure proper delivery of work-related mail or messages. This information will only be used by Wood County for business purposes and will not be given to anyone for any other purpose without the employee's written consent, or as required by law or union contract.

### **4. INTRODUCTORY PERIOD**

#### **Newly Hired Employees**

A newly hired employee must complete an introductory period of six (6) months. During this time, each employee should receive appropriate "on-the-job" training, together with information on the operation of the department and Wood County. The introductory period provides the employee with an opportunity to learn the new position and gives management the ability to assess if the employee has the skills and aptitude to successfully perform the job. During the introductory period, Wood County may end employment without notice. Completion of the introductory period does not waive the "at-will employment" status discussed in this Handbook. Under certain circumstances, a supervisor may extend the introductory period with approval of the Human Resources Director.

#### **Promoted Employees**

An employee who is promoted or transferred to another position, will serve a thirty (30) working day introductory period in the new position.

## 5. EMPLOYEE STATUS

### Full-time

An employee who is regularly scheduled between thirty-eight and three-quarters (38.75) and forty (40) hours per week is considered full-time (2,015 or 2,080 hours per year).

For Registered Nurse (RN) positions at the Wood County Health Care facilities, an employee is considered full-time at thirty-six (36) hours per week if regularly scheduled for three (3) twelve (12) hour shifts per week or at thirty-two (32) hours per week if regularly scheduled to cover weekends, either at one (1) eight (8) hour shift and two (2) twelve (12) hour shifts or two (2) sixteen (16) hour shifts, over the course of Friday through Sunday.

### Part-time

An employee who is regularly scheduled for less than thirty-eight and three-quarter (38.75) hours per week is considered part-time. Employees who are regularly scheduled for twenty (20) or more hours per week are eligible to receive Wood County benefits (sick days, vacation, and holidays) on a pro-rated basis.

### Casual

An employee that holds a position budgeted for fewer than twenty (20) hours per week is considered casual and not eligible for Wood County benefits. Effective July 1, 2011, employees who are employed more than 1,200 hours in any continuous twelve (12) month period, are eligible for Wisconsin Retirement System (WRS) participation.

### Temporary/Seasonal

An employee who fills a position that is of limited duration or is for a specified period of time, is considered to be a casual employee. The wage rate for a temporary/seasonal position shall be subject to approval of the Human Resources Director or the Operations Committee.

### Contract/Leased/Agency Employees

Persons contracted to perform specific tasks through an agency, or paid as an independent contractor, are not considered Wood County employees and may be used on a specific need basis with approval of the Human Resources Director or the Operations Committee. They receive no pay or benefits from Wood County and should be used only as long as a specific need exists. A formal contract is necessary to ensure that the relationship is not interpreted as employer/employee.

### Exempt/Non-Exempt Status

This status is defined by state and federal regulations and is based on a number of criteria such as, but not limited to, job duties and supervisory responsibilities. The primary difference is how overtime and compensatory time is handled.

### Temporary Increase In Duties

Occasionally, employees may be assigned to perform a job in a higher salary grade than their regular position. If the assignment is short-term, no adjustment to the employee's wage will be made. However, if the assignment is for a significant period of time (as described below), and the employee assumes the full duties of the higher position, the following guidelines will apply:

1. **Non-exempt employees** who are temporarily assigned to a position with a minimum pay rate which is higher than his/her current rate, shall be paid his/her current rate for ten (10) working days, and then shall be paid at either 1.05 or 1.10 times his/her current hourly rate thereafter. The rate of increase is dependent on the requirements of the position and is at the discretion of the Department Head.
2. **Exempt employees** who are temporarily assigned to a position which is higher than his/her current rate, shall be paid his/her current rate for ten (10) working days and then shall be paid at either 1.05 or 1.10 times his/her current hourly rate thereafter. The rate of increase is dependent on the requirements of the position and is at the discretion of the Department Head. In the event the position being covered is a Department Head role, the oversight committee determines the effective date and the rate of increase.

3. The temporary increase in pay requires approval of the Department Head and the Human Resources Director. No temporary assignment shall exceed six (6) months unless permission is obtained in advance from the Operations Committee.

## **6. PAYCHECKS AND TIMECARDS**

The payroll period is two (2) weeks beginning on a Sunday and ending on a Saturday. All Wood County employees are required to participate in the mandatory direct deposit program. Employees receive a pay statement, and funds are directly deposited on the Thursday after the end of the payroll period. Questions related to an employee's pay should be discussed with the employee's supervisor. If the question is still not resolved, contact the Finance Department.

Employees are required to complete a timecard each pay period. The timecard should be approved by both the employee and the supervisor at the end of the pay period. Questions regarding the completion of time cards should be directed to the supervisor or the Finance Department.

Falsely recording time, altering, or tampering with timecards, or punching or recording on another employee's timecard is a serious offense and may result in termination. Employees may not work before or after their scheduled work period, unless such time is authorized in advance by their immediate supervisor.

## **7. LENGTH OF SERVICE**

Length of service is defined as the amount of continuous employment since an employee's most recent hire date. That hire date is considered an employee's "anniversary date". Some Wood County benefits, such as vacation, are based on an employee's length of service with Wood County. An employee's length of service ends when the employment relationship ends. If an employee terminates employment with Wood County and is rehired at a later date, the employee's hire date starts over with no accrued length of service. In some cases, an employee may not accrue service credit while on a leave of absence. Employees would be notified of those cases in advance and would return with an "adjusted" length of service date.

Full or part-time employees transferring from one Wood County position to another full or part-time Wood County position will retain their anniversary date and length of service rights.

Length of service for employees wishing to transfer between a non-union and union position will be subject to negotiations between Wood County and the union, if applicable.

## **8. WORKFORCE REDUCTION OR LAYOFF**

A workforce reduction, commonly called a "layoff", is a method of reducing the number of employees on a permanent, temporary, or emergency basis. Layoffs are usually used to reduce the cost of operating a business. If Wood County needs to reduce costs by layoff, management will meet with employees to ensure that they understand their rights and responsibilities. Employees to be laid off will be given as much notice as practical prior to the effective date of the layoff.

### **Permanent Layoff**

If a permanent reduction in the number of employees is necessary, the decision of who will be laid off will be based primarily on department needs, position title, skill needs, and past performance evaluations. Length of service with Wood County will be considered as a secondary factor in the determination of who will be laid off. Employees rated as "satisfactory" or above on their most recent evaluation will be considered to have demonstrated the required skills of the position unless there is more recent documentation to the contrary. Skill needs are defined in the position description. Permanent layoffs must be approved by the Operations Committee.

Employees being permanently laid off will be given at least seven (7) calendar days' notice and will be offered out placement assistance.

### **Emergency Layoff**

The Wood County Board Chairperson has the authority to direct an emergency layoff for all Wood County employees. A Department Head may implement an emergency layoff if an unforeseen circumstance arises, causing the employee's work to be unnecessary, impractical, or unsafe to perform. Emergency layoffs should not extend beyond five (5) workdays and are unpaid, but employees will continue to maintain their Wood County benefits. Time off will be considered as time worked for calculation of future benefits. Employees may choose to be paid accrued vacation or compensatory time instead of taking the layoff. In the case of an emergency layoff that extends beyond five (5) days, the Department Head should consult with Human Resources to enact Temporary Layoff procedures.

### **Layoff Notification**

Employees being placed on permanent or temporary layoff status will receive written notification of the effective date of the layoff, their benefit rights, their recall rights and how to file for unemployment compensation. A copy of the layoff notification will be kept in the employee's personnel file. The Human Resources Department and the Department Head will be available to answer questions employees may have at the time of the layoff.

## **9. TRAINING**

In today's world, training is an on-going process. This is especially true in the workplace. Both the technology and the skills we use in performing our jobs are constantly changing. To continually stay proficient in our positions, employees have a need to continually learn. The two (2) main types of training an employee may encounter are discussed below.

### **On-the-Job Training**

This method of training is used to help a new employee learn how to perform their job. It consists of explaining what needs to be done, showing the new employee how to do it, having the new employee perform the task, and then monitoring their performance. Most on-the-job training is done right where the work is performed. The supervisor is responsible to ensure that employees receive the proper on-the-job training. Questions related to job training should be discussed with the supervisor.

### **Skills Training**

This type of training is designed to help an employee learn a specific skill, or skills, that is related to their job. This type of training is usually done in a classroom setting and may be done internally or externally. An example of this type of training may be attendance at a conference or seminar. If a supervisor feels there are additional job-related skills that an employee should learn, it will be discussed with the employee individually. If there is an additional job-related skill that an employee would like to learn, the request should be made directly to the supervisor. There is no guarantee of skills training being provided upon employee request.

## **10. MANAGEMENT RIGHTS**

Wood County reserves certain rights of management including, but not limited to: direct all operations of government; hire, promote, transfer, assign, retain, and terminate employees; establish and enforce work rules and determine work schedules; suspend, demote, discharge, and take other disciplinary action against employees; relieve employees from their duties because of lack of work or for other reasons; maintain the efficiency of government operations; introduce new or improved methods; change existing methods; contract out for goods or services; determine the methods, means and personnel by which such operations are to be conducted; take whatever action may be necessary to carry out the functions of government in situations of emergency; and take whatever action is necessary to comply with state or federal laws. It is our intention to abide by all applicable state and federal guidelines, statutes, and regulations in exercising the actions listed above.

## **11. AT-WILL EMPLOYMENT**

Employment with Wood County is governed by the common law doctrine of "at-will" employment. This means that both the employee and Wood County have the right to end the employment relationship at any time with or without cause. No employee or agent of Wood County has the authority to imply, negotiate, agree to, or sign a contract of employment

regarding wages, hours, or conditions of employment for a stated period of time except the Operations Committee or Wood County Board of Supervisors.

## **12. POSITION DESCRIPTIONS**

Each job in Wood County has a position description, or job description, on file in the Human Resources Department. The position description shows the title of the job, department, salary grade, basic purpose of the job, key or essential duties of the position, required qualifications, and educational/physical requirements of the job. At the time of hire, the position description document will be presented to the employee. The employee will sign the current version of the position description and it will be kept in the employee's personnel file. Employees should be very familiar with their individual position description. If an employee is considering applying for another position in Wood County, the position description is a valuable and informational resource. Employees may review any position description by contacting the Human Resources Department.

The position description is a general document, but in no way is intended to be a full or final list of duties. Other duties may occasionally be added or deleted. If a position description is changed, the change will be discussed with the employee, who will be asked to sign the revised copy to document that the change was discussed. Employees are encouraged to contact their supervisor or Human Resources with any questions regarding their position description.

## **13. EMPLOYMENT OF RELATIVES**

Wood County must ensure that all decisions made in the course of Wood County business are free of bias. Wood County does not have a policy of total restriction of employment of relatives. Typically, it is a decision between two (2) persons if they wish to be employed in the same organization, provided it does not conflict with appropriate management of Wood County. Therefore, employment of relatives is permitted within Wood County, provided the relationship does not interfere, nor appear to interfere, with appropriate management of Wood County or its activities.

In business decisions, it is imperative to make fair and consistent decisions free of bias due to family relationships. This is especially true in making personnel related decisions. If a family or personal relationship exists between a supervisor and an employee, both the decisions that affect the employee and the supervisor making the decision, may be viewed by others as biased. If this happens, the efficiency of a department or its credibility may suffer.

Nothing in this policy is intended to supersede the Wood County Board Rules or the Wood County Code of Ethics. For more information, employees should refer to those documents.

### **Guidelines**

To avoid conflict of interests, whether real or perceived, no person may hold a position where there is a direct or indirect reporting relationship with a spouse, parent, child, sibling, grandchild, or other similar family relationship. "Similar family relationships" include, but are not restricted to "in-law", "step", "partner", or "significant other" relationships. An "indirect reporting relationship" is when a decision made by a person may affect the wages, hours of work, work assignments, or other conditions of employment.

No employee may hold a position where there is a direct or indirect approval relationship of financial transactions of a spouse, parent, child, sibling, or other similar family relationships.

This policy may affect a person's eligibility to be hired into, transfer into, or be employed in a specific department. In cases where a violation of this policy exists or develops, preference will be given to the employee with the longest service in the department. The Operations Committee has final review authority regarding this policy.

While Wood County does not intend to unduly restrict personal relationships that have no effect on Wood County, any relationship between Wood County employees or a relationship between a Wood County employee and another person that, real or perceived, disrupts Wood County's business, causes a conflict of interest, or jeopardizes the public image of Wood County, will be considered to be a violation of this policy.

## **14. JOB VACANCIES AND CAREER ADVANCEMENT**

Wood County encourages employees to continually find ways to improve their careers. This may be defined in several ways: more responsibility, more income, another shift, or a different type of work. The following are several ways of achieving this.

All regular exempt and non-exempt job vacancies are posted on the Wood County website, and may be advertised on other applicable websites, for a standard of two weeks. A list of vacancies is also placed on the employment bulletin board outside the Human Resources Department and forwarded to the Department of Workforce Development. Current Wood County employees who wish to be considered for a vacancy should apply for the position on the Wood County website. All employment applications, and any other supporting documentation, will be reviewed and, if qualified, applicants may be scheduled for an interview. The selection of the person to fill the vacancy will be made based on skill, ability, experience, and other job-related criteria.

Reassignment of duties or caseloads between persons within the same department and job title is not considered a vacancy or position opening. These types of changes are normal departmental duties and do not require a vacancy announcement.

Employees who may be interested in a future vacancy with Wood County may want to learn about the requirements and duties of the position and then prepare for an opening before it occurs. Wood County must hire the best qualified applicant based on a number of factors, and while being a current Wood County employee may factor into the overall decision, it does not guarantee that the employee will be awarded the position.

## **15. TUITION ASSISTANCE PROGRAM**

The Tuition Assistance Program is designed to provide financial assistance to full-time employees who voluntarily enroll in educational courses that are of benefit to Wood County as an employer, to help the employee prepare for future positions or career advancement within Wood County, for which there is a reasonable expectation that the individual could qualify. (Refer to "Employee Status" section for the definition of full time.) Subject to funding availability, this program is completely voluntary and does not create any employee rights or Wood County obligations. To qualify, an employee must have worked full-time for Wood County for at least thirty-six (36) consecutive and continuous months and have a rating of "satisfactory" or better on his/her most recent performance evaluation. Employees eligible for other forms of educational assistance (e.g., Veteran's Educational Program, scholarships, etc.) must first exhaust that financial aid, or provide proof of ineligibility, before applying for benefits under this Program.

### **Approval**

For each semester that a qualifying employee seeks reimbursement, the employee shall complete an application on forms provided by the Human Resources Department. As part of the application process, the employee understands that he/she agrees to sign a promissory note covering the amount of tuition reimbursement, which will require repayment of any reimbursement under this Program if the employee does not remain employed in a full-time capacity with Wood County for 36 months following the date of reimbursement. Before each semester, the employee shall consult with, and receive prior approval from, the Department Head before commencing any course work to be eligible for consideration for reimbursement under this Program. The Department Head shall recommend approval to the Department's oversight committee. If the Department Head does not approve of the request, the employee is not eligible for reimbursement.

The oversight committee shall retain final authority to grant or deny approval to begin any coursework covered under this policy, and to grant or deny reimbursement. Approval for reimbursement for one semester does not automatically guarantee future approval(s).

There are no appeal rights from any decision of the Department Head or the oversight committee under this Program.

### **Amount of Assistance**

Wood County shall establish a single fund, from which reimbursement requests will be considered for payment. The annual amount will be established in the annual budget. For the course(s) taken each semester, Wood County will reimburse fifty percent (50%) the tuition costs only, up to a maximum \$1,500 per semester.

