



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 04/13/2017

Amended* Post Date:

The following documents are included in the packet for the Personnel Committee on April 13, 2017:

- 1) Agenda
- 2) Draft minutes from the 03/23/17
- 3) Amending Ordinance 1042 – 2012 Green Lake County Personnel Policies and Procedures Manual



GREEN LAKE COUNTY

OFFICE OF THE COUNTY CLERK

**Elizabeth Otto
County Clerk**

**Office: 920-294-4005
FAX: 920-294-4009**

Personnel Committee Meeting Notice

Date: April 20, 2017 Time: 6:00 PM

**Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI**

AGENDA

Committee Members

*Joe Gonyo,
Chairman
Paul Schwandt, Vice-
Chair
Robert Lyon
Robert Schweder
Sue Wendt*

*Elizabeth Otto,
Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 3/23/2017
6. Correspondence
7. Review of Administrative Policy Manual
8. Review of Personnel Policies & Procedures Manual
9. Resolutions/Ordinances
 - Ordinance relating to Amending Personnel Policies & Procedures Manual Ordinance 1042-2012
10. Discussion and possible action regarding NeoGov software
11. Clerk's Report
12. Consider Motion to Convene into Closed Session per:
 - Wis. Stat. § (1) (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session.
This closed session relates to bargaining strategy- WPPA.
13. Reconvene to open session to take action, if appropriate, on matters discussed in closed session.
14. Committee Discussion
 - Future Meeting Dates: Meeting May 20, 2017 at 6:00 pm
 - Future Agenda items for action & discussion
15. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or Audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.

PERSONNEL COMMITTEE MEETING
March 23, 2017

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 6:00 PM on Thursday, March 23, 2017 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present:	Joe Gonyo Robert Schweder Paul Schwandt Robert Lyon	Absent:	Sue Wendt
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Also Present:	Liz Otto, County Clerk Cathy Schmit, Cty Administrator Harley Reabe, Cty Board Chair	Dawn Klockow, Corporation Counsel Sheriff Mark Podoll
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AGENDA

Motion/second (Schweder/Schwandt) to approve the agenda. Motion carried.

MINUTES

Motion/second (Schwandt/Schweder) to approve the minutes of February 23, February 28, and March 21, 2017 as presented. Motion carried.

CORRESPONDENCE – None

REVIEW OF ADMINISTRATIVE POLICY MANUAL

Administrator Cathy Schmit stated that she is still working on this manual and will update next month.

REVIEW OF PERSONNEL POLICIES AND PROCEDURES MANUAL

Administrator Cathy Schmit went through the additional updates that she has made since last month. Discussion held. An ordinance amendment will be drafted and presented at the next meeting.

RESOLUTIONS/ORDINANCES - None

CLERK'S REPORT – None

CONSIDER MOTION TO CONVENE INTO CLOSED SESSION

Motion/second (Schweder/Schwandt) to convene into Closed Session at 6:14 PM per Wis. Stat. §(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session – this Closed Session relates to bargaining strategy – WPPA.

Roll call vote – Ayes – 4, Nays – 0, Absent – 1 (Wendt), Abstain – 0. Motion carried.

CONSIDER MOTION TO CONVENE INTO OPEN SESSION

Motion/second (Schwandt/Schweder) to reconvene into Open Session at 7:16 PM.

Roll call vote – Ayes – 4, Nays – 0, Absent – 1 (Wendt), Abstain – 0. Motion carried. No action taken in Closed Session.

COMMITTEE DISCUSSION

Future meeting date: Regular meeting – April 20, 2017 at 6:00 PM

Future agenda items: WPPA negotiations

ADJOURNMENT

Chairman Gonyo adjourned the meeting at 7:17 PM.

Submitted by,

Liz Otto
County Clerk

ORDINANCE NO. –2017

Amending Ordinance 1042 – 2012 Green Lake County Personnel Policies and Procedures Manual

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 16thth day of May 2017, does ordain as follows:

WHEREAS, it is necessary to have up-to-date policies and procedures for the orderly and efficient handling of personnel related matters throughout Green Lake County Departments and offices;

NOW, THEREFORE, BE IT ORDAINED, that the Green Lake County Personnel Policies and Procedures Manual shall be amended as follows:

The text amendments are attached hereto. Deletions are indicated in ~~strikeout~~. Additions or changes are indicated in **bold underline** type.

BE IT FURTHER ORDAINED, that any ordinance inconsistent with this ordinance is hereby repealed.

BE IT FURTHER ORDAINED, that this ordinance shall become effective upon passage and publication

Roll Call on Ordinance No. – 2017

Aye____, Nay____, Absent____, Abstain____

Submitted by Personnel Committee

Passed & Enacted/Rejected this 16th
day of May, 2017

Joe Gonyo, Chair

County Board Chairman

Paul Schwandt, Vice-Chair

Attest: County Clerk
Approved as to Form:

Robert Lyon

Corporation Counsel

Robert Schweder

Sue Wendt

Section 1. Article I. Administrative and Legal Policies, Equal Opportunity Employment, Paragraph three shall be amended to read:

Any employee who believes that a violation of any portion of this policy has occurred should bring such violation to the attention of the County Administrator Clerk or the County Board Chairperson who will investigate and remedy any violation found to have occurred. Green Lake County prohibits retaliation against any employee who makes a good faith report of discrimination. Any employees, including managers, involved in discriminatory practices will be subject to corrective actions up to and including discharge.

Section 2. Article I. Administrative and Legal Policies, Chain of Command, shall be amended to read:

The Administrative Coordinator County Administrator is the primary professional advisor to the County Board Chair and oversees the day to day operations of the County including the development, supervision, and operation of the County, its personnel and facilities. The Administrative Coordinator County Administrator is provided with the discretion to determine the best method of implementing the policy decisions of the County Board.

The Department Heads of the County are part of the management team and report to the County Administrator ~~controlling committees~~. Supervisors are subordinate to the Department Heads and are also members of the management team. This management team concept is the process by which a recommendation for County action is developed and the decision implemented.

All staff members and Supervisors shall be responsible for referring matters requiring attention to their Supervisor, who shall refer such matters to the next higher authority, when necessary, and ~~through the Administrative Coordinator~~ to the County Administrator ~~County Board~~. Each employee is to keep the person to whom that the employee reports informed of the employee's activities by whatever means the Supervisor deems appropriate. Unless otherwise provided in this Manual, if an employee has any questions, concerns, opinions or suggestions about the information contained in this Manual, Departmental Rules or about any other aspect of their job, including problems with any other County employees, then those issues should be delivered through the chain of command by first raising the issue with their Supervisor and proceeding onward through the chain of command to the extent necessary and appropriate.

Any employee who receives directives or requests, either verbal or written, that are outside of normal delivery of services, from any individual citizen, business representative or elected or appointed official is to immediately report such directive or request to the employee's Supervisor. No specific directives or requests from such persons are to be fulfilled unless permission to do so is given by the employee's Supervisor.

Section 3. Article I. Administrative and Legal Policies, Work Week, Paragraph three, shall be amended to read:

Unless otherwise determined by a Department Head or Supervisor in their sole discretion as circumstances may require, employees who work a full time shift will be provided with a one-half (1/2) hour unpaid lunch break which will normally fall between 11:30 a.m. and 1:00 p.m.. Employees of some Departments may receive up to a one (1) hour unpaid lunch break, depending upon the service hours of the Department. Employees may not skip lunch periods or use them at the beginning or end of the workday, without the specific approval of the employee's Department Head or Supervisor. **Employees who skip lunch periods shall not earn flex, comp or overtime for the lunch period without express approval of the Department Head and County Administrator.** Employees are considered off duty, and are free to leave the premises, during lunch periods.

Section 4. Article I. Administrative and Legal Policies, Section "Record Keeping of Hours" is created:

RECORDKEEPING OF HOURS

Timesheets. All employee, whether non-exempt, partially exempt or exempt, are required to record their hours worked on time sheets provided by the County. All employees should also record time off such as vacations, holidays and sick time on time sheets provided by the County.

Section 5. Article I. Administrative and Legal Policies, Overtime and Compensatory Time, Overtime Pay is amended to read:

Overtime Pay. Under the FLSA, non-exempt employees are entitled to be paid premium overtime pay at one and one-half (1½) times the employee's regular rate of pay for all overtime hours worked over forty (40) in a workweek. Partially exempt employees are entitled to be paid premium overtime pay at one and one-half (1 ½) times the ~~employers~~ employee's regular rate of pay for all hours worked over the established work period. Premium overtime pay is based on actual hours worked. Sick leave, vacation leave, compensatory time off, on-call premiums or any other paid and unpaid leaves of absence, are not considered hours worked for purposes of determining overtime pay under the FLSA. Overtime pay shall be paid in the pay period in which the overtime was earned.

Section 6. Article I. Administrative and Legal Policies, Unauthorized Hours and Working From Home, is amended to read:

Non-exempt and partially exempt County employees are prohibited from working outside their scheduled hours without the express approval of their Department Head. Non-exempt and partially exempt employees who work prior to or following their shifts without authorization shall be subject to discipline up to and including discharge from employment.

Exempt. Non-exempt and partially exempt employees are generally prohibited from working at home. However, the County recognizes that there could be circumstances which would make it necessary for an employee to work from their home but only on a very limited and temporary basis. If circumstances warrant such a decision, prior approval must be granted by the Department Head and County

Administrator Administrative Coordinator and Committee of Jurisdiction and all time worked by the employee must be recorded accurately in writing. Non-exempt and partially exempt employees who work from home without prior approval shall be subject to discipline up to and including discharge from employment.

Section 7. Article I. Administrative and Legal Policies, Return to Work Policy, is amended to read:

The County desires that employees who are unable to perform the functions of their regular job because of a work-related injury or illness that prevents their return to regular assigned duty should, where possible, be temporarily assigned alternative productive work subject to necessary medical certification. The County does not assign employees to non-productive work. It does desire to obtain the benefits of a temporary assignment of alternative productive work which maintains a level of activity, productivity, serves a therapeutic purpose and which quickens the employee's return to regular assignment. Alternative productive work is reserved for employees that are temporarily disabled because of a work-related injury or illness. Alternative productive work may be assigned within or outside an employee's regular department. THE WORK ASSIGNED UNDER THIS POLICY IS NOT PERMANENT IN NATURE AND THE COUNTY RETAINS THE ABSOLUTE DISCRETION TO MODIFY WORK ASSIGNED HEREUNDER AT ANY TIME.

Procedure:

1. An employee injured or suffering an illness at work will provide to their Supervisor, as soon as possible, written certification of any restrictions imposed upon them by a licensed medical provider. This will include the projected duration of the restriction(s) and should indicate whether the Employee may: (1) return to work with no restrictions; or (2) return to work with restrictions. Failure to report may subject the Employee to disciplinary action.
2. The County Administrator Administrative Coordinator in cooperation with the Department Head will evaluate the restriction(s) and determine if temporary assignment of alternative productive work is available. The County Administrator with the Department Head with the Administrative Coordinator may recommend assignment of the restricted employee to such available work and for the hours that such work is available.
3. It is expressly understood that:
 - a) No obligation exists for the County to provide or create a temporary assignment of alternative productive work or convert a regular job for the purposes of a temporary assignment.
 - b) Temporary assignment of alternative productive work does not create a regular employment opportunity and is made as a temporary assignment only which will terminate at the conclusion of a specified time period. The specific end date of the assignment will be communicated clearly in writing to the employee upon temporary assignment of alternative productive work. Vacation and paid holidays may be excluded in calculating the time period.
 - c) Unused accrued vacation and sick leave may be used in lieu of a temporary assignment to alternative productive work.
 - d) The County Administrator Administrative Coordinator with the Department Head will determine the amount of temporary assignment of alternative productive work available in any department.

- e) Temporary assignment of alternative productive work is separate and distinct from the duties of the employee's regular job. However, the employee may be assigned to perform those duties of the regular job that the employee can perform without restriction or limitation.
 - f) An employee is entitled to remain on unpaid FMLA leave until the FMLA leave entitlement is exhausted. Nothing in this policy shall be construed as limiting an employee's state and federal FMLA rights.
 - g) Temporary assignment of alternative productive work may be considered only when an employee is certified by a licensed medical provider as unable to perform the functions of their regular job.
 - h) An employee's regular work schedule may change during the temporary assignment of alternative productive work to accommodate the department's needs.
 - i) If alternative productive work is unavailable within an employee's regular department, the County **Administrator** may assign alternative productive work to the employee outside the employee's regular department.
4. All temporary assignment of alternative productive work will be reviewed each thirty (30) calendar day period by the respective Department Head and the **County Administrator Administrative Coordinator**.
 5. This procedure does not in any way constitute an employment contract and the County reserves the right to amend this procedure at any time.

Section 8. Article I. Administrative and Legal Policies, Performance Evaluations, is amended to read:

All employees are expected to satisfy or exceed the levels of performance required of the positions in which they are employed. An employee must meet County standards of work quality and must accomplish work within the time limits established by the County. The County conducts periodic performance evaluations of employees with the exception of elected officials. Performance evaluation results may be considered and used for a variety of reasons including, without limitation, decisions affecting placement, transfers, salary advancement, promotions, demotions, layoffs, discipline, discharge and training. **Employees who do not satisfy the levels of performance expected by the County, who exhibit poor work performance, or who are unable to work with other employees may be disciplined, up to and including termination.**

Section 9. Article I. Administrative and Legal Policies, Resignations – Termination Pay, is amended to read:

In order to receive termination pay, employees shall give Green Lake County a minimum of fifteen (15) calendar days written notice of termination to **their Department Head the County Clerk.** Department Heads shall be required to give **Green Lake County a minimum of** thirty (30) calendar days written notice of termination to the **County Administrator County Clerk.** **Department Heads who are elected officials must follow the statutory procedure for resigning their elected office.** Termination pay shall consist of payment for any unused vacation earned at the last anniversary date, and holiday pay for law enforcement personnel only, earned to the last day of employment. The employee with at least one year of service shall receive credit for pro-rated days earned to the last full month completed after the anniversary date. Under no circumstances shall employees whose employment is involuntarily terminated for any reason, including, without limitation, layoff, be entitled to termination pay under this policy.

Employees must actually work through their notice period and may not use benefited time or regularly scheduled days off to complete their notice period or extend their last date of employment (except in cases of an emergency). For example, an employee may not resign effective July 2 and take vacation or other paid leave as their last two weeks of employment.

Section 10. Article I. Administrative and Legal Policies, Unpaid Leaves of Absence, is amended to read:

The County will grant unpaid leaves of absence for defined durations when required by law and may otherwise grant unpaid leaves of absence when the County determines, in its sole discretion, that granting of such leave is in the best interests of the County. Unless otherwise required by law, the following conditions shall govern the granting of discretionary leaves:

1. Except as provided by law, no continuous unpaid leave of absence in excess of six (6) months shall be granted.
2. Any request for an unpaid leave of absence shall be submitted in writing by the requesting employee to their Department Head as far in advance of the anticipated leave dates as possible. The Department Head will present the request to the County Administrator ~~governing committee and the Personnel Committee or its designees~~. Except in unavoidable situations, no unpaid leave of absence shall be granted retroactively.
3. No unpaid leave of absence shall be granted unless all available paid leave, including, without limitation, sick leave, vacation and floating holidays have been used, except as provided by law.
4. An employee granted unpaid leave of absence shall not be employed elsewhere during this leave period, unless for military leave.
5. In the event of sickness when the employee does not have available sick leave, vacation or floating holiday, the County Administrator ~~Administrative Coordinator~~ may, with the Department Head's concurrence, approve unpaid leave up to 3 consecutive days.

Unless required by law, paid benefits and any applicable service credits shall not continue during an unpaid leave of absence. Employees are responsible for paying the total of his or her monthly health insurance premium during an unpaid leave of absence unless otherwise required by law. All leaves granted under this section which would qualify as leaves under the State or Federal Family and Medical Leave Act or other applicable law will be administered in accordance with, and counted as, leaves taken pursuant to those acts.