All courses must be successfully completed before reimbursement may occur. After the employee has successfully completed the class(es), an official grade report or transcript must be submitted to the Department Head. Reimbursement is based on the final grade for the course, at least "C" or above or "pass" if the course is graded "pass/fail". (If the employee has taken multiple courses, the reimbursement is based on the average of grades received for the courses taken during that semester.) Proof of tuition payment from the school is required for reimbursement. This Program does not provide reimbursement for books, student fees, personal expenses, and other non-tuition costs.

The actual amount of reimbursement is subject to the availability of funds. Prior approval by the oversight committee does not guarantee reimbursement if the annual budget allocation is exhausted.

An employee may request, and may be approved for, up to two semesters per calendar year. The maximum amount an employee may be reimbursed is \$3,000 per calendar year, per employee.

### **Educational Leave**

Subject to department needs and requirements, an employee may receive approved unpaid educational leave without the requirement to exhaust one's other paid time off benefits, as provided elsewhere in this Handbook. However, the employee may substitute compensatory time and/or vacation with the approval of the Department Head. An employee who takes an approved educational leave shall not lose his/her rights of length of service in relation to vacation or sick leave accruals; however, these benefits will not accrue while the employee is on leave. An employee on approved educational leave shall have the option of paying insurance premiums so as to remain a part of Wood County's health, dental, vision, and life insurance plans. The employee will pay the entire premium. If a premium is not timely paid, that will be treated as a discontinuance of that benefit and COBRA rights, as may apply, will be implemented.

### **Agreement for Continued Employment**

By accepting tuition reimbursement under this Program and as part of the application process, the employee is agreeing to continue employment with Wood County for a period of no less than 36 continuous months in a full-time position following the date of the most recent reimbursement. Employees who do not complete 36 months of continuous full-time service following reimbursement will be required to repay the full reimbursement amount. The employee agrees to sign a promissory note, on a form provided as part of the application process, for this purpose.

If an employee resigns his/her position for any reason (including retirement) or is terminated before an approved course is complete, or if the employee voluntarily reduces employment to less than full-time, eligibility for reimbursement ends immediately. If the employee has already been reimbursed, but has not met the requirement for 36 months of continuous full-time service, Wood County will withhold the previously reimbursed amount from the employee's final paycheck(s). If that is not possible, Wood County will make reasonable efforts to collect the debt.

### **Tax Status**

The rules of this Program are governed by the Internal Revenue Code. As such, certain reimbursements may be subject to income taxes or other withholdings, depending on the employee's particular situation. All reimbursements are processed on a pre-tax basis, regardless of whether they are subject to taxes or other withholdings or not. The payment of any taxes or other withholdings that may be due remains exclusively the responsibility of the employee. The rules of this Program may be modified at any time without notice to keep the program in compliance with the Internal Revenue Code.

## **16. GARNISHMENTS AND INCOME ASSIGNMENTS**

Employees who are subject to a legal garnishment, and/or income assignment, may have a fee deducted from their paycheck to cover administrative charges in accordance with state or federal law.

### III. WORK SCHEDULES AND PAY

#### 1. PAY PLAN AND DEDUCTIONS

Wood County uses a two (2) week payroll cycle and employees are paid every two (2) weeks. For security and confidentiality reasons, pay statements will not be issued to anyone other than the employee without written authorization from the employee.

Certain payroll deductions and/or withholdings are mandated by law. These include:

1. **FICA (Social Security Tax):** The Federal Insurance Contribution Act (FICA) requires that a percentage of gross wages be deducted from paychecks each pay period. In addition, employer contributions to the fund equal or exceed what the employee contributes each year.
2. **Federal Income Tax Withholding:** Federal law requires that a portion of employee's wages be withheld for taxes. The amount deducted is based upon the amount of earnings and the number of dependents claimed as deductions. An annual statement of earnings and taxes withheld, IRS form W-2, will be provided to each employee by January 31, or the deadline determined by the IRS, for the preceding calendar year.
3. **State Income Tax Withholding:** In Wisconsin, state law also requires that a portion of wages be withheld for taxes. Like federal withholding, the amount deducted is based on earnings and the number of dependents claimed.

Some payroll deductions are for individual benefit options. These include, but are not limited to, the programs or options shown below. For more information regarding these plans, please contact the Human Resources Department or the plan documents.

1. **Wisconsin Retirement System (WRS):** WRS is the state mandated retirement plan that covers most state and county employees. The percentage contribution that is required by the employer and employee is set by state law and may change annually. For more information regarding this benefit, see the "Benefits" section of this Handbook or contact the WRS office at their toll-free number, 877-533-5020.
2. **Individually selected benefits:** Deferred Compensation or to establish a Flexible Spending Account.
3. **Insurance premiums:** Benefit premiums are based on the insurance plan(s) selected and the level of coverage. Premium amounts, communicated annually by Human Resources, are deducted from the employee's gross wages.

Employees are compensated on a bi-weekly, per pay period basis. Pay is based on the timecard information that has been completed, submitted, and approved. If an employee feels an error has been made on their pay statement, they should discuss it with their supervisor, the payroll representative at their facility, or the Finance Department.

#### 2. ATTENDANCE

Regular attendance is expected of all employees. Regular attendance includes arriving on time, taking breaks at the proper time, and working until the end of the designated shift. If an employee is absent from work, it can cause a hardship for the rest of the department. An unsatisfactory attendance record may result in disciplinary action, up to and including termination. We understand that occasionally it is necessary for employees to be unexpectedly absent because of an illness or other unforeseen emergencies. Employees must inform their supervisor as soon as practical if they are unable to report to work. The supervisor has the right to know the basic reason for the absence and the anticipated return date. In some cases, including but not limited to, an absence of three (3) days or more, or contagious disease, the supervisor may require medical certification confirming the employee is able to return to work.

If an employee's attendance record is unsatisfactory, the supervisor will take appropriate disciplinary action, up to and including termination of employment. Failure to report for work for three (3) consecutive workdays without notification will be considered voluntary termination of employment.



As a public sector employer responsible directly to the taxpayers, principles of public accountability require Wood County to mandate all employees, including those covered by the Fair Labor Standards Act (non-exempt employees) and those excluded from its coverage (exempt employees), that employees be docked pay for any amount of time not worked, except when paid leave is requested and available as a defined benefit. All Wood County employees, except for elected officials, are subject to the attendance requirements detailed above.

### **3. OVERTIME/COMPENSATORY TIME**

#### **Exempt Employees**

An exempt employee required to work more than eight (8) hours per day shall receive compensatory time on a “straight time” basis (hour for hour), for any time worked over eight (8) hours per day. To qualify for compensatory time off, the work must involve a specific project or meeting that cannot be performed during normal work hours. Paid time off is not counted as hours worked for compensatory time purposes. Accrued compensatory time may be taken with approval of the supervisor. An exempt employee may accumulate up to one hundred (100) hours of compensatory time. No compensatory time may be accrued beyond one hundred (100) hours and no accrued compensatory time will be paid out, either at the time it is accrued or at termination. No more than forty (40) hours of accrued compensatory time may be taken off per month, unless approved by the Department Head.

For some 24/7 departments and facilities, compensatory time may be computed on any hours worked in excess of eighty (80) hours in a pay period.

#### **Non-exempt Employees**

A non-exempt employee who works more than forty (40) hours in one (1) week will receive overtime pay, at the rate of one and one-half (1½) hours for every one (1) hour worked in excess of forty (40) hours. If there is a mutual agreement between the employee and the supervisor, the employee may take the overtime as “compensatory time earned” at the rate of one and one-half (1½) hours for each one (1) hour of overtime worked. To qualify for overtime or compensatory time off, the employee must have approval from their direct supervisor to work any additional hours beyond their normal or regular schedule.

Paid time off is not counted as hours worked for overtime/compensatory time purposes. The employee should attempt to schedule compensatory time off so it does not unduly disrupt the operations of the department, and with approval of the supervisor. A non-exempt employee may accumulate up to one hundred (100) hours of compensatory time. Overtime hours worked after an accumulation of one hundred (100) hours of compensatory time will be paid at the appropriate overtime rate. No more than forty (40) hours of accrued compensatory time may be taken off per month, unless approved by the Department Head. Accrued compensatory time will be paid out at the time of termination for non-exempt employees.

For some 24/7 departments and facilities, compensatory time may be computed on any hours worked in excess of eighty (80) hours in a pay period.

#### **Part-time Employees**

Part-time non-exempt employees must work over forty (40) hours a week to qualify for overtime pay or compensatory time off. Part-time exempt employees earn compensatory time off after eight (8) hours worked in a day. Work outside of a part-time employee’s “normally scheduled work week” does not automatically qualify for overtime pay or compensatory time earned. Overtime pay/compensatory time earned will be calculated based on the rates in the exempt/non-exempt employee guidelines.

#### **Compensatory Time Off Records**

To ensure the accuracy of our payroll and attendance records, all compensatory time (both worked/earned and taken off) must be recorded on the timecard. Employees should talk to their supervisor, or contact Human Resources, with questions regarding compensatory time.

#### **Straight Time and Comp Time for Sheriff Lieutenants**

Sheriff's Department Lieutenants may be paid at the equivalent straight-time rate for hours worked in excess of their normal scheduled hours (over 8 or 12 hours per day), if assigned by a higher level of management to directly supervise on-duty, subordinate, non-exempt employees. Employees in this group may elect to receive compensatory time off, instead of straight-time pay, for the additional hours worked.

Lieutenants that work a regular schedule of 84 hours every pay period will receive 80 hours paid in straight wages and the 4 hours will be designated as "Lieutenant Comp Time" and be placed into an accrual bank, subject to all the same rules and policies as standard compensatory time. Lieutenants must work 84 hours to be eligible for Lieutenant Comp Time. Any vacation, comp time, or sick time taken in the pay period will eliminate the eligibility for Lieutenant Comp Time in that specific pay period. If a Lieutenant receives call-in pay or straight time, those hours that are paid out are not included in the 84-hour threshold.

#### **Comp Time for Sheriff Corrections Officers**

Corrections Officers that work a regular schedule of 84 hours every pay period will receive 80 hours paid in straight wages and the 4 hours will be designated as "Corrections Comp Time" and be placed into an accrual bank, subject to all the same rules and policies as standard compensatory time.

#### **Human Services Exempt Staff On-Call Pay**

Non-managerial, exempt staff assigned to after-hours (including evening, overnight, weekend, and holiday) on-call functions may be paid at one and a half times their regular hourly rate for responding to an after-hours call-in. This only applies to non-managerial, exempt staff scheduled to perform on-call functions within the Family Services Division or the Behavioral Health Division's Youth Extended Services Team. Employees in this group may elect to receive compensatory time off, instead of pay, at the higher conversion rate for the additional hours worked.

#### **Crisis Intervention and Bridgeway Essential Duty Pay for Exempt Staff**

Non-managerial, exempt Crisis Intervention and Bridgeway staff who voluntarily pick-up a shift designated as "Essential Duty" will be compensated at one and a half times their current rate. A shift may only be designated as an "Essential Duty" shift if the Emergency Mental Health Manager cannot fill it with existing regular crisis staff (without exceeding their normally scheduled hours) or using casual staff. This would only occur due to staff vacancies or other critical staffing related challenges.

In the event of an extreme staff shortage, in which a managerial staff needs to cover the crisis line, the manager may be paid at the equivalent straight-time rate for hours worked in excess of their normal scheduled hours. To be eligible to receive the straight-time pay, all coverage options must have been attempted and exhausted and must be approved in advance by the Human Services Director and Human Resources Director. Employees in this group may elect to receive compensatory time off, instead of straight-time pay, for the additional hours worked.

#### **Exempt Straight Time Pay**

At times, it may be fiscally beneficial for the County to compensate an exempt employee for hours worked over forty (40) in a week, if there is a significant cost savings that can be identified such as avoiding high consultancy or external vendor fees and charges for a specific project or event. In these situations, the Department will present the specific situation and cost savings information to their oversight committee prior to approving or allowing employees to be paid for working the additional hours. The oversight committee must provide approval and a maximum number of hours to be paid for the project. Department Heads are not eligible for straight time pay beyond forty (40) hours in a week.

## **4. JURY DUTY/WITNESS PAY**

### **Jury Duty**

If an employee is called to serve jury duty, they will continue to receive their regular pay based on the number of hours they are regularly scheduled on the days they are required to miss work, for no more than thirty (30) days in one (1) calendar year. To be eligible for this compensation, employees will need to return the completed jury duty form, and any compensation, not including mileage, issued from the Clerk of Courts office. To be eligible for this compensation, the

employee will provide verification of jury service to their supervisor.

#### **Witness Pay**

If an employee is subpoenaed as a witness by Wood County, or in relation to their Wood County duties, they will continue to receive their regular pay based on the number of hours they are regularly scheduled to work, on the days they are required to miss work. To be eligible for this compensation, the employee will provide a copy of the subpoena to their supervisor.

#### **Return to Work**

If an employee is excused from jury duty, or as a witness, on a particular day, the employee will be expected to return to work, provided there are two (2) or more hours remaining in the workday.

## **5. WAGE PLAN**

Wood County has established wage plans that maintain a fair rate of pay for all full-time and part-time positions. The wage rate for a position is compared to both the internal comparable positions and to comparable positions outside of Wood County employment. "Comparable positions" are other jobs that perform similar types of work and require similar basic skills. Each job is evaluated based on a number of factors and then assigned a salary "Grade". Each salary grade has sixteen (16) total steps.

#### **Salary Increases**

The actual wage rates for each salary grade are evaluated and wage increases (typically referred to as "cost of living adjustment" or COLA) are approved, as appropriate, by the Wood County Board of Supervisors.

#### **Step Increases**

There are sixteen (16) steps, or salaries, for each job grade with the normal starting salary being Step 1. Step 6 is considered the "control point". The control point is an approximated market rate for the jobs in any given grade. Employees will normally progress one step per year to Step 16 based on years of service and satisfactory performance. Employees are typically hired at Step 1 and, with a satisfactory annual review, will move up one step annually on January 1st. For more detailed information regarding step increases, employees should contact their supervisor or Human Resources.

#### **Merit Pay**

Employees who are eligible to receive a "merit" increase may progress past Step 16. Merit increases may be awarded based on the employee's performance over the past year and on the amount of money budgeted for merit increases each year.

#### **Annual Salary Grade Appeals**

Every year there is a thirty (30) day window for employees to request a review of their position. If the duties or responsibilities of a position have significantly changed, the employee may request to have their position reevaluated. To do this, the employee shall submit a completed appeal form to their supervisor by the deadline set forth by Human Resources, along with a completed Job Description Questionnaire (JDQ) showing the changes from the previous JDQ. Appeal forms are available from Human Resources. If the supervisor and Department Head support the appeal, the Department Head shall forward it to Human Resources by the deadline communicated. Human Resources will forward the appeal for review. The Operations Committee will review the recommendations regarding the appeal and make a final decision if the appeal will be approved, denied, or referred for further consideration. The employee will be informed of the review results. If the wage grade is changed as a result of an appeal, the change will be effective on January 1st of the following year.

#### **New Position Reviews**

A new position will require a job description which is reviewed and ranked by the Department Head and Human Resources. One year after the position has been operational, a formal JDQ may be submitted for ranking based on any changes that may have occurred during that first year in the role. Recommendations for any adjustments based on evaluation may be implemented by Human Resources without further review or approval.