Section 11. Article I. Administrative and Legal Policies, Voluntary Shared Leave, is amended as follows:

The County permits employees to assist other employees by donating earned vacation, personal days and/or holidays in the case of a prolonged, life threatening medical condition or accident which exhausts the employee's available paid leave sources, i.e., sick leave, vacation, floating holiday and compensatory time, and forces the employee to be on a leave without pay status. The County's Voluntary Shared Leave

policy is attached to this Manual as Appendix E. Authorizations and approvals under this program are at the sole discretion of the County Administrator Personnel Committee.

Program Guidelines:

1. Participation in the Voluntary Unpaid Leave Program requires approval by the Department Head and County Administrator Administrative Coordinator.
2. Requests will be reviewed on a case-by-case basis and unpaid time off will be granted **only** if it results in a cost savings, deemed in the public's interest, reflect the operational needs of the employee's department and it does not adversely affect services to the public. Leave that causes an increase in costs or requires overtime for other employees or when employee returns will not be approved.
3. Leave requests must be for an employee's normal or regular shift hours. Voluntary leave can only be taken in full day increments up to a maximum of one week during the program period.
4. An employee's vacation, floating holiday and/or compensatory time balance(s) do not have to be exhausted before voluntary unpaid leave is requested.
5. All leaves will be voluntary and without compensation; however, the employee's current benefits (vacation and sick leave accrual and County contribution of the insurance programs for which the employee is a current participant) will be maintained provided an employee meets all of the other applicable eligibility requirements associated with the particular benefit.
6. Use of this program does not eliminate the requirement for employees to use all accrued vacation by each anniversary date and will not result in carryover vacation.
7. The County reserves the right to rescind or modify the Voluntary Leave Unpaid Leave Program with or without notice, and at its sole discretion.
8. An employee must be in pay status (**not on approved or unapproved unpaid leave**) the day before and following a holiday to be eligible for holiday pay.

Procedure:

1. An employee must submit a Voluntary Unpaid Leave Program request form to their immediate Department Head to request time off under this program.
2. Department Head will approve or deny the request and forward any approved requests to the County Administrator Administrative Coordinator for final approval/denial.
3. If the request for unpaid leave is by a Department Head, the request must be submitted to the County Administrator governing committee chairperson who will approve or deny the request. ~~The governing committee chairperson will forward any approved requests to the Administrative Coordinator for final approval/denial.~~

Section 12. Article II. Employee Conduct, Respectful Workplace, is amended to read:

Green Lake County strives to maintain a workplace that fosters mutual respect and promotes harmonious, productive working relationships. The County believes in going beyond what is required by law and expects employees to treat each other in a manner in which they would like to be treated and to give to others the respect that is due to every individual whether it is a fellow employee, member of management, client, customer, vendor or visitor to our premises. Therefore, Green Lake County prohibits any behavior that is discourteous or demeaning to other employees. Disrespectful behavior may include, but is not limited to, the following:

- Jokes that demean another individual or group of individuals;
- Name calling or nicknames that may be offensive;
- Taking credit for another individual's work or ideas;
- Refusing to communicate or speak with another individual;
- Offensive verbal, visual, or physical conduct;
- Repeated negative comments about others, either verbally or in writing;
- Threatening another individual;
- Invading another's privacy;
- Knowingly blaming other individuals for a mistake they did not make;
- Purposely invading another's personal space;
- Gossiping about another individual; and
- Any type of "bullying" behavior;
- Any type of "cyber" bullying.

The County expects that everyone will act responsibly to establish a pleasant and friendly work environment. However, if an employee feels he/she has been subjected to any form of disrespectful behavior or bullying, the employee should report that conduct to his/her immediate supervisor, another member of management or the County Administrator Administrative Coordinator within seven calendar days of the offense. To report disrespectful behavior or bullying by the County Administrator or members of the County Board, the employee should contact the County Board Chair. To report disrespectful behavior or bullying by the County Board Chair, the employee should contact the Corporation Counsel. Employees are not required to approach the person who was disrespectful to them and may bypass any offending member of management. All employees should notify a member of management regarding any disrespectful behavior that they witness or are told another person received.

The County Administrator will conduct an investigation in as confidential a manner as possible. Interviews, allegations, statements and identities will be kept confidential to the extent possible. However, the County Administrator will not allow the goal of confidentiality to be a deterrent to an effective investigation. A timely resolution of each complaint will be reached and communicated to the employee. Appropriate corrective action, up to and including discharge, will be taken promptly against any employee engaging in disrespectful behavior. The corrective action issued will be proportional to the severity of the conduct. The alleged perpetrator's employment history and any similar complaints of prior disrespectful behavior will be taken into consideration.

Section 13. Article II. Employee Conduct, Workplace Safety, is amended to read:

It is the interest of the County to provide a safe environment for employees and to properly manage any conditions, hazards or incidents that do develop so as to minimize injury and other forms of loss. The County's workplace safety policy is set forth as an Appendix F to this Manual. If you have questions regarding the policy, please contact the County Administrator Administrative Coordinator.

Section 14. Article II. Employee Conduct, Workplace Violence, is amended to read:

The County will not tolerate acts of workplace violence committed by or against employees and strictly prohibits employees from making threats, possession, use, or threat of use of any weapon in the workplace, or engaging in violent acts. For the purposes of this policy, the word "violence" includes any act which is physically abusive, indicates the potential for violence (throwing objects, shaking fists, verbally threatening and the like) or intentionally damages personal or County property. This is a zero-tolerance policy, meaning that the County will discipline or terminate any employee found to have violated this policy. Workplace violence does not include the use of reasonable force in the defense of oneself or others. Prohibited conduct for purposes of this policy includes, but is not limited to:

- Injuring another person physically.
- Engaging in behavior that creates a reasonable fear of injury in another person.
- Engaging in behavior that subjects another individual to extreme emotional distress.
- Possessing or using a weapon while on County premises or engaged in County business.
- Brandishing a weapon while on County premises or engaged in County business.
- Damaging property intentionally.
- Threatening to injure an individual, damage property or stalking incidents.
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

All employees shall notify their supervisor whenever they have witnessed, experienced, or become aware of any act or threat of workplace violence. As an alternative means of reports of acts or threats of violence, an employee may report such incidents of workplace violence to their Department Head, any Supervisory employee in any county department (including the sheriff's department) or to the County Administrator Administrative Coordinator.

The identity of the individual making a report will be protected as much as is practicable. Retaliation and/or reprisal against an employee who genuinely reports threats of workplace violence in good faith are prohibited. Anyone who engages in or assists in any retaliatory actions will be subject to disciplinary action, up to and including termination of employment.

It is the policy of the County to investigate reports of workplace violence for all acts occurring on County property or against an employee acting in their capacity as an employee. Employees are expected to cooperate with the investigation of any workplace violence incidents. Employees who fail to cooperate with an investigation, who give false information or who retaliate against an employee for making a report of workplace violence or for participating in a workplace violence investigation will be subject to disciplinary action, up to and including termination of employment. Likewise, employees who intentionally make false reports will be subject to discipline, up to and including termination.

Employees who are seeking or have obtained restraining orders or injunctions against another person(s) should notify their Supervisor so that appropriate measures can be taken. When an injunction or restraining order lists County facilities as being protected areas, employees must provide their Supervisor with a copy of any injunction or restraining order which is granted, and a copy of any injunction or restraining order which is made permanent.

All employees who commit violent acts or who otherwise violate this policy are subject to discipline up to and including termination. The County will seek the prosecution of all who engage in violence on county premises or against its employees while they are engaged in County business.

Section 15, Article II. Employee Conduct, Confidentiality and Requests for Information, is amended to read:

County employees may have access to confidential, client, personnel or other sensitive information. This may include, without limitation, information concerning a citizen's or employee's financial status, a citizen's or employee's medical status and condition as well as the County's business practices including purchasing and negotiating strategies, and employee records (collectively "confidential information"). This confidential information cannot be disclosed to any County personnel who do not have a legitimate business need to know such information or to persons outside of the County without the express authorization of the County Administrator ~~Administrative Coordinator~~ or Department Head. There may be special circumstances in which the information may be released only with specific signed releases that may be time sensitive. All employees are responsible for protecting the confidentiality of this information.

Likewise, no information concerning the internal operations of the County, including but not limited to the release of records of the County, may occur except through, and with the permission of, the County Administrator ~~Administrative Coordinator~~ or individual Department Heads. If requests for information are received by employees, whether on or off duty, from any person, the employee is required to politely decline to provide such information and to direct that individual to the County Administrator ~~Administrative Coordinator~~ or Department Head for a response to that inquiry. The County's custodian of records is responsible for the disclosure of records pursuant to requests for records under Wisconsin's Public Records Law. Unless directed by the County's custodian of records, employees shall not act as the County's custodian of records or disseminate information.

Section 16. Article II. Employee Conduct, Drug and Alcohol Policy, is amended to read:

No employee may use, possess, manufacture, distribute, sell, or be under the influence of alcohol or illegal drugs while on County premises or while conducting business-related activities off of County premises. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Should an employee be requested to report for an unscheduled work assignment after consumption of alcoholic beverages or drugs, to include judgment/physical dexterity altering prescription drugs, the employee shall inform the requester of their unsuitability for work, rather than reporting in the impaired condition. No action shall be taken against any employee for reporting that he or she is unsuitable to report to work the latter situation. Any employee observed to have either reported for work or returned to work from

lunch/break period in an impaired condition shall be immediately suspended from work for the balance of that workday without pay pending any further disciplinary action by the County. Any level of consumption may be construed as causing impairment by the employee's Department Head.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the County of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction. Appropriate personnel action, including discipline up to and including discharge and/or participation in a drug assistance or rehabilitation program may result after notice of the conviction is received.

Employees who are involved in a work-place accident or who are suspected of being under the influence of alcohol or an illegal drug during work hours may be required to undergo drug and alcohol testing.

Section 17. Article II. Employee Conduct, Employee Assistance Program, is amended to read:

While the County has no intention of intruding into the personal lives of employees, it is recognized that difficult personal issues may eventually take a toll on job performance. Likewise, the County is dedicated to providing a work environment that supports and encourages employee and workplace health. To that purpose, the County encourages healthy eating habits, physical activity and employee participation in worksite wellness programs.

Employees experiencing a drug, alcohol or other personal problems such as relationship issues, financial and legal concerns and depression and anxiety are strongly encouraged to seek assistance through the Employee Assistance Program (EAP). Green Lake County offers an employee Assistance Program to promote mental and emotional health. Employee Participation in EAP does not preclude the County from taking appropriate disciplinary action up to and including discharge for any reason. Further information regarding the County's EAP is available from the County Administrator Administrative Coordinator.

Section 18. Article II. Employee Conduct, Dress and Grooming, is amended to read:

All employees are to dress and be groomed appropriately for the job in accordance with department requirements, health and safety standards. Clothing shall be clean and neatly pressed. Shoes must provide secure footing and offer protection against hazards with a non-slip sole. Employees should avoid clothing, hairstyles or jewelry that may detract from or interfere with the performance of their work or which might detract from the public service mission or image of the County.

For appropriate office wear, business casual clothing/footwear consists of less formal wear than business suits. It does not include T-shirts, tank tops, sweat shirts, sports jerseys, sweat pants, ~~denim jeans of any type~~, shorts, leggings or jogging suits, crocs, beach-type sandals, flip flops and platforms; however, with permission of the Department Head, employees may wear special clothing on designated days. Clothing must cover all body areas that may be considered offensive. Body piercing, such as nose, lip, eyebrow, cheek and tongue, are not allowed. Earrings must be ~~conservative in nature and~~ not pose a safety risk. Every effort should be made to cover all body tattoos. Persons assigned to field inspection work may wear casual clothing, including denim jeans, on days involving field inspections.

In the event of any questions regarding the appropriateness of any particular style of clothing or grooming, the County Administrator Administrative Coordinator shall make the final determination.

~~County Board Supervisors are representing citizens of Green Lake County and should dress appropriately for County Board meetings. Appropriate dress shall be determined by the County Board Chairman.~~

Employees are required to wear a signature/photo identification badge. Badges are to be worn on the job to identify individuals as Green Lake County employees. In the event an employee loses their badge, that employee must notify the County Clerk or County Administrator immediately and shall pay a replacement cost of \$10.00. Wearing of identification adds an additional degree of employee safety in the work place. Uniformed law enforcement personnel are exempt from this requirement.

Section 19. Article II. Employee Conduct, Information Technology, paragraph B.5.e, is amended to read:

- e. Restricted materials – IT resources will not be used to access or distribute materials that are restricted either by law or by County policy. This includes material deemed offensive by the County Administrator and/or IT Committee (law enforcement activities are exempt).

Section 20. Article I. Administrative and Legal Policies, Social Media and Networking and use of Personal Communication Devices, Guidelines for Social Media Use, is amended to read:

4. If you are communicating as an employee of the County in your online communications, you must be aware that readers will assume you “speak for the County.” Therefore, all of your online communications, when you are actually acting on behalf of the County, or creating the appearance that you are doing so, must be professional at all times and reflect positively on the County. Never pretend to be someone else and post information about the County. Tracking tools enable supposedly anonymous posts to be traced back to their authors. The foregoing provision does not prohibit law enforcement or other departments from pretending to be someone else in business-related social media for purposes of locating individuals or perpetrators or any other lawful purpose. If you use social media, you may not, without express permission from the County Administrator ~~Administrative Coordinator~~, use the County’s logo, likeness or any photographs or other property that belongs to the County.

If you have any questions regarding the application of the social media and networking and use of personal communication devices policy, please contact the County Administrator ~~Administrative Coordinator~~. Employees who fail to comply with the policy as set forth herein will be subject to discipline, up to and including discharge from employment.

Section 21. Article II. Employee Conduct, Use of Personal Appliances, is amended to read:

USE OF ~~PERSONAL~~ APPLIANCES

Perishable food items are prohibited in desks or work spaces as are burning candles in any office or work space.

Employees may only use kitchen ~~personal electrical~~ appliances in break rooms or other areas specifically designated by the County for use of such devices. All electrical appliances in these areas must be

approved for use by the **County Administrator and/or** Maintenance Supervisor.

~~Personal~~ Space heaters are prohibited in individual offices except for verified and approved medical conditions, ~~personal~~-circulating fans and all other electrical appliances are also prohibited from use in individual offices unless approved by the **County Administrator and/or** Maintenance Supervisor.

~~Personal battery operated~~ Radios and iPods may be allowed in offices or work spaces if approved by the Department Head.

Section 22. Article II. Employee Conduct, Anti-Nepotism, is amended to read:

This policy does not exist for the purpose of depriving any citizen of an equal opportunity for County employment. It has been established solely to eliminate the possibility of preferential treatment given in favor of relatives or to subject the employing authority to possible criticism.

1. Governing Committee If a committee member is related to an applicant or an employee as an immediate relative, the committee member shall be disqualified from participation in the recruitment, evaluation and selection of such immediate relative. The phrase "immediate relative" is defined as a spouse, child, stepchild, parent, stepparent, brother, sister, brother in law, sister in law, grandparent, grandchild, father in law, mother in law, uncle, aunt, niece, nephew or first cousin.

Committee members shall not serve as a reference for an applicant whose application they will be reviewing.

If a committee member is listed as a reference by any of the applicants for a position, the committee member must be disqualified from the selection process.

12. Direct Supervision An immediate relative, as defined above, is prohibited from directly supervising or being directly supervised by their immediate relative. **For purposes of this section, an "immediate relative" is defined as a spouse, child, stepchild, parent, stepparent, brother, sister, brother-in-law, sister-in-law, grandparent, grandchild, father-in-law, mother-in-law, uncle, aunt, niece, nephew or first cousin.**

23. Statutory Provisions Positions in County service governed by State or Federal Statutes will also be governed by these policies and procedures insofar as there is no conflict. In the latter instance, the State or Federal Statute shall prevail.