### **Market Reviews**

A position that is found to be below the competitive market rate based on available market survey information, in conjunction with a history of at least 12 months of unsuccessful recruitment or retention due to market rates, will be reviewed by the Operations Committee upon the recommendation of Human Resources. This may include positions that are already in a pay grade, or positions that are seasonal, limited term employment, or casual. If the position is found to be below market to the detriment of Wood County's efforts to recruit or retain critical staffing, the Operations Committee may approve a pay grade adjustment for the position. Positions moved based on market reviews will be noted as such in the wage plans, and will be reviewed the following year to ensure the move remains appropriate to the market.

### **Wage Plan Review**

In order to stay competitive, the Operations Committee should assess the situation of Wood County on a continual basis to ensure the effectiveness of the wage plans and verify that the plans have kept up with current market trends. The Operations Committee may conduct a formal market review of the wage plans every two (2) to four (4) years.

## **6. RECRUITMENT AND RETENTION**

The purpose of this policy is to provide departments with the necessary tools to be able to recruit and retain quality employees in an ever-changing job market while working within Wood County's current pay plan structures.

### **Employee Recruitment Guidelines**

Departments have the ability to hire new employees up to Step 6. Departments also have the ability to negotiate up to two (2) weeks of vacation for new hires. If a department needs to offer Step 7 or above, the Department Head will work with the Human Resources Director to review and finalize the offer. If the Department Head and Human Resources Director are unable to come to an agreement on an offer, the hiring department's oversight committee will make the final offer decision.

### **Employee Retention Guidelines**

Department Heads have the ability to advance employees who are identified as consistently and substantially exceeding expectations to skip one step per year higher on the pay scale, up to Step 6. The employee's most recent performance evaluation must clearly and specifically identify the ways in which the employee substantially exceeds expectations. It is expected that this outstanding performance is demonstrated across all aspects of the employee's position and is thoroughly documented in the performance evaluation.

## **7. LUNCH PERIODS AND BREAKS**

Employees will receive a thirty (30) minute, forty-five (45) minute, or one (1) hour lunch period as determined by their supervisor or the Department Head. Where possible, Wood County offices are to remain open during the lunch hour and employees shall stagger their lunch periods to accommodate this schedule.

Normally, each employee should be scheduled for a fifteen (15) minute break in the morning and a fifteen (15) minute break in the afternoon during the normal workday based on the ability of the department to relieve the employee from their work duties. Breaks not taken are lost. Breaks cannot be accumulated and/or used to extend lunch periods or to shorten the workday, unless approved by the supervisor for an approved wellness activity as permitted by the Employee Wellness Policy. Break times should be established by the supervisor or Department Head.

Part-time employees may receive breaks based on their daily work schedule. Part-time employees scheduled to work less than four (4) hours would not normally be scheduled for any breaks. Part-time employees working between four (4) and eight (8) hours in any day, may be scheduled for fifteen (15) minute breaks and a lunch break.

In some cases, departments, shifts, or specific positions may be required to have a different lunch or break schedule. In those cases, the Department Head has the authority to approve the adjusted break times subject to approval by the Human Resources Director. Short term adjustments of break times due to work needs do not require prior approval of

the Human Resources Director. Lunch breaks of thirty (30) minutes or longer will not be paid time.

## **IV. POLICIES AND PROCEDURES**

### **1. CONFIDENTIALITY**

In the course of employment, employees may have access to confidential Wood County or personal information. All employees have a strict and legal responsibility to protect the confidentiality of this information. This may include information concerning Wood County's practices, employee records, client information, court records, and so forth. Failure to properly protect confidential information may result in legal action against the employee and/or Wood County. Any violation of this policy may subject the employee to discipline, up to and including termination of employment. Questions regarding the confidentiality of information or of an employee's responsibilities related to confidentiality should be discussed with the direct supervisor or Corporation Counsel at the earliest possible time.

#### **Open Records Requests**

As a governmental agency we are subject to "Open Records" laws. This means that anyone may request specific information in writing, and in most cases, we are required to provide them with the information in a timely manner. However, in some cases the information requested should not be released, or there may be several things that must be done before the information can be released. When any request for information is received, whether the person calls it an "Open Records" request or not, the employee in receipt of the request should discuss it with their supervisor or Corporation Counsel prior to providing the information.

### **2. FITNESS FOR DUTY**

For health, safety, and protection reasons, all employees are expected to be mentally and physically ready for work when they report to work. If for any reason an employee feels they are not able to report for work, they should notify their supervisor according to the department policy, but at least prior to the start of the shift.

If a supervisor, or any member of management, feels that an employee is unable to mentally or physically perform their duties in a safe manner, the employee may be required to submit to an examination by a qualified person to determine fitness for duty. This includes, but is not restricted to, a qualified medical practitioner or drug and/or alcohol testing. If the provider determines the employee is able to perform their duties, the employee will be paid for all missed work hours. If the provider determines that the employee is not fit for duty, any time missed after the determination will not be paid and the employee may receive disciplinary action up to and including termination of employment. Failure to submit to mandatory fitness for duty testing will be considered voluntary termination.

Wood County maintains a mandatory drug testing procedure which is available for review in the Human Resources Department. Some positions, including any position requiring a Commercial Driver's License (CDL), are subject to random drug/alcohol testing, due to the nature of their duties or state and federal laws.

An employee's off-duty physical or mental condition is a private issue, unless it affects or impairs their ability to perform their duties in a satisfactory manner. In that case, Wood County may take corrective action or provide accommodation, where appropriate.

### **3. DRUG FREE WORKPLACE**

Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances on all County property, facilities, and work sites. Any employee who engages in any of these actions on County property or their assigned work site or during work time may be referred to counseling or treatment, and may be subject to disciplinary action, up to and including termination.

Employees who are convicted of any criminal drug statute violation occurring in the workplace must notify their supervisor or Department Head within five (5) days of the conviction if the employee is employed by Wood County at the time of conviction.

Employees who have problems with alcohol or controlled substances are encouraged to voluntarily utilize the Employee Assistance Program (EAP). Early diagnosis and treatment of chemical abuse is in the best interests of the employee and Wood County. Voluntary contacts with the EAP representatives will remain confidential.

#### **4. PERFORMANCE EVALUATIONS**

Employees should know what performance is expected from them and how their supervisor views their performance. This is usually done on an informal basis through frequent interactions between the employee and supervisor in normal business conversations. However, there is a benefit to having a formal performance evaluation completed annually. Each year, supervisors will meet with their employees to discuss how they view the employee's performance compared to the expectations of the job. During this discussion, a Performance Evaluation form will be completed. Employees should review all ratings and written comments, and if they choose, may add or attach their own comments to the form. After the original has been signed, a copy should be provided to the employee and the original forwarded to the Human Resources Department to be placed in the employee's personnel file.

The performance evaluation form is divided into several performance factors. This allows for discussion of specific areas or competencies related to the employee's job. A rating of "satisfactory" indicates that the employee is performing that skill or competency at the level expected. To obtain a rating of "satisfactory", the employee should be able to handle their duties on a daily and weekly basis with minimal instruction or assistance.

Performance evaluations are important because they provide an opportunity for discussion. It allows an open discussion between the employee and the supervisor about performance expectations, giving recognition, challenges and concerns, and setting goals for the next year. The employee has the ability to share their desire to learn additional skills or duties. The supervisor can provide insight on where the employee exceeds expectations, meets expectations, and where they can improve on current skills. Evaluations may be done mid-year if there is a significant reason to do so. Performance evaluations should also be done at the end of any introductory period, or if the employee transfers to another Wood County position.

If an employee receives a rating of less than satisfactory in any category or competency, the supervisor will provide clear expectations regarding the level of performance needed and required to obtain a satisfactory rating. The employee may be placed on a Performance Improvement Plan (PIP), which is intended to provide greater transparency and communication between the employee and the supervisor during a specified period of time. The PIP includes a formal document and process that is intended to help the employee by providing detailed areas of concern, clear and written expectations for success, and regular feedback and communication with their supervisor. A copy of the PIP will be placed in the employee's personnel file.

Performance evaluations are intended to be a candid dialog between the employee's supervisor and the employee on how well the employee is doing in meeting their specific job expectations. The supervisors rating should be based on clear job expectations and all employees in a job classification should be evaluated on similar factors and levels of expectations. Hopefully both the supervisor and employee agree on the ratings, however, that may not always be the case. If an employee feels their evaluation does not accurately reflect their performance and one or more factors are rated below satisfactory, the employee has the option to submit a written statement to be attached to and filed with the evaluation form.

#### **5. TERMINATION OF EMPLOYMENT**

##### **Voluntary Termination**

Attendance at work is critical to assist in a smooth transition as an employee prepares to leave Wood County employment. Any employee who voluntarily resigns is expected to provide at least fourteen (14) calendar days advance written notice to his/her immediate supervisor. This notice should include the effective date and reason for resignation.

It is expected that the employee will continue to work during this fourteen (14) day period. However, should Wood County choose for any reason, other than misconduct, to release the employee sooner, the employee will be paid for their remaining time up to the anticipated last day of work, but not to exceed two (2) weeks. Unless released from duty prior to the effective date of resignation, the last day the employee physically reported for work will be the last date of employment.

During the last two (2) weeks of employment, the employee is expected to work all scheduled hours. Good faith use of preapproved vacation, or illness related sick time is allowed, if approved by the supervisor, following the usual departmental procedures. Any use of unpaid time or accrued compensatory time requires prior Department Head approval. Employees will be paid for earned and accrued vacation. Non-exempt employees are paid for any accrued compensatory time that they have not taken. The last day of work will be the last day the employee reported for work. Paid leave benefits, paid time off, or holidays do not extend the final date of employment.

In some professional positions, a thirty (30) day notice is requested to ensure an efficient and smooth transition of duties. However, in all cases, providing the most notice possible is advantageous for all parties involved.

### **Involuntary Termination**

Employees who are terminated involuntarily will be paid for earned and accrued vacation. Non-exempt employees will be paid for any accrued compensatory time that they have not taken.

### **Retirement**

Wood County funds an excellent retirement plan for employees through the Wisconsin Retirement System (WRS). When nearing retirement, employees should contact both the Human Resources Department and WRS (toll free number 877-533-5020) to discuss their individual situation and retirement options. Once an employee has decided on a retirement date, written notice should be provided to the supervisor with as much notice as possible, but at least fourteen (14) calendar days' notice.

### **Exit Interviews**

An exit interview may be conducted for anyone who leaves Wood County employment. This exit interview is held to obtain open and honest opinions from the exiting employee on their experience while working for Wood County. The insight provided may lead to improvements. At the exit interview, Human Resources will also provide complete information on any employee benefits that are applicable.

## **6. REQUEST FOR EMPLOYMENT REFERENCE CHECKS**

Wood County will respond to factual questions regarding an employee's work performance or attendance, provided the individual requesting the information has a need to know and Wood County is supplied with a satisfactory and current release of information signed by the employee. Normally the request for information is directed to the Human Resources Department, but occasionally the request is directed to the person's former supervisor. Any requests for an employment related reference check, or verification of employment, should be referred to the supervisor, Department Head, or the Human Resources Department.

Occasionally supervisors are asked to be a "personal reference". Unfortunately, any answer given by a member of management is considered to be a professional reference, not a personal one, even if it is not on work time. Therefore, supervisors need to be very careful on how they handle such requests. If a supervisor has a concern with providing a reference, they should contact Human Resources.

## **7. EMERGENCY FACILITY CLOSURES**

Although it does not happen frequently, there may be some circumstances under which the Wood County Courthouse, Wood County offices, or a Wood County department would be ordered closed. In those cases, employees would be notified by an announcement on local radio stations. Additional notification may be given on local TV stations or personal notification to employees. The ultimate decision to close Wood County offices rests with the Wood County Board Chairperson. Any emergency closure will be considered an "emergency layoff" and will be handled in accordance



with that policy. In case of a county-wide closing, the Wood County Clerk’s office staff is responsible for notifying the media.

Inclement weather may make it impossible for some employees to report to work, or require employees to leave work before the end of normal office hours, or require employees to remain at work for the next shift. The decision to report to work during inclement weather, or to remain at work, is an individual decision based on a number of individual factors. We urge all employees to seriously consider their own safety, the safety of their family, as well as the needs of Wood County in these situations. If an employee is unable to report to work, or will need to leave early due to inclement weather, they should notify their supervisor as soon as possible. Employees may request that this time off be charged to unused vacation, compensatory time, or they may take the time unpaid. Sick leave may not be used.

## 8. FMLA AND OTHER LEAVES OF ABSENCE

Wood County may authorize a leave of absence (leave) for an employee for a select number of reasons. The employee’s rights, responsibilities, and benefits under various types of leave are discussed below. Wood County reserves the right to verify the need for the leave.

### Family Medical Leaves

Wood County understands that occasionally employees may need to miss work due to a family medical crisis. We intend to abide by the state and federal laws that apply to when and how Family and Medical Leave Act (FMLA) requests are granted. These rules cover how many hours a person must work prior to the absence to qualify for a leave, who is covered by FMLA, and what conditions qualify for a leave. If an employee anticipates an absence due to the birth or adoption of a child, a serious medical condition for themselves or a family member, or a military family or caregiver leave, the employee must obtain a “Family Medical Leave Request Form” from the Human Resources Department (also available on the Human Resources Employee Intranet) or the facility business office, to determine if the employee would qualify for an FMLA leave. Completed forms must be returned to Human Resources thirty (30) days prior to the start date of the leave. If an unforeseeable illness occurs, the completed form must be returned to Human Resources as soon as practical. Employees should contact the Human Resources Department with any questions.

If Wood County determines that an absence qualifies for FMLA leave, a leave will be granted even if the employee has not requested one. This is done to ensure that we fully comply with both the state and federal laws. Employees granted a Federal FMLA leave will be required to use any accrued benefit time (including sick time, vacation time, compensatory time, and floating holidays) starting the first day of the FMLA leave. Employees granted State FMLA leave may choose to use any accrued benefit time starting the first day of the FMLA leave, but are not required to substitute paid leave. If an employee is granted both State and Federal FMLA leaves, they will run concurrently. In this case, the employee has the option to use paid time or not for the combined State/Federal portion of the leave. Once the State portion of the leave runs out, the employee will be required to use accrued benefit time if they have any, unless the employee has filed a short or long-term disability claim.

The following is a brief overview of the qualifying number of hours worked and amount of FMLA available to employees. It is only intended to summarize appropriate FMLA Laws, and employees should direct specific questions to Human Resources.

### FMLA Overview

Leave Reason	Type of Leave	Qualifying Hours	Amount of Leave Available	Pay Status (4)
Birth or Adoption of a Child	State	Employed 52 weeks & 1,000 total hours (1) in last 12 months (3)	Up to 6 weeks	Employee may use paid time
	Federal	Employed 1 year & worked 1,250 hours (2) in last 12 months (3)	Up to 12 weeks	Employee must use paid time
Personal Illness or	State	Employed 52 weeks & 1,000 total hours (1) in last 12 months (3)	Up to 2 weeks	Employee may use paid time

Injury	Federal	Employed 1 year & worked 1,250 hours (2) in last 12 months (3)	Up to 12 weeks	Employee must use paid time
Family Illness or Injury	State	Employed 52 weeks & 1,000 total hours (1) in last 12 months (3)	Up to 2 weeks	Employee may use paid time
	Federal	Employed 1 year & worked 1,250 hours (2) in last 12 months (3)	Up to 12 weeks	Employee must use paid time.
Maximum Time in a Year	State		Total 8 weeks	
	Federal		Total of 12 weeks	

(1) Calculated as hours worked including holidays, sick, comp, and vacation time.

(2) Calculated as only hours actually worked.

(3) Based on 52 calendar weeks prior to the first requested date of the leave.

(4) Where State and Federal Leaves run concurrently, the state benefits will apply until those benefits are exhausted.