Section 23. Article II. Employee Conduct, Grievance Procedure, is amended to read:

The County has adopted a grievance procedure in accordance with Wis. Stat. § 66.0509(1m). The grievance procedure outlines the actions which may be grieved, the Employees who are eligible to utilize the grievance procedure and the procedures and processes for resolving grievances. The Grievance Procedure is set forth as Appendix J to this Manual. If you have questions regarding the policy, please contact the **County Administrator** **County Clerk**.

Section 24. Article III. Benefits, Paid Holidays, is amended to read:

The following paid holidays will be granted to all ~~non-exempt~~ regular full-time and regular part-time employees:

New Year's Day
Memorial Day
July 4th
Labor Day
Thanksgiving
Friday after Thanksgiving
Christmas Eve
Christmas
New Year's Eve

Section 25. Article III. Benefits, Sick Leave, Section A. Allocation of Paid Sick Leave, is amended to read:

Subject to applicable collective bargaining agreements, all **regular** full-time employees will be granted sick leave, with pay, at the rate of nine (9) days per calendar year. For the purpose of definition, sick leave means absence from duty because of an employee's illness or injury.

Section 26. Article III. Benefits, Sick Leave, Section B. Health Leave Bank, Paragraph 2, is amended to read:

2. Limitations. Employees whose current sick leave bank exceeds the maximum accumulation amount of the health leave bank will be allowed to receive paid sick leave annually but will not be allowed to carry over any sick leave days into the health leave bank unless and until their current sick leave bank falls under the one hundred (100) ~~thirty (30)~~-day maximum amount.

Section 27. Article III. Benefits, Funeral Leave is amended to read:

Employees shall be allowed up to three (3) workdays off, with pay, to arrange for and attend the funeral of a member of their immediate family. Immediate family is defined as parent, step-parent, brother, sister, child, stepchild, current spouse, current mother-in-law, current father-in-law, employee or employee's spouse's grandchild, ~~grandparent~~, current son-in-law, or current daughter-in-law or any dependent who resides with the Employee. One (1) day absence from work with pay shall be granted to employees attending the funeral or memorial service of the employee or employee's spouse's **grandparent**, current brother-in-law, current sister-in-law, uncle, aunt, niece or nephew.

Employees who are regularly scheduled to work a 2080 hour work year shall receive eight (8) hours paid time off per funeral leave day at their base rate. Employees who are regularly scheduled to work a 1950 hour work year shall receive seven and one-half (7.5) hours of paid time off per funeral day at their base rate. Employees who are regularly scheduled to work an 1820 hour work year shall receive seven (7) hours of paid time off per funeral day at their base rate. In no event shall any Employee receive more than eight (8) hours of paid time off for a funeral day.

Regular part-time employees are eligible for funeral days. The paid time off for funeral days for regular part-time employees will be calculated on a pro-rata basis at the employee's base hourly rate in accordance with the formula found in the definition of "regular part-time" employee in this Manual.

Only full time law enforcement—24/7 employees are eligible to receive the funeral leave benefit. Part-time law enforcement—24/7 employees are not entitled to receive the benefit.

New employees shall be provided with funeral leave on a pro rata basis based on the date of hire. Employees shall have the option of using other paid leave, other than sick leave, to attend the funeral of others not listed above.

Section 28. Article III. Benefits, Jury Duty, is amended to read:

When called for jury duty, an employee shall receive their normal pay less the amount received for the jury duty. The payroll clerk must be informed of the days involved and the amounts received as soon as is practicable after the completion of jury duty. Employees are required to return to work following jury duty unless excused from returning by their Department Head. **Jury duty hours served during regular work hours shall count towards hours worked when calculating overtime compensation.**

Section 29. Article III. Benefits, Vacation, the last paragraph of the section, is amended to read:

All vacation days shall be used within twelve (12) months of the anniversary year received. No carryover of vacation is permitted. At termination of employment, unused vacation days granted on the employee's anniversary date will be paid to the employee provided the required fifteen (15) or thirty (30) days (for Department Heads) advance notice, in writing, of such termination has been made to the ~~County Clerk~~ **Department Head and/or County Administrator.**

Section 30. Article III. Benefits, Wisconsin Retirement Fund, is amended to read:

As a public employer, the County participates in the Wisconsin Retirement System (WRS). The County will make employer required WRS contributions as required by law. Employees should direct all questions involving WRS eligibility or contribution levels to the ~~County Clerk~~ **Administrative Coordinator** or the Department of Employee Trust Funds at 1-877-533-5020.

Section 31. Appendix B, Family and Medical Leave, Section C. Family Illness Leave, is amended to read:

C. FAMILY ILLNESS LEAVE.

1. Unpaid family illness leave may be used to care for an individual, who has a serious health condition and is the employee's:

- a. Spouse

- b. Biological, adopted or foster child
- c. Child for which the employee stands "in loco parentis"
- d. Biological or adoptive parent or person who stood "in loco parentis" to employee when the employee was a child
- e. Spouse's parent
- f. Domestic partner
- g. Domestic partner's parent

Section 32. Appendix B. Family and Medical Leave, Section F. Medical Certification, is amended to read:

1. If an employee requests leave under this policy the employee must obtain a medical certification form from the County Administrator Personnel Department. This form must be completed by the employee and the health care provider treating the family member or employee. In the case of placement for adoption or foster care, a copy of the legal documentation attached to the medical certification form will substitute for the health care provider's certification.

Section 33. Appendix B. Family and Medical Leave, Section G. Insurance and Benefits, is amended to read:

1. While an employee is on approved paid leave, benefits continue as if the employee remained at work. While an employee is on approved unpaid leave, the County will maintain group health insurance under the conditions that applied before the leave began, and the employee will make arrangements to pay the employee's portion of the health insurance premium and the full premium for life ~~and dental~~ insurance during the term of the unpaid leave. The County's obligation to maintain health insurance benefits will terminate if and when an employee informs the County of an intent not to return to work at the end of the leave period, if the employee fails to return to work when leave entitlement is depleted, or if the employee fails to make any required payments while on leave.

Section 34. Appendix B. Family and Medical Leave, Section I. Interpretation, is amended to read:

Any questions regarding Family and Medical Leave use and/or interpretation should be directed to the County Administrator Human Resources Department for clarification.

Section 35. Appendix B. Family and Medical Leave, Military Caregiver Leave, Section E. Reduced or Intermittent Leave, is amended to read:

When medically necessary, an employee may take military caregiver leave as an intermittent or partial absence from employment in increments of no less than one-half hour, or as allowed by union agreement. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County Administrator, in writing, with the proposed schedule of absences with reasonable promptness after the employee learns of the probable necessity of such leave.

Section 36. Appendix B. Family and Medical Leave, Military Caregiver Leave, Section F. Certification, is amended to read:

If an employee requests leave under this policy, the employee must obtain a medical certification form from the County Administrator Personnel Department. This form must be completed by the employee and the health care provider treating the covered service member. If requirements for certification are not completed, the County may deny the leave. The County Administrator may request periodic recertification at the County's expense.

Section 37. Appendix B. Family and Medical Leave, Military Caregiver Leave, Section I. Interpretation, is amended to read:

Any questions regarding military caregiver leave use and/or interpretation should be directed to the County Administrator Human Resources Department for clarification.

Section 38. Appendix C. Expense Reimbursement, Training/Schooling and Reimbursement, Required Approvals, is repealed and recreated as follows:

APPENDIX C

EXPENSE REIMBURSEMENT

I. Training/Schooling.

Funds may be provided in the annual budget for necessary job-related training or schooling which is advantageous to Green Lake County and assists County employees or elected department heads (hereinafter "employee") in the performance of their duties. Department heads should consider staffing levels and department workload when authorizing employee participation in training/schooling.

Approved training/schooling shall be at no expense to the employee and without loss of vacation time or pay. Reimbursement of any expenses paid by an employee will be in accordance with this Expense Reimbursement policy.

Employees selected for training/schooling are expected to make a good-faith effort to satisfactorily complete the program in which enrolled. Failure to comply may result in a requirement to repay all expenses.