### Personal Leaves

Employees may be granted personal leaves to resolve urgent personal issues. A personal leave is not intended to be a medical leave, however if an employee does not qualify for FMLA or has exhausted all FMLA leave, they are able to request leave under this policy. Such leave is not intended to be used as unpaid vacation time off.

- Unpaid leaves may be granted only after an employee has used all accrued paid time (vacation, compensatory time, floating holiday, sick, etc.).
- The Department Head may grant an unpaid leave of up to thirty (30) days.
- The department’s oversight committee may grant a leave of three (3) months or less.
- The Operations Committee may grant a leave of up to six (6) months.
- The total time away from work for a personal leave should not exceed six (6) months.
- Personal leaves should be requested through the “Leave of Absence Request Form”.

### Political Leave

The Wood County Board of Supervisors may grant a leave of absence to any employee assuming a county elected office for the period of time up to one (1) term of that elected office. The leave will commence on the day of swearing in and run to the last day of the term. Such political offices shall be those as set forth and designated by Wisconsin Law or the United States Constitution, and such positions must constitute a full-time endeavor. A political leave of absence may not be available for all positions. Employees interested in seeking a political leave of absence should consult with Human Resources with any questions. Political leaves should be requested through the “Leave of Absence Request Form”.

### Education Leave

A leave of absence up to twelve (12) consecutive months may be granted for attendance at a college, university, vocational-technical, or similar accredited school, as part of an approved Career Advancement Program, if approved by the Department Head and the employee’s oversight committee. Education leaves should be requested through the “Leave of Absence Request Form”.

### Military Leave

Wood County promotes the defense of the United States by adhering to applicable state and federal laws pertaining to the granting of leave to employees for service in the United States Armed Forces. Military service is defined as active duty, initial active duty for training purposes, and/or active and inactive military training duty. Requests for military leave should be submitted in writing, accompanied by the order to report to active duty, to the supervisor who will review it with the Human Resources Department. Employees must notify their supervisor of the need for a military leave of absence as soon as the Order(s) are published, or the Inactive Duty Training schedule is available.

### General Conditions of All Leaves

- Unpaid leave status will be effective from the date immediately after the expiration of paid time (sick days, vacation, etc.) or FMLA, whichever is longer, and until the date the employee is able to return to work, or the maximum approved leave time expires. Intermittent leave time or partial day leaves shall not be granted without prior approval of the Human Resources Department.
- Unpaid leaves should be requested and approved in writing. Employees should complete the “Leave of Absence

Request Form” form or a FMLA leave request form if the leave is for medical reasons. The completed form should be submitted to Human Resources as soon as possible, but no later than during the first week of absence. Wood County may require medical or other verification of the need for the leave. Wood County may also require periodic verification of the need for the leave.

- Employees are eligible for Holiday Pay when they are on approved FMLA but are ineligible for Holiday Pay when they are on non-FMLA leave of absence.
- Employees are expected to return from leave as soon as possible, regardless of the expiration date of the leave. If the employee is unable to return to work on the first regularly scheduled work day after the leave expires, the supervisor must be notified as soon as possible, but no later than the start of the scheduled work shift.
- Leaves are not to be used for other employment or purposes other than the reason given at the time the leave was granted.
- Wood County will attempt to keep the position open until the employee returns from the unpaid leave status. However, if business conditions warrant, the position may be filled on either a permanent or temporary basis at Wood County’s discretion and in accordance with federal and state law.
- Continuation of any insurance benefits are explained in the “Insurance” section of this Handbook or in the Wood County Benefits Guide. However, the employee is responsible to ensure that benefits are maintained and provisions have been made for the premiums to be paid.
- Leaves for medical reasons, FMLA, or military service will be considered as “time worked” for length of service purposes. Personal, political, or educational leaves longer than a total of thirty (30) days will not be considered as time worked for time-off accrual purposes unless prior approval has been received from the Human Resources Director or Operations Committee.
- The benefits described in this section do not change the at-will employment relationship with Wood County.

## **9. DISCRIMINATION/HARASSMENT**

Wood County is an equal opportunity employer and as such is committed to maintaining a workplace free of discrimination against any protected group. Wood County will support both the spirit and intent of all state and federal statutes relating to affirmative action and specifically, sexual harassment. In keeping with this commitment, Wood County will not tolerate discrimination, sexual harassment, or other inappropriate actions by, or of, any of its employees. All employees are required to abide by this policy and all state and federal statutes relating to affirmative action. If any employee feels they, another employee, or a member of the public have been the victim of discrimination or harassment they should immediately notify one of the following: supervisor, Department Head, Human Resources Director, or Corporation Counsel. If a complaint is received, or if a situation is thought to exist which could be construed as harassment or discrimination, Wood County will take the necessary steps to investigate the situation in a sincere and timely manner. If harassment, inappropriate actions, or any other violation of Wood County policy, state or federal statute by any person is determined to exist, Wood County will take the appropriate steps to correct the situation.

### **Sexual Harassment/Discrimination**

Sexual harassment is unwelcome verbal or physical conduct of a sexual nature. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, as a condition of employment;
2. Submission to, or rejection of, such conduct is the basis for employment decisions, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance, or the conduct creates an intimidating, hostile, or offensive working environment.

Examples of sexual harassment may include sexual propositions, sexual innuendos, suggestive comments, sexually orientated “jokes” or teasing, displays of sexually explicit pictures or cartoons, leering, whistling, making obscene gestures, and physical contact such as touching, pinching, brushing against another’s body, coercing sexual intercourse, continuous requests for dates after the recipient states he or she is not interested, or name calling, or communications containing any of the above.

### **Designated Contact Persons**

Any employee who believes they have been subject to discrimination including sexual harassment, should immediately

report the matter to their supervisor, Department Head, or to the Human Resources Director. If for any reason, the complainant is uncomfortable reporting the action to any of these representatives, they may report it to the Corporation Counsel. If any member of management receives a complaint, or is aware of a situation that may constitute discrimination or harassment, they should immediately notify the Human Resources Director.

### **Investigation/Resolution of a Complaint**

It is the policy of Wood County to investigate all complaints of harassment or discrimination promptly. Wood County will, to the extent possible, maintain the confidentiality of those involved in the complaint and investigation. If the investigation confirms that harassment or discrimination has occurred, Wood County will take appropriate corrective action including, but not limited to, formal disciplinary action. The employee filing the complaint may or may not be notified of the final determination prior to closure of the complaint. Wood County forbids intimidation of or retaliation against anyone for reporting harassment or discrimination or otherwise assisting in the investigation of the complaint.

Employees found to have violated this policy will be subject to disciplinary action up to and including termination of their employment.

## **10. OTHER EMPLOYMENT**

Wood County employees are generally not able to hold another regular position with Wood County that requires compensation. This does not preclude employees from holding temporary assignments in addition to their regular duties. There may be instances in which it would be beneficial to both Wood County and the employee to hold two separate positions. This would be allowable if the affected departments are amenable on the joint scheduling, the employee has interest in, is qualified for, and is selected to hold dual positions, and the dual employment arrangement has the approval of the affected Department Head(s) and Human Resources.

Wood County employees are allowed to hold a job outside of Wood County employment provided the other job does not distract, discredit, or interfere with his/her employment with Wood County. If the other employer is a vendor of Wood County, or the employee is considering working for a vendor of Wood County, the employee is encouraged to disclose the employment relationship with the Department Head and Human Resources to ensure the situation does not present a conflict of interest or violate state ethics laws.

### **Volunteer Work**

Employees may volunteer to help on a Wood County related project as long as the project does not relate to the type of work they normally perform for Wood County. Questions regarding volunteer work should be directed to the employee's Department Head or Human Resources.

## **11. TOBACCO USE POLICY**

Wood County is committed to providing healthy, clean, and productive workplaces for our employees and those who visit these places. In support of our commitment to a culture of health, we have adopted this policy prohibiting the use of tobacco products in Wood County buildings and structures, on Wood County property and grounds and in all Wood County vehicles and equipment, except in designated areas.

"Wood County buildings and structures" includes any building or structure owned or leased by Wood County and any real property or grounds owned or leased by Wood County. This excludes all Wood County Park and Forestry Properties.

"Wood County vehicles and equipment" is any vehicle or equipment owned, rented, or leased by Wood County.

"Tobacco products" includes cigarettes, e-cigarettes, cigars, pipes, vaping devices, chewing tobacco, snuff, cheroots, stogies, periques, smoking tobacco, cavendish, plug and twist tobacco, shorts, refuse scraps, clippings, cuttings, and sweepings of tobacco, and other kinds and forms of tobacco prepared in such manner as to be suitable for chewing or smoking in a pipe or otherwise, or both for chewing and smoking.

It is prohibited for anyone to use tobacco products in or on Wood County buildings and structures, on Wood County

property, or in or while operating Wood County vehicles or equipment, except in designated areas. Every attempt will be made to assure designated areas are 25 feet from any door, other entrance, or window. Employees are prohibited from smoking during working hours, except during a break or lunch period.

Department Heads with primary responsibility for operations performed on that site are delegated responsibility to ensure compliance with this policy.

## 12. UNEMPLOYMENT COMPENSATION

Wisconsin Unemployment Compensation laws cover employees of Wood County. Employees who lose their job, or have a reduction in work hours, may have a legal right to file for Unemployment Compensation through the State of Wisconsin Unemployment Insurance. The state laws will then determine if or how much benefits the employee will receive. Wood County does not determine eligibility for unemployment benefits. All questions regarding unemployment claims should be directed to the State of Wisconsin Department of Workforce Development, Unemployment Insurance Division.

## 13. WORKERS' COMPENSATION

Wisconsin Workers' Compensation laws cover employees of Wood County. If an employee is injured while performing the duties of their job, they have a legal right to file for Workers' Compensation benefits through Human Resources/Risk Management. All questions regarding Workers' Compensation claims should be directed to Human Resources/Risk Management.

If injured on the job, no matter how insignificant, if medical attention is sought, the employee must immediately notify their supervisor (or another member of management) that a work-related injury has occurred. Failure to report an injury in a timely matter may cause the original injury to become worse and may also result in disciplinary action. No employee will suffer any retaliatory action as a result of filing a Workers' Compensation claim in good faith. Questions regarding Workers' Compensation should be directed to the supervisor or Human Resources/Risk Management.

## 14. TRAVEL

Wood County will reimburse employees for actual necessary and reasonable itemized travel costs incurred while on authorized Wood County business, other than to a location that is considered as the employee's normal work site. Wood County may specify the mode of travel used to ensure that travel costs are reasonable. Commuting expense between an employee's residence and their normal place of employment is not reimbursable. All travel must be pre-authorized by the supervisor or Department Head in order to be eligible for reimbursement. Employees may receive mileage reimbursement based on the IRS rate for all authorized travel in a personal automobile. A completed and approved travel expense form is required before reimbursement will be made. Wood County Board Rules specify how travel must be approved. Receipts are required for air, train, or rental car travel, hotel and motels, conference registration, and other items, as stated in the Wood County Board Rules.

Expenses for meals and reasonable tips do not require a receipt, but are limited to the amount set by the Wood County Board Rules, which, as of April 19, 2016 are:

	Morning Meal (Breakfast)	Noon Meal (Lunch)	Evening Meal (Dinner)
Amount Not to Exceed	\$8.00	\$12.00	\$18.00
Reimbursement Eligibility	Leave before 6:00 a.m.	Leave before 10:30 a.m., Return after 1:30 p.m.	Return after 6:00 p.m.

Employees attending a conference, seminar, or event where a meal, or meals, are provided as part of the registration or attendance fee are not eligible for an additional meal reimbursement under this policy for the meals that are provided.

## 15. ACCOMMODATIONS FOR MOTHERS OF NEWBORN CHILDREN

Wood County recognizes that natural breastfeeding of infants is an excellent method of providing the infant with a healthy start on their development. To facilitate the breastfeeding process, Wood County will take appropriate measures to facilitate breastfeeding and expression of milk by mothers of newborns less than one year of age. Because each case may be different, Wood County encourages the mother to discuss her specific and individual needs with her supervisor or with a representative of the Health Department.

- Wood County will designate an appropriate and private lactation room for mothers to use for breastfeeding or to express milk. If the mother prefers she may use her private office area.
- Wood County will make other reasonable accommodations to provide a comfortable and private environment for the mother to breastfeed or express milk, when access to a lactation room is not practical because of the work environment or duties.
- The Wood County Health Department will provide information to mothers regarding breastfeeding or expression of milk.
- Mothers may use paid break times and/or unpaid lunch breaks for breastfeeding or expression of milk. If the designated break times are not adequate, or the scheduled break time does not meet the needs of the mother, she should discuss scheduling options with her supervisor. If the normal break time is not adequate, the mother may use compensatory time, vacation time, or approved unpaid time off in the smallest increment of an hour normally approved for that department. Sick time would not be an option.
- Scheduling of the lactation room is the responsibility of the mother(s) using the room.
- Employees will be expected to provide their own equipment and refrigeration as needed.
- Mothers needing special accommodations should discuss it with their supervisor, a representative of the Health Department, or Human Resources.
- The department may also make accommodations for the mother to breastfeed the newborn.

## **16. LOST AND FOUND ITEMS**

Wood County feels that whenever practical, personal items should be returned to their rightful owner. Any perception that a Wood County employee acquired an item at the expense of a private party, would create a negative public image and is potentially an ethics violation. Any lost items that are recovered by Wood County employees must be retained for a reasonable period of time, giving the proper owner an opportunity to reclaim the item. If the owner does not reclaim the item in a reasonable period of time, the item will be donated to a charitable organization, sold at a periodic public sale, or disposed of in the trash. No Wood County employee, family member, or member of the general public may take ownership of a retrieved item for any reason except by purchase at auction on personal time.

### **Guidelines**

- Any item that is found should be taken to the designated "lost and found" area for that facility.
- Any employee finding or given a lost item should deliver it to the appropriate lost and found area as soon as practical in keeping with their normal duties. Any attempt to transport a lost and found item off Wood County premises other than to the lost and found area will be interpreted as an attempt to take ownership of the item in violation of this policy. Such action may result in disciplinary action up to, and including, termination of the person's employment.

The designated area for the Courthouse is the Emergency Management department. The designated area for the River Block building is the main reception desk at the first-floor entrance.

## **17. RIGHT TO SEARCH POLICY**

In an effort to ensure safe, secure, and cost-effective operations of Wood County, Wood County and its representatives have the right to search any and all employees while on, or in, any Wood County controlled building or grounds, or while performing duties associated with their work. This includes, but is not limited to, the person's clothing, vehicles, workplace, handbag, locker, electronic or telephone communications or activities, and other items under that person's control, or used in performance of their work or used while at work. Such searches should be conducted in a reasonable manner, and may be with or without cause, prior notice, or suspicion. Wood County will strive to maintain an atmosphere of respect for all parties if a search is administered. A request to search a person's property, garments, or

workplace is not to be interpreted as an accusation of any sort. Any results of a search may be used in disciplinary actions or referred to legal authorities for other action. All searches shall be performed in a legal manner in keeping with appropriate state and federal guidelines. Failure of an employee to submit to a search will result in disciplinary action up to, and including, termination of the person's employment with Wood County.

Employees, including full-time, part-time, casual, temporary, contracted employees, and volunteers, are not to bring any personal items, equipment, or similar items to work or the workplace with any expectation of privacy. They are not to use any locker spaces, storage containers, closets, or similar areas with any expectation of privacy. Employees are restricted from using any private or personal locks or similar devices to secure items or areas without prior approval of the Department Head, and if approved, the employee must furnish a key or combination to their supervisor with the understanding that such area may be opened at any time without prior notice to the employee.

Personal vehicles may be parked on a daily basis in Wood County parking lots or areas. This benefit is optional to the employee and does not create any form of responsibility for Wood County. Vehicles are subject to search per this policy, based upon reasonable suspicion. Employees are exempted from the requirement to furnish the Department Head with a key or combination to personal vehicles.

All searches should be performed in a discreet manner and the employees' rights and dignity should be considered prior to, during, and after the search. A request to search a person's property, garments, or workplace is not to be interpreted as an accusation of any sort.

All persons being searched have the right to a witness, and they should be informed that the search may lead to further discipline or legal actions. A search will not be unreasonably delayed until a specific witness is available. If the requested witness is not reasonably available, the person will need to select another witness.

Employees may request to have a qualified third party perform the search. The employee does not have the right to select the individual who will be performing the search. The third party would not reveal any confidential or personal information resulting from the search that was not in violation of Wood County or facility policy but would confirm if there was or was not a violation of Wood County or facility policy. All law officers are considered to be properly trained to conduct searches.

Searches may include, but are not limited to, the person, any lockers, or other spaces used by the individual, work areas or workspace, work equipment, electronic communications, handbags, parcels, vehicles, clothing, or similar items or areas. Search of electronic activities or communications does not require prior notice, the employee's presence, or a witness, pursuant to Wood County policy.

All searches of Wood County employees will be considered as paid work time for the person being searched and witnesses. No minor person shall be searched without notification to the parent or legal guardian or prior approval.

## **18. TELEWORK POLICY**

Teleworking, or telecommuting, is the concept of working from home or another remote location. As Wood County is committed to conducting its business to best serve the needs of our citizens, customers, clients, patients, and members of the public, teleworking is generally not available for Wood County positions. However, there may be times when it is beneficial for an employee to work remotely and therefore this option may be available, only at the direction and approval of the Department Head.

If an employee is approved for telework, it must be on an intermittent, hybrid, temporary, or limited basis. No position at Wood County is eligible for full-time telework. Wood County has the right to refuse an employee's request for telework as well as the right to terminate a telework agreement at any time. Departments that offer telework on a regular basis (either intermittent or hybrid) will evaluate the eligibility for regular or scheduled remote work based on the position's responsibilities, employee suitability, and equipment needs. As a general rule, at least 25% of the teleworking employee's annual worked hours should be onsite at the physical work location. Departmental management reserves the right to determine how often and on what schedule employees are able to telework.

Any employee who is given authorization to telework must comply with an IT-approved remote access methodology and have appropriate systems access privileges to the Wood County network to ensure that their connection is secure. While the County provides the employee with the necessary equipment and supplies required to perform their position, employees approved for remote work must provide the internet connection that meets or exceeds minimum upload and download speed standards. If connectivity issues arise, the teleworking employee is expected to return to the onsite workplace. Employees must maintain a heightened sense of security when teleworking so that the security and confidentiality of Wood County systems and network is never in a position to be compromised. Wood County will not reimburse an employee for any internet or communication charges incurred at their personal residence for this purpose. Any questions or concerns about remote connectivity security should be directed to the IT Department.

The employee's compensation, benefits, work status, and work responsibilities will not change as a result of teleworking. Similarly, the employee must comply with all Wood County policies and standards of professionalism while teleworking. Performance expectations and response times shall not change as a result of teleworking and the employee will be available and accessible by phone, email, and/or messaging (ie- Cisco Jabber) as required by the department during their normal scheduled hours. The employee must accurately report all teleworking hours on their timecard. Failure to accurately report hours is a violation of this policy and grounds for immediate termination of the teleworking arrangement. Employees may not accrue overtime hours while teleworking without a justified business purpose and the advance approval of their supervisor.

The employee must have a dedicated workspace at their remote or home location for safe placement of equipment to be used while teleworking. It is the responsibility of the employee to maintain this workspace in a safe condition, free from hazards to the employee and equipment. Injuries sustained by the employee while working in the employee's remote location when conducting regular work duties may be covered by the County's workers' compensation policy and should be immediately reported to the Safety and Risk Specialist in Human Resources. Wood County assumes no responsibility for any activity, damage, or injury that is not directly associated with, or resulting from, the teleworking employee's performance of standard job duties.

Consistent with Wood County's Confidentiality Policy, teleworking employees must ensure the protection of all confidential County, personnel, client, and health information accessible from their home office. Teleworking employees are expected to ensure such protections including, but not limited to the use of locked file cabinets, regular password maintenance, and any other measures deemed appropriate. Confidential information must never leave the secure Wood County network as a result of teleworking.

New employees are generally not eligible to telework until all departmental onboarding and initial training is completed. This restriction may be in place for the entire introductory period and is at the discretion of the employee's supervisor and Department Head.

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

## **19. WELLNESS POLICY**

Wood County recognizes that in order for employees to be effective in their roles, they need to be physically, mentally, emotionally, and spiritually healthy. To that end, we will make every effort to support employees in achieving their wellness goals. During work hours, one means of providing that support is to allow employees to use their lunch and other breaks collectively to work toward their wellness goals.

### **Objectives**

1. To provide a culture of wellness where employees feel supported and empowered to work toward their individual wellness goals.
2. To contribute to a workforce that is healthy, present, and productive.
3. To provide flexibility during work hours to maximize well-being.



Employees who wish to combine their breaks for wellness activities should request to meet with their supervisor to discuss the feasibility of doing so. Adequate coverage must be assured. If feasible, the supervisor may approve an employee to combine their breaks with their lunch to allow a longer period of time, not to exceed the normal daily combined break time. Breaks cannot be used to delay start times or for early release.

# V. PERSONAL CONDUCT AND DISCIPLINE

## 1. DISCIPLINARY GUIDELINES

Wood County employees are expected to follow established work rules, policies, and procedures. In addition, they are expected to make reasonable decisions in performing their job duties in line with the mission of their department and Wood County as a whole. Supervisors have the responsibility to ensure that work expectations are clearly understood by their employees, and that they have had adequate opportunity to learn the required skills and duties. In most cases, Wood County employees meet or exceed these expectations. However, when employees fail to perform to the expected level, their supervisor will be responsible to take corrective action. If the first corrective action does not resolve the problem, the supervisor should take progressively more severe disciplinary action until the problem is resolved.

Supervisors administering corrective discipline should document the performance issue to be corrected and each step of the disciplinary process. Copies of disciplinary actions will be provided to the employee and will be kept in the employee's personnel file. Demotions and terminations must be approved by the Human Resources Director, or their designee, before such actions are taken. In the event that dismissal is anticipated and the Human Resources Director, or their designee, cannot be reached, the employee shall be suspended by the person in charge of the department at that time, pending review.

The disciplinary process typically starts with a warning, either verbal or written. However, in serious cases it may be necessary to take a higher level of disciplinary action including termination of a person's employment immediately. In all cases, employees are considered to be at-will employees. Nothing in this, or any other Wood County policy, negates the employment at-will status.

### Causes for Disciplinary Action

The following non-exclusive examples will be grounds for disciplinary action ranging from a warning to immediate discharge:

- Dishonesty or falsification of records.
- Possession of alcoholic beverages or illegal drugs on Wood County premises or while performing Wood County business. This includes off-duty use of alcoholic beverages or drugs that affect a person's job performance.
- Unauthorized use, theft, abuse, or destruction of Wood County equipment, property, or supplies.
- Insubordination or refusal to comply with the proper order of an authorized supervisor.
- Violation of, or refusal to comply with, pertinent laws, or regulations.
- Conduct that impairs the efficiency of Wood County services and/or impairs, or is perceived to impair, the ethical operation of Wood County.
- Habitual tardiness, unauthorized or excessive absence, or abuse of sick leave.
- Use of official position or authority for personal or political profit or advantage.
- Disregard for, or violations of work rules or procedures, safety rules, or regulations.
- Possession of any weapon or dangerous item that is in violation of Wood County, department policy, or state law while at work or on duty.
- Other circumstances may warrant disciplinary action and will be treated on a case-by-case basis.

### Progressive Disciplinary Action

The following are progressive disciplinary actions that may be taken if an employee's performance needs to be corrected. In most cases, the first step of discipline should be a Verbal or Written Warning with appropriate documentation.

- Verbal Warning (documented)
- Written Warning
- Final Written Warning or Suspension
- Termination of employment

Depending on the nature of the violation, Wood County reserves the right to escalate any action taken, up to and

including termination. Further, if an employee is placed on a Performance Improvement Plan and fails to complete the plan in the specified period of time, their employment may be terminated with or without progressive disciplinary action.

The Disciplinary Action Form is available from the Human Resources Department, or on the Employee Intranet, for use in documenting discipline at any stage. If any supervisor has a question on if, or how to take disciplinary action, they should discuss it with the Human Resources Director, or their designee.

## **2. GRIEVANCE PROCEDURE PROCESS**

Wood County will strive to treat all employees equitably and fairly within established Wood County and department policies, procedures, and state or federal guidelines affecting the workplace. If an employee does not feel that they have received fair treatment within the established policies, procedures, or state and federal guidelines, they have the right to discuss the matter with representatives of Wood County, and/or to request formal consideration of their complaint under this policy.

This grievance procedure is established pursuant to Section 66.0509(1m), Wisconsin Statutes. Eligible employees shall use the procedure to resolve qualifying disputes regarding covered employee termination, discipline, or workplace safety issues.

This policy is not a guarantee of employment, a guarantee of any rights or benefits, does not create or grant covered employees with a property interest in their employment or tenure rights of any kind, and does not constitute a contract of employment, express or implied. Unless specifically required by another statute or code, the County's employment relationship with employees eligible to use this procedure is at will and employment may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the County or the employee. This grievance procedure may be modified or eliminated by the County at any time, with or without prior notice.

The grievance procedure is intended to resolve complaints about application or administration of existing Wood County policies and not intended as a mechanism to change an existing policy. This process is not intended to hear complaints regarding application of issues related to health, disability, wellness, or other insurances. No retaliatory action will be taken against any employee for proper and good faith use of this process or participation in the processing of a complaint. Time spent in preparation of a complaint is not considered a work activity and should be done on the employee's time, not paid time.

### **Administration**

The Human Resources Director will supervise and administer the grievance procedure process. Supervisors and Department Heads should keep the Human Resources Director informed of all complaints in progress.

### **Definitions**

The following definitions shall apply to this grievance procedure:

- A. "Employee" for purposes of a grievance of Discipline and Termination (as defined in this grievance procedure) means a regular full-time employee or a part-time employee who has worked one thousand two hundred hours (1200) for the County in the year preceding the event which is being grieved. "Employee" does not include, without limitation, any of the following: elected officials, other part-time employees, temporary employees, seasonal employees, contract employees, limited term employees, contractors or their respective employees, employees covered by a collective bargaining agreement which contains a grievance procedure covering Discipline or Termination (as defined in this grievance procedure) or any employees, officials, or officers that serve at the pleasure of an appointing authority as provided by Wisconsin statutes.
- B. "Employee" for purposes of Workplace Safety (as defined in this procedure) means any employee of the County.

- C. "Discipline" is defined as any of the following adverse employment actions: disciplinary suspension of employment, disciplinary reduction in base pay; and disciplinary reduction in rank or demotion with a reduction in pay. "Discipline" does not include, without limitation, any of the following actions: layoffs or workforce reduction activities; non-disciplinary wage, benefit or salary adjustments or reductions; non-disciplinary reductions in rank or demotions; plans of correction or performance improvement; performance evaluations or reviews; documentation of employee acts or omissions in an employment file; oral or written reprimands; administrative suspensions pending investigation of misconduct or nonperformance; or change in assignment or assignment location.
- D. "Termination" is defined as an involuntary separation of employment initiated by the County that is not a layoff, furlough or workforce reduction or termination arising from disability.
- E. "Working day" means a day when the Wood County Courthouse is open for business.
- F. "Workplace safety" means any condition of employment related to the physical health and safety of employees, including the safety of the physical work environment, the safe operation of workplace equipment and tools, provision of personal protective equipment, and accident risks. Workplace Safety does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, and work schedules.

### **Grievance Procedure for Discipline and Termination**

1. **Appeal to Department Head:** A grievance may only be filed by the Employee who is the subject of the Discipline or Termination. An Employee may initiate a grievance relating to Discipline or Termination by presenting a written grievance (either in letter format or on the approved grievance form available in Human Resources) to the Department Head within ten (10) working days of the event giving rise to the grievance.

A meeting will be held to discuss the complaint at a mutually agreeable time between the Department Head and the employee. The Department Head shall give an answer to the complaint, in writing; within ten (10) working days from the date the meeting was held to discuss the complaint.

2. **Appeal to Human Resources Director:** If the employee is not satisfied with the Department Head's response, they may present a written grievance to the Human Resources Director within ten (10) working days of the date of delivery of the Department Head's response.

A meeting will be held to discuss the complaint at a mutually agreeable time between the Human Resources Director and the employee. Within ten (10) working days of the meeting, the Human Resources Director will issue a written response to the grievance which may include, without limitation, the following: the terms and conditions of any agreements to resolve the grievance; findings and recommendations regarding the disposition of the grievance.

Within five (5) working days from receipt of the County's response to the grievance, the Employee may request a hearing before the impartial hearing officer. A written request shall be submitted to the Human Resources Department. Failure to submit a written request for hearing within five (5) working days of the County's response shall constitute an abandonment of the grievance.

Failure of the County to respond within the time periods set forth in this Policy shall not be deemed as an approval of the grievance.

3. **Hearing Procedure:** The impartial hearing officer will be selected by mutual agreement from a list maintained by the Human Resources Department. Once a hearing date is scheduled it may be adjourned only upon written request by the Employee or the County to the impartial hearing officer and a finding by the impartial hearing officer that there is "good cause" for an adjournment. The decision of the impartial hearing officer regarding a request for adjournment shall be final, binding and not subject to any appeal.

The Employee and the County shall exchange a list of witnesses they intend to call at the hearing and any documents relating to the Discipline/Termination which they intend to introduce no less than three (3) working days before the hearing.

The parties shall provide a copy of the witness list and documents to the impartial hearing officer. Each party may file a pre-hearing statement of no more than three (3) type written single space pages outlining their respective positions.

The hearing before the impartial hearing officer will be digitally recorded or transcribed. The digital recording and/or transcript of the hearing shall be maintained by the County for one (1) year following the completion of the hearing after which time it may be destroyed. The hearing shall be closed to the public.

The Employee may be represented by an attorney at the hearing. Neither party shall be responsible for the attorneys' fees of the other party.

The Employee shall call witnesses and present testimony and exhibits that are relevant to the grievance. The Employee may call one or more County witnesses in the Employee's case and question the County witnesses. At the close of the Employee's case, the County shall call its witnesses and present testimony and exhibits that are relevant to the grievance. The parties may cross-examine witnesses presented by the other party. Cross-examination shall be limited to ten (10) minutes per witness unless extended by the impartial hearing officer.

The impartial hearing officer shall not be bound by the statutory rules of evidence. The impartial hearing officer shall have the discretion to admit all evidence that the impartial hearing officer determines is relevant and shall exclude immaterial, irrelevant or unduly repetitious testimony or evidence. During the hearing, the impartial hearing officer may ask questions as the impartial hearing deems necessary. Any defects in the proceedings that do not substantially affect the rights of the parties shall be disregarded by the hearing officer. Notwithstanding the foregoing, the impartial hearing officer may not base any finding or conclusion based solely on hearsay evidence.