The following requirements apply to all County employees for reimbursement of expenses under this section:

A. In-State and Out-of-County.

1. The County Administrator has the authority to approve in-state training/schooling provided the cost of the training is included in the department's budget. Unbudgeted in-state training/schooling requires approval from the governing committee and approval by

the County Board as a budget amendment.

2. All out-of-County travel is subject to approval by the Department Head and the County Administrator. If practicable, obtain advance approval.
3. All out-of-County travel shall require a travel statement for review by the Department Head and the County Administrator before reimbursement. All claims shall have receipts for all meals, lodging and miscellaneous expenses attached to the travel statement.
4. If an employee or official of Green Lake County is unexpectedly required to remain out of County overnight, the employee or official may make one personal call at County expense to inform the family of the change.

B. **Out-of-State.**

1. **Budgeted.** Out-of-State travel approved as part of the adopted annual County budget requires the prior approval of the County Administrator before the travel occurs. The County Administrator may approve out-of-state training or schooling if the cost of such training/schooling was included in the adopted departmental annual budget.
2. **Unbudgeted.** Out-of-State travel not previously approved as part of the adopted annual County budget requires prior approval of the governing committee and a majority voice vote of the County Board of Supervisors. If an unbudgeted request is made when the County Board is not in session, the Finance Committee may approve the request and notice shall be placed on the agenda for the next County Board meeting.
3. Documentation must be prepared stating the time, place, purpose of travel and cost to the County of the travel, along with why the travel is necessary. Law Enforcement emergencies are an exception to this policy, but the Sheriff shall justify the emergent nature of the situation to his governing committee at its next meeting.

II. Travel, Meal and Lodging.

The County Board sets reimbursement rates and the reimbursement rates shall apply equally to all employees and elected department heads (hereinafter “employees”) incurring expenses in the course of official County business, as authorized by the County Board of Supervisors, the appropriate governing committee or the County Administrator as required under this policy. Receipts are required for *all* expense reimbursement.

Employees travelling on County business shall exercise good fiscal judgment when incurring travel costs. The County will only reimburse travel expenses related to County business. Reimbursement shall not be claimed for items provided free of charge, not personally paid for by the employee, previously reimbursed by any source or costs which will be paid or reimbursed from any other source in the future.

Because of potential liability implications, all County official business, other than regular work requirements, must be specifically authorized and approved as required under this policy.

Regular work assignments that require travel to accomplish the work assignment are automatically approved as part of the department's budget when the position is authorized. The Supervisor, along with the County Administrator, is responsible for ensuring the travel is appropriate and necessary to the mission, responsibility or duties of the department.

Unless specified elsewhere, for reimbursement of all travel related expenses, the employee must complete an Out of County Meals and Mileage Report form. The form must be signed by the employee, and the Department Head or designee.

The following requirements apply to all County employees for reimbursement of expenses under this section:

A. **Personal Vehicle Mileage Reimbursement.** Compensation for use of a personal vehicle for authorized County business purposes is subject to the following requirements:

1. Employees shall receive mileage reimbursement at the IRS standard per mile rate for all authorized travel in their personal vehicle. Motorcycles, mopeds, bicycles, all-terrain vehicles and other similar type methods of transportation are not eligible to be used for County business purposes and are therefore not eligible for mileage reimbursement.
2. The County maintains five general permanent work sites for the purpose of the travel regulations. The five work sites are, Courthouse/Sheriff, and Human Service located at the Government Center; and Fox River Industries, Highway Department and Highway Department/Manchester located at separate sites. In the event an employee is attending to County business and it would be fiscally irresponsible to first drive to a permanent worksite and then leave from that worksite to attend to business, that employee may be reimbursed for mileage from their home to attend to the County business. If the travel begins or ends at the employee's home, travel and time and mileage shall be calculated from the permanent work site or home, whichever is less.
3. In no cases shall the mileage between the county employees permanent work site and their home (daily commute) be reimbursable.
4. Carpooling with other employees is encouraged whenever possible. Additionally, employees may be able to utilize County-owned vehicles, if one is available.
5. Mileage submitted for reimbursement must actually be driven to be claimed; only the driver can submit a mileage reimbursement claim.

B. **Air Travel and Vehicle Rentals**

1. Reimbursement for commercial air travel shall generally be limited to the least costly coach fare; the additional cost of premium first class (first class or business class) is not reimbursable. When a more favorable price can be obtained for airfare by adding additional days to the trip, such as staying over a Saturday or flying on a particular day, reasonable expenses for lodging and meals for the minimum necessary additional days

may be claimed if the total cost of the reduced fare plus the additional days' expenses are less than the lowest available airfare would have been without the additional days of travel.

2. Renting a vehicle is appropriate where it is the most cost-effective means of transportation or when the efficient conduct of County business precludes the use of other means of transportation. The vehicle rented should be reasonable in terms of size, cost, number of passengers and cargo. Charges incurred for personal use by the employee when using a rented vehicle are not reimbursable. If an employee chooses to rent a vehicle and claim personal mileage, the employee shall not represent themselves as an employee of the County when leasing the vehicle. It is then the individual's responsibility for all insurance and damages to the rental vehicle.

C. Train, Bus, Taxi and Airline Limousines

1. Travel by train must be limited to coach unless overnight. Accommodations for overnight train travel are limited to a roomette.
2. Reimbursement for travel by bus shall not exceed the lowest cost of the most reasonable form of other public transportation.
3. Reasonable and necessary charges for taxi and airline limousines, including tips, are reimbursable when other modes of travel are not available or practical. To avoid unnecessary taxi expenses, employees should utilize regularly scheduled airport bus or limo service between terminal facilities and hotels, when available.

D. Meals

1. Meal reimbursement is allowed when the employee is on County business related activities outside of Green Lake County as part of an overnight stay. Any meals purchased within Green Lake County or are not part of an overnight stay are not reimbursable.
2. The two definitions for a business related activity are as follows: (a) the County policy, which determines what meals will be reimbursed by the County; and (b) the IRS guidelines, which determine which meals are taxable to the individual.
 - a. Under the County's policy, a business related activity for meals reimbursed outside the county includes the following: (1) a business meeting including a third-party or non-county employee in which business is conducted; or (2) a business related situation that would occur in the normal performance of the job duties. Reimbursements for other business related situations could include, but are not limited to the following: meals at training programs that are not included in the registration fee, or meals incurred that are not considered business meetings but are considered necessary and reasonable while performing normal job duties. Meals incurred while transporting county inmates, will ordinarily not be reimbursable unless the transport occurs over a five (5) hour timeframe and/or is over seventy-five (75)

miles from the county jail.

- b. Under the IRS guidelines, meal reimbursements for business meetings that include a third-party or non-county employee are not taxable to the individual if submitted for reimbursement within sixty (60) days of the date incurred. However, meal reimbursements made for other business related activities as stated above are a fringe benefit and may be taxable to the employee.
- 3. Meal claims must be actual, reasonable and necessary and represent the amount actually spent. To be allowed breakfast, departure must be before 6:00 a.m.; lunch, departure must be before 10:30 a.m. and return after 2:30 p.m.; dinner, employee must return after 7:00 p.m. or depart their headquarters for overnight travel before 6:00 p.m.
- 4. Expenditures for alcoholic beverages, snacks or candy are not reimbursable. Meals included in the cost of airfare or registration fees are not reimbursable.

E. **Lodging.** Employees are expected to seek standard lodging accommodations that are comfortable, convenient, safe, meet the business needs and offer good value. Reimbursement is limited to the single rate for a standard single room. Employees are encouraged to share hotel if more than one employee of the same gender is traveling to the same event. Reimbursement for lodging within Sixty (60) of the employees' home base is not permitted unless approved in advance by the County Administrator. Reservations must be made using a County purchase order to avoid state tax and to obtain the governmental rate.

F. **Registration Fees.** The registration form for the training/schooling is required. Documentation should include the actual date of the conference, location of the event, title of the event and the amount of the fee. Expenses for spouse or other family members and non-business related activities, such as sightseeing tours are not reimbursable.