After the Employee and the County have finished introducing evidence, the impartial hearing officer shall close the record. The parties shall have no right to file briefs or position statements. The IHO will be requested to issue a decision stating if the issue is an appropriate application of existing policy or not, within thirty (30) working days of a hearing.

### **Decision Standards**

The Employee bears the burden of proof by clear, convincing, and satisfactory evidence that the County's decision to Discipline/Terminate the Employee did not have a rational basis. If the Employee does not meet his or her burden of proof, the impartial hearing officer shall deny the grievance.

The impartial hearing officer shall issue a written decision within thirty (30) working days of the close of evidence. The decision of the impartial hearing officer shall, at a minimum, contain: a description of the grievance, statement of issues under review, and the officer's findings and conclusions.

If the grievance is approved, the impartial hearing officer may recommend, without limitation, the following: reinstatement; a lesser adverse employment action including, suspension of employment, reduction in base pay, demotion, oral or written reprimand, or performance improvement plan; documentation of officer's findings placed in an employment file; restitution of pay and lost benefits.

### **Grievance Procedure for Workplace Safety**

- 1. Report of an Unsafe Condition:** An employee may not file a grievance relating to a condition that the Employee believes constitutes a Workplace Safety violation unless the employee has first reported the

condition to the employee's Department Head and the Human Resources Director in writing. A grievance may only be filed by an "Employee." The Employee need not be personally impacted by a condition alleged to constitute a Workplace Safety violation.

- 2. Investigation Procedure:** Upon receiving a written report of an alleged Workplace Safety violation from an Employee, the County shall have ten (10) working days in which to investigate the condition and advise the employee in writing of the County's findings and recommendations.

If the County advises the employee in writing within ten (10) working days that it is taking corrective action to address the workplace safety issue as may be required by law, an Employee may not initiate a Workplace Safety grievance.

An Employee may initiate a grievance relating to Workplace Safety by presenting a written grievance to the office of the County Human Resources Director. Upon receipt of the grievance, the County shall have ten (10) working days to provide a written response to the Employee. Failure to timely file a grievance with the Office of the Human Resources Director within ten (10) working days of the County's response shall constitute a waiver of the right to use the grievance procedure and an abandonment of the grievance.

- 3. Hearing Procedure:** An employee shall have five (5) working days from receipt of the County's response to file a written request with the Human Resources Director for a hearing before the impartial hearing officer. Failure to submit a request for a hearing shall constitute an abandonment of the grievance.

The same hearing procedure shall be utilized as set forth in the Discipline/Termination Hearing Procedure of this Policy.

#### **Decision Standards**

The County bears the burden of proving by a preponderance of the evidence that the condition identified by the Employee does not constitute a Workplace Safety violation and that no corrective action is required. If the County does not meet its burden of proof, the impartial hearing officer shall uphold the grievance.

The impartial hearing officer shall issue a written decision within thirty (30) working days of the close of evidence. The decision of the impartial hearing officer shall, at a minimum, contain: a description of the alleged unsafe condition and the County's response; the standard of review; the provisions of Wis. Admin. Code Chap. SPS 332 that are implicated by the Workplace Safety grievance; the officer's findings of fact and conclusions.

If the grievance is sustained, then the impartial hearing officer may recommend that the County take corrective action to address the Workplace Safety violation. The impartial hearing officer shall have no authority to require the County to take any specific corrective action or provide any specific remedy in response to the Workplace Safety violation.

#### **Wood County Board Review**

- 1. File of An Appeal:** An appeal of the impartial hearing officer's decision may be filed by the Employee or by the Wood County Operations Committee.

An appeal may be initiated to the County Board by filing a written appeal with the Corporation Counsel within ten (10) working days of the date of the impartial hearing officer's decision. Failure to file a written appeal by the filing deadline will result in the waiver of the right to an appeal and the outcome of the proceedings before the hearing officer shall be final.

A timely request for appeal shall be forwarded to the County Board Chairperson along with a copy of hearing record including the transcript of the hearing (if available) and any exhibits introduced at the grievance hearing. The Chairperson shall direct the Wood County Clerk to place the matter on the next

Wood County Board meeting agenda, but not sooner than ten (10) working days from receipt of the appeal.

- 2. Standard of Review:** The County Board's review shall be limited to the decision made by the hearing officer and therefore, the Board will not accept additional testimony, evidence, written or oral arguments or otherwise conduct a hearing of any sort in relation to an appeal. The Board shall not overturn or otherwise modify the impartial hearing officer's decision unless, upon two-thirds (2/3) vote of the members present and eligible, the decision is found to be arbitrary, oppressive, or unreasonable and represented the will of the impartial hearing officer and not its judgment.

The Wood County Board Chairperson will direct the Wood County Clerk to inform both parties of the Wood County Board's decision within ten (10) working days of the Wood County Board's consideration of the matter. The decision of the County Board shall be final. Any judicial review of the County Board's decision shall be only as provided by law.

### **Employee Representation**

Employees may be accompanied by a representative of their choice at any level of the complaint procedure after the appeal to the Department Head, provided the employee notifies Wood County at least twenty-four (24) hours ahead of the meeting that the representative will attend and who the representative will be. The representative is allowed to help the employee present their complaint, but the employee is responsible to initiate actions related to the processing of the appeal. Any representation on behalf of the employee is at the employee's expense.

## **3. PERSONAL USE OF WOOD COUNTY EQUIPMENT**

Wood County does not allow personal use of Wood County equipment. Employees assigned Wood County equipment for business purposes may be permitted to keep equipment overnight depending on department policy and procedure. Employees failing to return Wood County property may be charged for the items not returned in a timely matter.

## **4. PERSONAL COMMUNICATIONS**

### **Mail/Phone Calls/Electronic Communications**

Employees are not allowed to use Wood County phone lines, mail systems, or any form of electronic communications for personal use, without prior approval of their supervisor. The reason for this policy is that these systems are paid for by Wood County and are intended for Wood County business only. Use of these systems for purposes other than Wood County business increases the cost of Wood County operations and may conflict with employee's responsibilities to Wood County and your job. Employees are further prohibited from using their workplace to send or receive personal deliveries or mail. Personal use of personal communication devices, such as cell phones and/or smart phones, during work time may be allowable on a very limited and intermittent basis with Department Head approval.

### **Urgent Personal Messages**

We recognize that occasionally employees may need to take an urgent call or message during work time, either on Wood County equipment or on personal devices. Employees are encouraged to attend the urgent situation, be as brief as possible, and return to their duties as soon as possible. If an employee needs to make a personal phone call during business hours, the same rules apply, and the employee should inform their supervisor prior to making the call. If violations of this policy cause department disruptions or problems, the supervisor may take corrective actions.

### **Visual Image Devices Prohibited**

To ensure the privacy of our employees and customers, avoid disruption in the workplace, and protect the confidentiality of certain information, the use of any photographic equipment or device to take pictures in any Wood County facility is expressly prohibited without specific approval of the Department Head, Human Resources Director, or Corporation Counsel.

### **Use of Electronic Recording Devices**

No conversation, communications, or similar activities may be recorded without prior notice to all parties involved in the communications. Exceptions may be approved by the Wood County Sheriff or designee for investigative purposes. Employees do not have any right to record any conversations or meetings without prior and specific approval of their supervisor and the parties involved.

## **5. COMPUTER USAGE**

Wood County provides its employees with computer equipment including hardware, software, files, and manuals. This policy covers usage of the aforementioned computer equipment for work-related purposes. Personal use of Wood County computers or similar equipment may interfere with a person's ability to perform their duties and is not authorized.

All computer software and hardware is to be installed by or authorized by the IT Department. All computer documents, including e-mail, may be subject to inspection by Wood County. Most employee-deleted files can be recovered, including e-mail, even if not sent. No computer equipment shall be removed from Wood County premises without express permission from the employee's Department Head. Permission can only be granted for the purposes of Wood County business.

Employees must not allow another person to work under their login. Employees must always logoff when away from their terminal or computer, unless in a secured area.

Employees are prohibited from:

- Using Wood County-owned computer hardware, software, and internet access accounts for personal use.
- Copying software, data files, etc., owned by or licensed to Wood County, for personal use.
- Installing or copying personally owned or licensed files or programs to Wood County-owned computer equipment.

In addition to the policy above, any use that is deemed to be offensive or harassing, per Wood County policy will be subject to disciplinary action.

## **6. CYBERSECURITY & INFORMATION SECURITY**

### **POLICY STATEMENT**

The Wood County Cybersecurity/Information Security Policy (Policy) outlines fundamental practices and procedures that are required to provide the highest level of protection of the Wood County network, infrastructure, and information. For the purposes of this policy, "highly confidential information" is defined as any protected, sensitive, or confidential document or information that is not generally accessible or intended to be disclosed to third persons. This may include but is not limited to: Protected Health Information (PHI), sensitive employee benefit, personal, or payroll/financial data or information, health records, Social Security Numbers, credit card numbers or bank account numbers, employee performance or discipline records, or any privileged information or documents.

### **SCOPE**

This Policy applies across the entire Wood County enterprise. This Policy provides security guidelines that all employees must follow in addition to any unit-specific security policies and the requirements listed in the Wood County Employee Policy Handbook (Handbook).

### **REGULATORY COMPLIANCE**

Various information security laws, regulations, and industry standards apply to Wood County and the data we handle. These laws often apply to information regarding Wood County's employees, customers, clients, patients, business partners, and others. Wood County is committed to complying with applicable laws, regulations, and standards.

### **RESPONSIBILITIES**



Wood County recognizes the need for a strong information security program, which includes security organization, authority, and obligations.

1. **Policy Review.** This policy will be reviewed regularly and revised as needed by the Wood County IT Department in cooperation with Department Heads and the Wood County Board of Supervisors.
2. **Workforce Obligation to Comply.** Employees and contractors are obligated to comply with all applicable aspects of this Policy. This Policy is not intended to restrict communications or actions protected or required by applicable law. Wood County may treat any attempt to bypass or circumvent security controls as a violation of this Policy.
3. **Acknowledgment.** All employees and contractors must acknowledge that they have read, understood, and agree to comply with this Policy in writing by completing the acknowledgement included in the Appendix of this policy. Acknowledgment must be completed on a timely basis following a new hire or contract. Material changes to this Policy may require additional acknowledgment. The Wood County Human Resources Department will retain acknowledgment records as part of the employee's personnel file.
4. **Training.** The Wood County IT Department provides security training. Employees must complete initial and regularly scheduled information security training within the specified time periods. Supervisors must ensure that their employees complete all required training. Failure to participate in and complete timely required training is a violation of this Policy and the user account will be disabled until training is completed. The Wood County IT Department tracks and retains training records and copies of security training materials delivered.
  - a. Initial Training will be provided at hire for all employees assigned a User Account
  - b. Periodic Training will be required quarterly of all employees assigned a User Account
  - c. Monthly phishing campaigns will be conducted by the IT Department. Any employee who fails a phishing campaign will be enrolled in additional training and their Department Head will be notified.Repeated phishing failures, or refusal to participate in assigned training may result in suspension or termination of network account access. Managers and Department Heads will be provided with a list of all staff that do not complete training prior to the deadline and again after the deadline, if applicable.

## **ROLES AND ACCESS CONTROL**

Roles and access levels are determined using the principle of least privilege, which requires that an individual's access is limited to only the information and resources necessary based on their job title, position, and duties.

1. **Roles.** Wood County grants access to its systems and data based on business roles. Wood County uses role-based access control methods whenever feasible to assign authorization levels according to business functions, rather than uniquely for each individual. This method supports the least privilege approach by standardizing access. It also simplifies periodic access reviews.
  - a) **Employees.** Employees may be granted access to certain and specific systems as required by the duties and responsibilities of their position. Employees are expected to be familiar with and comply with all provisions of this Policy and other security related policies, including the Computer Usage Policy in the Handbook.
  - b) **Supervisors/Management.** Supervisors, or a manager in the direct line of reporting, may request access for their employees only to those Wood County systems and data stores required to meet business needs. Supervisors shall periodically review their employee access levels and request privilege adjustment whenever applicable.
  - c) **Wood County IT Department.** The IT Department is responsible for maintaining all user accounts, including levels of access.

- d) **Wood County HR Department.** As a part of the hiring process, the HR Department conducts applicable background investigations. Wood County departments may require employees who handle highly confidential information to undergo additional background screening and testing where permitted by applicable laws.
2. **Identity and Access Management.** Wood County uses identity and access management controls to provide user accounts with appropriate privileges.
    - a) **Unique User Accounts.** Each individual shall be assigned a unique user account. Individuals shall never share their account access or password with anyone. This includes supervisors, Information Technology department staff, and family members.
    - b) **Add, Change, Terminate Access.** Wood County grants access to specific resources based on business need. The supervisor or manager must direct requests to add or change employee access levels to the IT Department Help Desk. System and application administrators must periodically review user accounts and access levels to confirm that a legitimate business need for the access still exists.

For employees and external parties, including contracted employees, vendors, and volunteers, the department must notify the IT Department Help Desk whenever there is no longer a business need for access. Proper documentation must be submitted to support timely account termination. User accounts that have been inactive beyond the maximum allowed inactivity time period will be disabled. Managers should seek guidance from the Human Resources Department regarding access for employees on extended leaves.

## ACCEPTABLE USE POLICY

1. **General Use.**
  - a. Employees may only access Wood County's network using approved end-user devices. Use of Wood County systems, network, email, hardware and/or software for any purpose other than official Wood County business is strictly prohibited.
  - b. Employees must use their own County-provided account(s) to access Wood County's network and systems, unless specifically authorized to use a device-specific or additional administrative account.
  - c. Any attempt to interrupt, circumvent, or damage the operation of a Wood County provided device, system, or network will result in disciplinary action including immediate termination of access privilege.
  - d. All County devices, passwords, and dual authentication devices\tokens must be protected and kept secure at all times. All County devices must be password protected and locked when unattended.
  - e. County Network Passwords must follow strong password guidelines.
  - f. Employees shall exhibit caution when using any "save password" application features and ensure they are never used for systems/sites that contain highly confidential information.
  - g. Employees must never reuse their County Network Password in other public or private computer systems.
  - h. Compromised or suspected compromised passwords, accounts, and lost or stolen devices must be reported to IT Help Desk immediately. IT Help Desk will reset passwords or disable accounts.
  - i. Use of removable storage devices, such as USB, flash, or external hard drives, should only be used when there is no other viable storage or transmission method recommended and the device must be procured or approved by the IT Department prior to use. Highly confidential information must never be saved to external storage devices. Connecting unknown external storage devices to any Wood County device is prohibited without prior IT authorization. Once authorized, the storage devices must never be connected to any personal device.

## 2. **Internet Use: Email, Messaging, Social Media, and Cloud Computing.**

The internet offers a variety of services that Wood County employees and contractors depend on to work effectively. However, some technologies create undue risks to the County's assets.

- a. Wood County may block or limit access to particular services, websites, or other internet-based functions according to risks and business value. Employees must recognize that unauthorized, inappropriate, or offensive websites may still be reachable and should not access those sites using Wood County resources.
- b. As outlined in the Computer Usage and Internet and Social Media Usage Policy, any personal use of the Internet is strictly prohibited.
- c. Internet usage is monitored and activity can be reported upon request to supervisory management. Misuse of Wood County provided Internet services will result in disciplinary action.

## 3. **Email and Social Media.**

Employees shall follow these expectations in email and social media:

- a. Do not disclose confidential information to unauthorized parties on blogs/social media or transmit it in unsecured emails or instant messages.
- b. Do not make postings or send messages that speak for Wood County or give the implication of speaking for Wood County unless specifically authorized to do so.
- c. Use good professional judgment when drafting and sending any communications. Remember that messages may be forwarded or distributed outside of your control.
- d. Never open an email attachment that wasn't expected, click on links, or otherwise interact with unexpected email content. Wood County may block some attachments or emails, based on risk.
- e. Do not respond to an email or other message that requests confidential information unless verified and certain of its origin and purpose. Even then, always protect confidential information to the greatest extent possible, such as by using encryption.
- f. Report suspicious email to the IT Help Desk immediately. Do not click suspicious email links and do not click unsubscribe. Refer to the IT Help Desk for guidance on best security practices.
- g. When transferring sensitive data either internally or externally, employees must encrypt data before transfer. Contact IT Help Desk for assistance with data encryption procedures.

## 4. **Data Security and Protection.**

When working while connected to the Wood County network, every precaution must be taken to ensure protection from malicious activity. However, when working remotely, extra precautions are necessary.

- a. Public internet is inherently not secure and easily spoofed, therefore a VPN connection must be established while using a Wood County device.
- b. All devices that will store or transport Wood County data must be approved through the IT Help Desk prior to use.
- c. When transmitting sensitive data, employees must encrypt data before transfer. Contact IT Help Desk for assistance with data encryption procedures.
- d. Data must never be primarily maintained on a local drive or removable storage device. These locations are not backed up and can easily be lost or stolen.

## **INFORMATION ASSETS**

### 1. **Physical Security.**

Wood County uses physical safeguards to avoid theft, intrusions, unauthorized use, or other abuses of its information assets. All employees must comply with any applicable physical security policies and procedures in place for each facility (see the Safety/Security Policy in the Handbook in addition to any facility policies).

## 2. **Managing Information Assets.**

Regardless of where the software cost is budgeted and paid, the Wood County IT Department is exclusively responsible for installing, licensing, and supporting all software on Wood County devices, including laptops, desktops, tablets, and mobile devices.

- a. Any non-licensed or non-approved software found on a Wood County device is prohibited and will be immediately removed.
- b. Requests for new hardware or software must be sent to IT Help Desk.
- c. Requests for changes to hardware or software installations and configuration must be sent to the IT Help Desk.
- d. Any stolen or damaged hardware or equipment must be reported to IT Help Desk immediately.
- e. To ensure proper protection and software patching of Wood County devices, all devices must be restarted on a minimum of a weekly basis. If not accessed on a regular basis, the device should be powered on and reachable via the Wood County network for at least one full business day per month.

## **INCIDENT REPORTING AND RESPONSE**

Applicable law may require Wood County to report security incidents (cyber incident or data breach) that result in the exposure or loss of certain kinds of information to various authorities or affected individuals or organizations, or both. The IT Security incident response plan includes a step to review all incidents for any required notifications and to coordinate all external notifications with Corporation Counsel. Employees shall not make any external notifications without prior guidance and authorization.

## **VIOLATION**

Violation of this policy may result in disciplinary action. Disciplinary action may include suspension, access restrictions, work assignment limitations, or more severe penalties up to and including termination. Disciplinary action will be in accordance to the Progressive Discipline Action section of the Wood County Disciplinary Guidelines Policy. If Wood County suspects illegal activities, it may report them to the applicable authorities and aid in any investigation or prosecution of the individuals involved. Any employee knowingly trying to circumvent County security systems will be immediately reported to HR and their Department Head and computer access will be suspended immediately.

## **7. CONFLICT OF INTEREST/CODE OF ETHICS**

All Wood County business should be conducted with the best interests of Wood County in mind and free of personal interests. Occasionally situations arise where an employee may have a personal interest in the outcome of a decision or action. In such cases, a "conflict of interest" may exist, and the employee should get advice before proceeding any further with the issue. If that personal interest causes the employee to take or influence an action, or make or influence a decision to benefit themselves, a family member, or a friend, a conflict of interest and possibly a violation of the Wood County Code of Ethics may exist.

The following excerpt from the Wood County Code of Ethics should serve as general guidelines regarding conflict of interest:

*"No County employee shall use his/her office or position for personal financial gain or the financial gain of his/her family. No employee shall engage in his/her own business activity, accept private employment, or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of his/her official duties or would impair his/her independence of judgment or action in the performance of his/her official duties. No employee shall use or disclose privileged information gained in the course of, or by reason of, his/her official position or activities."*

### **Code of Ethics**

The entire Wood County Code of Ethics, and any updates, is incorporated herein, by reference. Copies of the Wood County Code of Ethics are available through the Wood County Clerk's office. The Ethics Committee has the authority to

investigate and determine if a violation of the Wood County Code of Ethics has occurred. Employees are encouraged to ask questions, raise concerns, and/or report potential and actual violations to their immediate supervisor, Department Head, or the Corporation Counsel.

### **Gifts and Gratuities**

To ensure that there is no actual or perceived breach of the Wood County Code of Ethics, good business practices, or any conflict of interest, no employee is allowed to accept gifts or gratuities from vendors, Wood County residents, or others, except as permitted in the Wood County Code of Ethics. Questions regarding this policy can be directed to an employee's supervisor, Department Head, or the Corporation Counsel.

## **8. PERSONAL ATTIRE**

In almost every Wood County job we interact with the public. The appearance of all employees is important to project a positive public image to the citizens we serve. Without unduly restricting individual tastes, it is the policy of Wood County to require personal cleanliness, good grooming, and appropriate attire while employees are on duty. It is the responsibility of the employee to dress appropriately for the job. Appropriate attire is determined by the type of work being performed and the people the position interacts with. Appropriate attire may change from day-to-day based on a number of factors. Each Department Head is responsible to establish what attire, jewelry, or manner of dress is appropriate for each situation. However, all clothing or accessories should be free of signs, slogans, insignias, or the like, that present a negative public image or may be offensive to other groups or individuals.

## **9. SOLICITATION/DISTRIBUTION OF MATERIALS**

During work time employees are expected to concentrate on performing their assigned duties. Any interruptions or distractions cause a loss of time and may result in less than satisfactory performance. Solicitation and/or distribution of any materials, by an employee, to another employee, is prohibited while either employee is on their working time or in working areas. Solicitation or distribution of any materials by non-employees is not allowed to an employee, if the employee is on work time or in working areas. Furthermore, in the interest of employee safety and well-being, the distribution of materials of any kind shall not be permitted at any time in working areas of the Courthouse or other Wood County facilities, without the express permission of the Human Resources Department.

Wood County time should not be used to conduct private business. Collections and sales of goods and services (cosmetics, jewelry, and insurance, for example) by employees or non-employees, is strictly prohibited. Contributions for community based charitable fund-raising activities may be solicited on Wood County property, with the advance permission of the Human Resources Department.

## **10. SAFETY/SECURITY**

Wood County is committed to providing a safe work environment for employees and customers.

### **Workplace Safety**

Wood County will take appropriate actions to provide safe working conditions for its employees. To do this, Wood County and our employees must both be aware of conditions in all work areas that can produce injuries. Employees are expected to perform their duties in line with established safety procedures, correct any unsafe conditions they see, and inform their supervisor or Human Resources/Risk Management immediately of any unsafe situation beyond the employee's ability or authority to correct. Wood County establishes the following overall safety policy statements:

- Wood County intends to comply with all applicable safety regulations.
- The safety of Wood County employees and the public are of greatest importance.
- Safety will take precedence over shortcuts.
- Every attempt will be made to reduce the possibility of accidents or recurrence.
- All employees are expected to follow established rules of safety and use safety equipment and Personal Protective Equipment (PPE) that has been provided.

If an employee feels that their work environment is not safe, the employee should contact their supervisor or Human Resources/Risk Management immediately. Persons violating this policy or violating established safety procedures or practices, will be subject to disciplinary action, including but not limited to, termination of their employment.

For further information consult Human Resources/Risk Management or the Wood County Safety and Risk Management Website.

### **Facility Security**

Wood County will take appropriate actions to provide secure facilities for our employees. Employees must be aware of the security protocols and procedures in place at the facility/facilities which they are assigned. Employees are expected to access only the areas of facilities that they are authorized to access. Employees are to report any suspicious activities or persons to management immediately.

Employees are provided with the applicable keys and/or access cards they need to enter Wood County facilities and/or departments to which they are assigned to perform the duties of their position. Keys and access cards are to remain in the employee's possession for the duration of time they are employed by Wood County. Keys and access cards are never to be shared, lent/borrowed, or intentionally damaged/destroyed. If a Wood County key or access card is lost, stolen, damaged, or destroyed employees must report the item to their supervisor or the Maintenance Department immediately. Keys and access cards must be returned to Wood County at the time of employment separation. There may be a replacement fee imposed to the employee if a key or access card is lost, stolen, damaged, or destroyed. Questions regarding keys and access cards should be directed to the Maintenance Department.

Employees are issued a name badge at the time of hire. Some name badges are also the employee's access card, as described in the paragraph above. Employees are encouraged to wear their name badge at all times in which they are performing work as a Wood County employee.

## **11. VIOLENCE IN THE WORKPLACE PREVENTION**

Wood County is committed to providing a safe work environment free from the risk of violence for our employees and customers.

Wood County will not tolerate any form of threats, threatening behavior, verbal abuse, or violence by anyone at any Wood County owned or leased facility or any Wood County sponsored activity. Violence/threats include, but are not limited to striking another, pushing, kicking, throwing things, abusing/destroying property, physical threats of violence, stalking, or harassment. Such action by or directed at Wood County employees, clients, or visitors will lead to disciplinary and possible legal action. Wood County will take immediate corrective action in the case of a threat of violence. Employees are responsible to immediately report anything they feel is physically threatening towards themselves or another person or Wood County Property.

Employees are restricted from possessing any weapon or dangerous item that is in violation of Wood County or department policy, or state or federal law while at work, or on duty. Employees need to be aware of Wood County's restrictions on carrying concealed weapons and are responsible to abide by those restrictions. Any employee who becomes aware of a violation of Wood County's restrictions regarding carrying weapons should immediately report it to their supervisor or another member of the management team.

## **12. INTERNET AND SOCIAL MEDIA USAGE**

It is generally accepted that anything posted on or transmitted over the internet is open to the general public as information and may be retained there indefinitely. Therefore, greater care should be taken when using the internet than may normally be necessary for written or verbal communications. The responsibility for such care rests with the original poster of the information or communication, and any person who reuses or forwards such information or communications.

Personal use of the internet or social media during work time is a violation of this and other Wood County policies. Individual departments may authorize employees to access social medial sites for work related reasons during work hours. The parameters of such authorizations are a departmental responsibility and must comply with the Wood County Social Media Policy, available on the Employee Intranet.

Personal use of the internet during non-working hours from personal equipment, or a personal computer, is not restricted unless it conflicts with this or other Wood County policies.

Employees using the internet or any form of social media must ensure that they do not represent themselves as speaking for Wood County or as a representative of Wood County, unless they are authorized to do so. Any personal views or opinions expressed by employees related to Wood County, its facilities, operations, policies, initiatives, activities, or past or present employees must be clearly identified as personal opinions and not those of Wood County. Even if the poster does not identify themselves as an employee of Wood County, simple silence on not representing Wood County is not sufficient; a clear statement that the information or opinion is the poster's personal view and not that of Wood County is required.

No information related to Wood County may be posted that violates the "Health Insurance Portability and Accountability Act" (HIPAA), proprietary information, copyright or other confidential or protected information, or in any other way violates state or federal laws.

Employees are required to abide by the "Terms of Service" of any media they are using and are restricted from using a false identity to avoid compliance with this or other Wood County policies.

Copyright infringement is also strictly prohibited. Wood County's Copyright Liability Prevention Policy can be located on the Employee Intranet.

Employees violating this policy may be subject to disciplinary action based on the severity of the violation, up to and including, possible termination of their employment. Specific disciplinary action will be based on a number of factors including, but not limited to, the assumed knowledge or expertise of the poster in relation to the topic of the communication.

# VI. BENEFITS

## 1. BENEFIT ELIGIBILITY

Employees classified as “full-time” qualify for the maximum level of benefits available under Wood County’s benefit programs. Those individual benefits are discussed in this Handbook.

Part-time employees are eligible for pro-rated benefits if their position is budgeted to work an average of at least twenty (20) hours per week in that (calendar) year.

Annual Budgeted Hours	Average Hours Per Week	FTE
2015-2080	38.75-40	100%
1872	34-38.5	90%
1664	30-33	80%
1456	26-29	70%
1248	22-25	60%
1040	20-21	50%

Full or-part time employees whose scheduled work hours are reduced on a permanent basis will have their benefit eligibility level reduced effective on the first day of the month after the reduction in hours occurs.

Full or part-time employees whose hours are increased on a “non-voluntary basis” for at least three (3) calendar months will have their benefit level increased effective on the first day of the month after the increase in hours occurs.

Full or part-time employees whose hours are increased or decreased will maintain their current vacation and sick day balance but will receive future allocations at the accrual level associated with their new position status.

For this policy, the term “calendar month” means from the first day to the last day of the month, not 30 or 31 consecutive days.

Casual employees do not qualify for Wood County benefits.

### County Employee to Elected Official

In the event a Wood County employee should be appointed or elected to a Wood County elected office, the employee will be treated as a terminated employee for accrued benefit purposes. Benefits such as health, dental, and life insurance shall continue as if the person was a classified, active employee. Elected officials shall contribute to the Wisconsin Retirement System, at the rate established annually by the Department of Employee Trust Fund for each applicable employment category. Vacation and sick leave will no longer accrue. Any vacation earned prior to becoming an elected official will be paid out at the current rate of pay. Sick leave accrued shall be forfeited.

## 2. BEREAVEMENT LEAVE/PAY

We understand that the loss of a family member or close friend is a sad and stressful time. We want to assist our employees to take care of personal business as best we can, therefore, Wood County has the following types of bereavement leave:

### Spouse or Dependent Children

An employee may be allowed up to five (5) workdays with pay to mourn the loss of their spouse or dependent child (less than 26 years of age).

### Immediate Family

An employee may be allowed up to three (3) workdays with pay to mourn the loss of their child (26 years or older),



parent, stepparent, stepchild, brother, sister, grandparent, grandchild, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepbrother, stepsister, and grandparents-in-law.

**Extended Family**

An employee may be allowed up to one (1) workday with pay to mourn the loss of their aunt, uncle, niece, or nephew.

**Coworker**

An employee may be allowed to take up to one-half (1/2) day, or four (4) hours, whichever is less, with pay to attend the funeral of a fellow coworker subject to the discretion of the Department Head.

**General Bereavement Guidelines**

This policy is intended to provide time for mourning, arranging and/or attending the funeral or memorial service, and taking care of any family and legal matters related to the loss. Wood County may require the employee to furnish proof of death and their relationship to the deceased. If an employee needs additional time off due to related family matters, they may use accrued time or apply for a personal leave of absence.

Because of the changing nature and definition of a “family member”, bereavement leave may be extended to other family relations or any person with which the employee has a legal “loco-parentis” relationship. In such cases, the Department Head should discuss the specifics of the request with the Human Resources Director, prior to approval.

The employee will be allowed to use compensatory hours, vacation, or unpaid time off (unpaid time may be used only if all other appropriate accrued leave is exhausted), if it does not impair the efficient operations of the department, to attend the funeral of a friend or a relative not included above.

Part-time employees will receive paid time off for the hours they would have regularly worked during the applicable bereavement leave period.

**3. DEFERRED COMPENSATION**

In addition to the Wisconsin Retirement System (WRS) plan, Wood County employees are eligible to defer wages to a legally qualified tax-sheltered savings plan that has been approved for payroll deduction by the Wood County Board of Supervisors. This plan allows employees to invest some of their earnings for future use. To learn more about this program, contact the Human Resources Department or the Deferred Compensation representative, toll free number 877-677-3678.