G. **Miscellaneous Expenses.** Reasonable and necessary parking fees and tollbooth fees are permitted and are reimbursable.

H. **Non-Reimbursable Activity or Expenses**

- 1. Political contributions or expenses related to political activities;
- 2. Alcoholic beverages;
- 3. Gifts;
- 4. Expense for spouses or guests accompanying Green Lake County employees or officials while on County business.

I. **State or Federal rules/regulations.** If any of the reimbursement policies contained herein are in conflict with State or Federal rules or regulations pertaining to such subject, and where said agencies are responsible for payment of fifty percent (50%) or more of same, than such State or Federal provisions will prevail.

Section 39. Appendix D. Policy for Interior Decorations, Section A. General is amended to read:

A. GENERAL

1. Decorations shall be tasteful and portray a professional office setting.
2. Decorations hung on walls in a manner that penetrates the wall surface shall be hung by the maintenance department or under the direction or supervision of the maintenance department.
3. Decorations include paintings, wall hangings, sculptures, other art objects, photographs, awards, plants, etc.
4. County decorations are those owned by the County or otherwise obtained by the County and deemed appropriate for County facilities.
5. Employee decorations include any items that are owned by or displayed by an employee.
6. Similar items (for example, a collection of related photographs) that are to be displayed are to be matted and framed in a similar manner in order to provide consistency and artistic value within the collection and throughout the facilities.

Section 40. Appendix D. Policy for Interior Decorations, Section C. Employee Work Space, is amended to read:

B. EMPLOYEE WORK SPACE

1. Employee Work Space is that space within an employee work area. Employee Work Space includes the space within enclosed offices and the space within non-enclosed workstations, such as cubicles or other open work areas.
2. Employee decorations are allowed only in employee Work Spaces
3. Employee decorations in an enclosed office space shall not exceed ten (10) items.
4. Employee owned decorations in a non-enclosed work space shall not exceed seven (7) items
5. Employee owned plants and vases of cut flowers shall be small, and appropriate for a professional work environment. Vases of cut flowers are allowed only as long as they are fresh. Plants and vases of cut flowers combined shall not exceed four ~~two~~ per employee Work Space.
6. The Department Head shall ensure that the number, size and form of employee decorations ~~shall not exceed 54 united inches (24 inches by 30 inches is an example of 54 united inches). However, a Department Head may approve slight variations from this limitation if the decoration complies generally with the aesthetics and professional integrity of the office setting intent of this policy.~~
7. Employee wall hangings shall not exceed three (3) items.
8. ~~Photos of employee family members shall be limited to three (3), and each such photo shall not exceed 8" by 10" photo with a reasonable picture frame, and such photos shall not be displayed on a wall.~~
9. Framing, matting, etc. of employee decorations shall be done at the expense of the employee.
10. Celebration items received by employees at work must be taken home within a reasonable period of time as determined by the Department Head at the end of the day. Such items may include plants, cut flowers, balloons, stuffed toys, etc. Plants and cut flowers are allowed in accordance with section C.5 above.

11. The following items are not allowed in employee Work Spaces: candles, personal **decorative** lamps, string lights, streamers, stuffed animals, personal heaters, coffee pots, other electrical appliances. Food items, **should not be stored in offices.** They **should be taken home at the end of each day,** including all snacks, **should be stored appropriately in designated kitchen or breakroom areas.**
12. Equipment and accessories which are reasonably necessary for performing an employee's job shall not be considered decorations and are not subject to this Policy, however, they must be kept to a reasonably limited number. Some examples may be paper trays, paper weights, one calendar, client interactive items (e.g., stuffed animals), etc.

Section 41. Appendix D, Policy for Interior Decorations, Section D. Compliance, is amended to read:

A. COMPLIANCE

1. Employees are expected to be professional and comply with this policy under the **oversight oversight** of **without action** by their Supervisor, Department Head **or County Administrator.** Employees shall immediately remove non-complying decorations.
2. Department Heads are responsible for monitoring the space occupied by employees and for compliance with this policy within their departments.
3. Any employee who violates this policy may be subject to discipline.
4. If a Department Head does not make a determination as to whether a **an item** decoration complies with this policy, the issue shall be presented in writing, with appropriate documentation, to the **County Administrator** Property and Insurance Committee, which who will make a **final** determination.
5. **Individual exceptions to this policy may be approved by the County Administrator on a case-by-case basis.**

Section 42. Appendix E. Voluntary Shared Leave Policy, Scope, is amended to read:

SCOPE: The **County Clerk's Administrative Coordinator's** Office administers a Green Lake County initiative called Voluntary Shared Leave which allows one employee to assist another employee by donating earned vacation, personal days and/or holidays in the case of a prolonged, life threatening medical condition or accident which exhausts the employee's available paid leave sources, i.e., sick leave, vacation, floating holiday and compensatory time, and forces the employee to be on a leave without pay.

Section 43. Appendix E. Voluntary Shared Leave Policy, Responsibility, is amended to read:

RESPONSIBILITY: The **County Clerk Administrative Coordinator**, or designee, is responsible for coordinating this program and interacting between the employees involved and the **County Administrator** Personnel Committee.

Section 44. Appendix E. Voluntary Shared Leave Policy, Guidelines, Paragraph 8, is amended to read:

8. Shared leave ends when the employee returns to work, even for a part of the employee's regular shift. In the event there is a balance of donated leave when the employee returns to work, the donated leave will be returned to the donator(s) in reverse order of the date the donation was received by the County Clerk Administrative Coordinator.

Section 45. Appendix E. Voluntary Shared Leave Policy, Application Procedure, is amended to read:

APPLICATION PROCEDURE:

1. An eligible employee, as defined in "Eligibility", may apply to receive shared leave by submitting a completed Application to Receive Voluntary Shared Leave form (See Appendix A) to the County Clerk Administrative Coordinator.
2. Only those applicants who currently have a "zero balance" of all paid leave account, i.e., sick leave, vacation and holidays will be considered.
3. The employee requesting the shared leave must provide a physician's statement describing the specific nature of the medical condition, prognosis, and the estimated recovery or treatment time. To do this, the employee can attach such certification to the application form. In the event the employee is currently on Family and Medical Leave, he or she can choose to use the Health Care Provider Certification that justified that leave, so long as the date of the Family and Medical Leave Certification is within twelve weeks of the date of the Voluntary Shared Leave application.
4. The County Clerk Administrative Coordinator, or designee, will research the requesting employee's attendance history, provide information as to paid leave balances and present the application form to the County Administrator Personnel Committee for approval or denial.
5. The employee requesting the Shared Leave will be informed by the County Clerk Administrative Coordinator in writing as to the results of the approval process.

Section 46. Appendix E. Voluntary Shared Leave Policy, Donation Procedure, is amended to read:

DONATION PROCEDURE:

1. Any eligible employee, i.e., one who currently has earned vacation and/or holidays in his or her paid leave account, can donate paid leave to another eligible employee. The donor employee must maintain at least one-half (1/2) of their available paid time. **Attempts to donate sick leave will not be approved.**
2. An employee may donate paid leave by submitting a completed Voluntary Shared Leave Donation Form (See Attachment A incorporated with this appendix) to the County Clerk Administrative Coordinator.
3. An employee may not donate more than their available earned amount.
4. The minimum allowable donation is in full workday increments, whether 8-hour, 7.5 hour or prorated (part time) blocks.
5. A full-time employee's donated hours, whether 8-hour or 7 ½-hour blocks will be received by the full time applicant in the same increment. That is, if an employee who normally works a 7 ½-hour day donates a day to an applicant who normally works an 8-hour day, the donation will be credited as 7 ½-hours. Likewise, if an 8-hour employee donates a day, it will be received by the 7 ½-hour recipient

as 8-hours. In the event a part time employee donates one of his or her regular days, for example, a four-hour day to a full time employee, that recipient will receive four hours. In the event a full-time employee donates an 8-hour day to a part time employee, the part time recipient will receive 8 hours. At no time will a recipient be paid for more than the number of hours they normally work. In all cases, donations will be credited to the first day the recipient has been unpaid. For example, if the recipient had unpaid days beginning June 2nd and on July 10th, he or she received a donation of one day, that donation would be paid out on the current check cycle, but credited to June 2nd.