**4. FLEXIBLE SPENDING ACCOUNT**

Wood County provides employees the opportunity to participate in a flexible spending program (IRS Section 125), which allows certain medical and/or childcare expenses to be paid in pre-tax dollars. The program is subject to annual review. Details are available through the Human Resources Department.

**5. HOLIDAYS**

Wood County will provide ten (10) paid holidays each calendar year, as follows:

- |                      |   |
|----------------------|---|
| New Year’s Day       | Thanksgiving Day                                  |
| Friday before Easter | Friday after Thanksgiving                         |
| Memorial Day         | Last workday immediately preceding Christmas Day  |
| Independence Day     | Christmas Day                                     |
| Labor Day            | Last workday immediately preceding New Year’s Day |

Holiday pay is awarded based on employment type not scheduled work hours. Facilities with 24-hour operations, or non-standard shift schedules may have different holidays or scheduling provisions. Regardless of shift or schedule, all employees are entitled to 80 hours of holiday pay per year, with the exception of Highway Department employees

which are entitled to 84 hours of holiday pay per year. Any holiday falling on Saturday shall be celebrated on the preceding Friday, and any holiday falling on Sunday shall be celebrated on Monday. To be eligible for holiday pay, an employee must work the last regularly scheduled workday preceding the holiday, and the first regularly scheduled workday following the holiday, unless the employee is on approved paid time off.

### **Holiday Pay**

A non-exempt employee required to work on a scheduled holiday, shall be paid holiday pay plus time and one-half (1½) for actual hours worked on the day the holiday is celebrated. If mutually agreed between the employee and supervisor, the employee may receive one (1) compensatory day instead of holiday pay.

## **6. INSURANCE**

Wood County offers our employees plan options with different levels of benefits and premiums. Employees are encouraged to learn about all available health insurance options and then select the option that best fits their situation.

The Wood County Health Insurance Plan is a self-funded comprehensive major medical insurance plan offered to all regular full-time and appropriate part-time employees. Upon hire, insurance coverage becomes effective beginning the first of the month following the date of hire. Coverage will cease on the last day of the month that the individual was actively at work prior to termination of their employment or retirement.

### **Insurance Plan Enrollment**

Wood County offers two (2) different levels of benefits: Single or Family. Employees can sign up for their preferred coverage option no later than three (3) weeks after their first date of employment. Failure to sign up during that time-frame will result in the employee considered as a late enrollee, and requiring “proof of insurability” related to a Qualifying Event. Employees are encouraged to contact Human Resources with any questions.

Annually, there is an “open enrollment” period. During open enrollment, benefit eligible employees are able to make changes to their benefit elections including health, vision, and dental insurance, flexible spending enrollment, and life and disability insurance. Employees will be notified of the open enrollment period in writing, and will have an opportunity to attend an informational open enrollment meeting to learn of the changes in plans and premiums and to allow employees the ability to make an informed decision that best meets their needs and the need of their family.

### **Premium**

Wood County will pay a portion of the premium for medical insurance for full-time employees, or a prorated percentage for part-time employees. Participation in the Wood County Wellness Program and completion of the three (3) core activities qualify employees for the Wellness Incentive Premium Discount.

### **Insurance Benefit While on Approved Leave of Absence**

Employees who are on an approved leave of absence must make arrangements for their insurance premiums to be paid during the duration of the leave in order to continue coverage. Employees who are on a paid leave (such as using their accrued benefit time) will continue to have their regular bi-weekly insurance premiums deducted. Employee who are on an unpaid leave of absence may continue their insurance coverage provided they pay their regular employee share of the premium(s) to the Human Resources Department, by the first of each month, with a thirty (30) day grace period. If payment is not made for the employee portion of benefit premiums by the 30<sup>th</sup> day of the month, benefits will be terminated and back-dated to the last day of paid premiums and the employee will be offered COBRA. Employees are allowed to participate in this program for a maximum of six (6) months. This process is also applicable to those on an approved FMLA leave.

### **Continuation of Health, Dental, Vision Insurance after Termination of Employment**

COBRA gives employees certain rights to carry their health insurances forward when they leave an employer. The main COBRA benefit is that an employee can normally remain on their current health insurance plan, provided they pay the full premium plus administrative costs. Employees will receive information on their COBRA rights upon termination of employment.

## **Dental Insurance**

Dental insurance is offered to Wood County employees on a voluntary basis. Employees are responsible for the entire dental insurance premium.

## **Vision Insurance**

Vision insurance is offered to Wood County employees on a voluntary basis. The premium is subsidized by Wood County.

## **7. GROUP TERM LIFE INSURANCE**

Life insurance can be a major benefit for families. To help our employees, Wood County offers a group term life insurance plan. Wood County will pay fifty percent (50%) of the premium cost of the plan for full-time, part-time 80%, and part-time 90% employees. Employees may enroll in this plan at hire through their New Hire Benefit Election Form. The plan is effective the first of the month after 180 days of employment. Late enrollees may be required to submit evidence of insurability.

Employees may also enroll in a supplemental life insurance plan to cover themselves, their spouse, and dependent children under the age of twenty-six (26). For more information, contact the Human Resources Department.

## **8. POST EMPLOYMENT HEALTH PLAN (PEHP)**

Employees hired prior to January 1, 2019 are eligible to take part in this program. The PEHP program offers an excellent plan to help employees fund their health, dental, vision, and disability insurance premiums after retirement. The PEHP plan allows employees who have completed fifteen (15) consecutive years of service, and who qualify for WRS retirement benefits, to deposit up to one hundred (100) unused sick days in a personal fund to pay future health, dental, vision, or disability insurance premiums. Employees who have completed ten (10) consecutive years of service are eligible for the PEHP program if they are age 65 or older and qualify for WRS retirement benefits at the time of separation. Employees who have their employment involuntarily terminated due to actions significantly against the best interests of Wood County or for significant violation of an existing policy will not be entitled to enrollment in the PEHP plan. Wood County Elected Officials are not eligible to participate in this program.

Eligible employees are automatically enrolled in this program and their sick days are converted to a cash fund the day of retirement. Starting the first day of retirement, or any time after that, eligible participants may withdraw funds from the account to reimburse the actual costs of health, dental, vision, or disability plans of their choice.

## **9. RETIREMENT**

Each pay period, Wood County will contribute, at a minimum, the legally required amount to the Wisconsin Retirement System (WRS) fund for eligible employees. An employee, who works in excess of 1,200 hours in a twelve (12) month period of time, is normally eligible for participation in the WRS program. In addition to the Employer's normal share of the contribution, employees may be required to contribute to the WRS fund.

For more information please contact the WRS at [etf.wi.gov](http://etf.wi.gov).

## **10. SICK DAYS**

We understand that occasionally a serious health condition of an employee or their immediate family may cause missed time at work. Wood County provides regular full and part-time employees with up to twelve (12) sick days per year to use in those cases.

1. Sick days may be used when an employee must be absent from work because of:
  - Illness or injury of the employee.
  - Serious illness or injury of an employee's immediate family where the immediate family member requires the constant care and attention of the employee. Immediate family for sick day purposes

- includes spouse, child, parent, and stepparent.
  - Contact with or exposure to a contagious disease causing the employee's presence to be a risk to fellow workers.
  - Validated reasonable medical or dental attention that cannot be scheduled during non-working hours
2. Each employee (except casuals) shall receive one (1) day of credit for each full calendar month actually worked. Number of hours accrued are based on employment type not hours actually worked.
  3. Sick days shall accrue to a maximum of one hundred (100) days.
  4. Wood County may require an employee to submit a medical statement to verify the need for sick days. The Department Head or Human Resources may require an employee to provide a medical release to return to work.
  5. Sick days shall be granted in no less than one-quarter (1/4) hour units.
  6. If using sick time for a partial day, the total amount of sick time and regular hours worked must equal the number of budgeted hours. Sick time may only be used to cover regularly scheduled hours, up to a maximum of the employee's daily or weekly budgeted hours.
  7. A full-time employee in his/her introductory period shall accrue sick days during the first six (6) months of service, but shall only be allowed to use three (3) sick days during those first six (6) months.
  8. Employees who were hired before January 1, 2019 and have at least 15 years of consecutive service, and meet the other criteria, may have up to one hundred (100) accrued sick days deposited in the Wood County PEHP plan.
  9. Unused sick days are lost upon resignation, termination, or death of an employee.
  10. An employee will not be paid sick days for any illness or injury which arises from non-Wood County employment or as a result of contracted work.
  11. An employee receiving Workers Compensation or Short or Long-Term Disability payments from a Wood County Third Party Administrator will not be allowed to receive sick day payments concurrently.
  12. Catastrophic Sick Days Account (CSLA): After an employee has reached the maximum accumulation of one hundred (100) sick days, any additional sick days accumulated thereafter shall be placed in an individual CSLA. Sick days in the CSLA may only be used when an employee is absent from work because of illness or injury and the employee's regular sick days have been exhausted. Upon resignation, termination, or death of an employee, CSLA shall be forfeited.
  13. Part-time employees who work over twenty (20) hours per week will be eligible for a pro-rated sick days benefit based on total hours of sick days for a full-time employee. Part-time employees working under twenty (20) hours per week, temporary employees, or seasonal employees will not be eligible for paid sick days. Such employees should be informed of their ineligibility at time of employment.

## **11. SOCIAL SECURITY**

The Social Security (FICA) Plan is established and administered by the Federal government to fund the Social Security program. Both Wood County and the employee make contributions to this fund. Employees can see their contributions on their paycheck.

## **12. VACATION**

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and to attend to personal affairs. Wood County encourages employees to have a work-life balance and use vacation hours to enjoy time away from work. Employees qualify for and accrue vacation based on their employment type and length of service with Wood County.

### **Vacation Accrual**

Eligible employees begin accruing vacation immediately upon hire. Vacation accruals are earned bi-weekly. Vacation accrual rates are based on the employee's Full Time Equivalent (FTE) as budgeted by their department.

The annual award rates are set forth in the table below. This is the total number of hours of vacation that an employee will earn over the course of the year for their respective years of service.

FTE	0-4 years	5-9 years	10-14 years	15-24 years	25+ years
100%	80.0	120.0	160.0	200.0	240.0
97%	77.5	116.3	155.0	193.8	232.6
90%	72.0	108.0	144.0	180.0	216.0
80%	64.0	96.0	128.0	160.0	192.0
70%	56.0	84.0	112.0	140.0	168.0
60%	48.0	72.0	96.0	120.0	144.0
50%	40.0	60.0	80.0	100.0	120.0

The bi-weekly accrual rates corresponding to the employee’s current year of employment are set forth in the table below. The day of the employee’s anniversary marks the beginning of the next employment year for the employee. Therefore, an employee will begin accruing at the higher rate for five years on their fourth anniversary, the higher 10 year rate on their ninth anniversary, and so forth.

FTE	0-3 years	4-8 years	9-13 years	14-23 years	24+ years
100%	3.06639288	4.59958932	6.13278576	7.66598220	9.19917864
97%	2.97056810	4.45776865	5.94113621	7.42833676	8.91553730
90%	2.75975359	4.13963039	5.51950719	6.89938398	8.27926078
80%	2.45311431	3.67967146	4.90622861	6.13278576	7.35934292
70%	2.14647502	3.21971253	4.29295003	5.36618754	6.43942505
60%	1.83983573	2.75975359	3.67967146	4.59958932	5.51950719
50%	1.53319644	2.29979466	3.06639288	3.83299110	4.59958932

Employees will continue to accrue vacation hours until the maximum accumulation of hours is earned, which is two (2) weeks over the annual awarded hours.

Sheriff’s Department employees who are covered under the Deputies contract will accrue vacation time based on the language in the current and applicable union contract.

Part-time employees who are budgeted to work over twenty (20) hours per week will be eligible for pro-rated vacation benefits based on total hours of vacation for a full-time employee. Part-time employees working under twenty (20) hours per week, casual employees, temporary employees, and seasonal employees are ineligible for vacation benefits.

Vacation accruals are suspended during any approved, unpaid leave of absence, excluding leaves approved under the Family and Medical Leave Act (FMLA).

**Vacation Scheduling**

Each department is responsible to approve or deny vacation requests within that department using the scheduling system that works best for the department. Employees are encouraged to meet with their supervisor for an explanation of how scheduling works in the department. Wood County reserves the right to adjust vacation schedules based upon work load variations.

**Vacation Pay**

Employees will be paid at their normal rate of pay and normal number of scheduled hours for each vacation day/week. If an employee’s vacation is interrupted by a death in the family that qualifies for Bereavement Leave, the employee should discuss with their supervisor if they wish to reschedule the affected vacation days. Sick time may not be substituted for Vacation days.

All paid vacation time must be exhausted before unpaid time off is approved.

### **Vacation Donation**

Wood County employees will be allowed to donate earned vacation days to other Wood County employees, who are on approved Leaves of Absence (LOA) and who have exhausted all their available benefit time. Donated time will be paid to employees at the same schedule as the employee normally works. Donated time does not extend the LOA or qualifications for benefits. Other benefit time will not accrue during such days; accruals will be suspended. Employees must complete the "Vacation Donation Form" to donate hours to either a specific individual employee or to the Banked Hours Account. Receiving donated hours occurs in the following ways when an employee on an approved Leave of Absence has exhausted all applicable time-off accruals:

1. The employee receives a direct donation from another Wood County employee. The direct donation may not exceed the duration of the approved leave and may not exceed the employee's regular, budgeted hours.
2. The employee receives hours from the Donated Bank. As hours available in the bank are generally minimal, awards from the bank are limited to those on a continuous leave and they may not receive more than 50% of their regular, budgeted hours (or maximum of 40 hours per pay period). The actual donation amount received is dependent on the hours available in the bank each pay period.

For more information, contact the Human Resources Department.

### **Termination of Employment**

In the event of resignation, retirement, or death of an employee, any vacation earned and unused will be paid out on the employee's final paycheck.

## **13. VOLUNTARY EMPLOYEE ASSISTANCE PROGRAM**

As our world becomes more complex, personal and family problems increase and also become more complicated. These problems, whether emotional, marital, family related, alcohol and drug, or psychological, affect more families every day. Wood County wants to ensure that help is available to assist employees in dealing with these types of problems. Therefore, we offer an Employee Assistance Program (EAP) that is available to all Wood County employees, their spouse, and their dependent children. The EAP provides free problem assessment, referral, and/or follow-up consultation. They can also help find other resources, if necessary, to help employees deal with any issues or problems, including support groups or community programs.

Participation in the program is voluntary and all contacts with the EAP are confidential. Counselors are available 24 hours a day. EAP can be contacted at:

### **Ascension Employee Assistance Program**

Phone: 1-800-540-3758

Email: [eap@ascension.org](mailto:eap@ascension.org)

Website: [www.ascensioneap.org](http://www.ascensioneap.org)

## NOTES



## **ACKNOWLEDGMENT OF RECEIPT**

I, \_\_\_\_\_, acknowledge that I have received access to the Wood County Employee Policy Handbook (Handbook) as of the date indicated below. I understand that it is my responsibility to read and familiarize myself with the policies, guidelines, and procedures outlined in the Handbook. Wood County reserves the right to amend, change, or delete any or all of these policies with or without prior notice. I understand that any questions, which may arise from the contents of this Handbook, can be clarified by contacting the Human Resources Department.

This "Acknowledgment of Receipt", the Handbook, and policies and procedures contained therein, are not intended to, nor do they, constitute any contract of employment, or imply a contract of employment obligating either the employee or Wood County, except as specified in those policies and procedures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date