6. The County Clerk Administrative Coordinator will confirm that an employee who wishes to donate earned paid leave actually has the earned paid leave, will coordinate the donation with the Payroll Clerk and will inform the employee in writing that their donation has been accepted or rejected.

Section 47. Appendix E. Voluntary Shared Leave Policy, Attachment A to Appendix E, is amended to read:

Attachment A to Appendix E
VOLUNTARY SHARED LEAVE DONATION

This form is to be completed and signed by the employee who is donating their vacation and/or holidays to another employee under the voluntary Shared Leave Program.

Please complete the following information and return the form to the **County Clerk's Administrative Coordinator's Office:**

I, _____, from the _____
Name of Donor Department Name

Department, am voluntarily donating _____ full days* of my current, available
Number of Days

vacation and/or holiday leave to _____ **CONFIDENTIAL**
Name of Shared Leave Recipient

By signing this form, I am hereby authorizing Green Lake County to remove the number of full vacation and/or holidays referenced above from my current, available paid leave account. By receipt of a copy of this voluntary Shared Leave Donation form, I will be informed whether my donation has been approved or denied.

Donor's Signature Date

To be completed by County Clerk:

I hereby certify that the employee currently has earned vacation and/or holidays in his or her paid leave account, and is eligible to donate paid leave to another eligible employee

Signature of County Clerk Date

*"Day" is defined as 7 ½ or 8 hours (depending on affiliation) or, if part-time, as your current prorated number of hours compared to a full time employee.

To be completed by County Administrator:

This shared leave donation is: _____ **Approved** _____ **Denied**

Signature of County Administrator Date

Section 48. Appendix F Green Lake County Safety Policy, Disciplinary Action for Safety Related Issues and Violations, is amended to read:

DISCIPLINARY ACTION FOR SAFETY RELATED ISSUES AND VIOLATIONS: The following violations are offenses which could result in discipline up to and including discharge from employment. The decision as to what level of disciplinary action will be taken rests solely with the County **Administrator** and will be made on a case-by-case basis. Nothing in this policy is to be construed as establishing a “just cause” standard for discipline of employees or as modifying the employment at will relationship. The listing below is intended to be illustrative and is not intended to be all inclusive:

- Drugs and Alcohol. Employees who report to work when physically, mentally or emotionally impaired as a result of the use of drugs or alcohol or become so impaired while at work, whether or not their condition results in personal injury and/or damage to property.
- Violation Of Safety Rules And Regulations. Employees who violate any of the safety rules or requirements outlined in this safety policy or any safety rules or regulations adopted by individual departments.
- Hazardous Acts. Employees who knowingly circumvent safety procedures, or violate safety rules or practices.
- Medical Information. Failure to provide appropriate medical information and required forms.
- Negligent Conduct. Failure to use reasonable care in performance of work-related duties which may result in injury or property damage.
- Irresponsible Actions. Behavior which creates risk of harm or actual harm to another person or the business, damage to County property or to the property of others while on County time or on the premises. This includes, but is not limited to: reckless use of County equipment, assault or attempted physical assault on any fellow employee, horseplay or the use of drugs or alcohol while on County time.
- **Failure to comply with IT equipment and systems use policy that result in risk or damage to County equipment or infrastructure or demonstrates unacceptable workplace activities i.e. accessing or disseminating pornographic images, political propaganda or other activities deemed substantially egregious by the County Administrator.**

Section 49. Appendix G, Harassment, Discrimination and Retaliation Policy, Section D., is amended to read:

D. Procedures for Making, Investigating and Resolving Harassment and Discrimination Complaints

1. Complaints

Green Lake County will provide its employees with a convenient, confidential and reliable mechanism for reporting incidents of harassment and retaliation.

Complaints of harassment or retaliation that are in violation of this Harassment, Discrimination and Retaliation Policy will be accepted in writing or orally and should be directed to the following people:

- a) If the harasser is a non-supervisory employee or a supervisory employee other than a Department Head, the complaint should be made to the employee's Department Head or the County Administrator Administrative Coordinator;
- b) If the harasser is a Department Head, the complaint should be made to the County Administrator Administrative Coordinator;
- c) If the harasser is a county board member other than the county board chair, the complaint should be made to the county board chair or the County Administrator Administrative Coordinator;
- d) If the harasser is the County Administrator Administrative Coordinator, the complaint should be made to the county board chair or the corporation counsel.
- e) If the harasser is the chair of the county board, the complaint should be made to the County Administrator Administrative Coordinator or the corporation counsel.

Section 50. Appendix H., Vehicle Usage Policy, Section 3. General Guidelines, is amended to read:

1. GENERAL GUIDELINES

- a. Only County employees are authorized to operate County vehicles. Persons volunteering services to the County are considered "employees" of the County for purposes of this policy and may operate County vehicles when their duties require travel as long as such travel is under the approval or direction of the Department Head and necessary in the course of performing official County business.
- b. Intentional abuse, moving violations, reckless operation or negligent actions while operating any County vehicle may result in the suspension of the employee's use of a County vehicle and may be grounds for disciplinary action up to and including discharge from employment.
- c. Employees shall obey all local, state and federal laws while operating County vehicles and any time personal vehicles are used on official County business.
- d. Personal use of County owned vehicles is prohibited with the exception of commuting to and from work (to the extent an employee is authorized to take a vehicle home in connection with their employment) and "de minimis" personal use, such as a stop for a personal errand on the way between a business delivery and the employee's home (as defined by IRS regulations). Personal use of County vehicles for non-business destinations is prohibited even if the employee is in an "on-call" status, with the exception of Law Enforcement personnel, whose usage will be taxed per IRS rules. An employee "on call" may take a County vehicle to his/her home if he/she resides within the required response time as set by his/her Department Head and/County Administrator Governing Committee in accordance with his/her job description.
- e. County vehicles may be used to transport County employees and individuals employed by firms or other governmental entities for the purpose of, and to promote, ridesharing/carpooling to a County sanctioned meeting or event. Transport of family members in county-owned vehicles should be limited and only with approval by

Department Head for departmental employees and **County Administrator**
Administrative Coordinator approval for Department Heads.

- f. The County may conduct a driver record review for any employee using a County vehicle.
- g. **Operating while impaired by alcohol or controlled substances**, smoking, eating, use of hand-held cell phones or any other activity that would distract from safe operation is prohibited while operating a County vehicle. Animals and/or pets are not allowed in vehicles, unless such transport of animals is a part of the job duties of the individual driving such vehicle. Law enforcement personnel shall adhere by any additional rules governing use of motor vehicles in the Sheriff's department.

Section 51. Appendix H. Vehicle Usage Policy, Section 6 Operator's License, is amended to read:

2. OPERATOR'S LICENSE

A valid Wisconsin vehicle operator's license must be in the employee's possession at all times while operating a County vehicle. In the case of commercially rated vehicles, the proper commercial driver's license for the vehicle's weight and class must be valid and in the possession of the driver.

Any employee who operates a vehicle in the performance of official County duties and whose operator's license is suspended or revoked shall immediately report this information to the appropriate Department Head and/or **County Administrator** **Administrative Coordinator**.

Section 52. Appendix H. Vehicle Usage Policy, Section 7. Accident Report, is amended to read:

3. ACCIDENT REPORT

Drivers must, as soon as reasonably possible, notify the County Clerk, **Department Head and County Administrator** of any accidents or citations received while driving the County vehicle. Any accident involving a County owned, rented or leased vehicle used in the performance of County business shall be handled as follows:

- a. Summon medical care for any injured parties;
- b. Notify appropriate law enforcement authorities;
- c. Notify employee's immediate Supervisor.

The Department Head shall be responsible for initiating the department investigation of the accident, preparing a statement detailing the accident, securing repair estimates for County vehicles and recommending any follow-up preventative actions. When the County driver is determined to be at fault in a vehicle accident, the Supervisor may recommend disciplinary action subject to review and approval of the **County Administrator Committee of Jurisdiction** and/or **Administrative Coordinator**.

Section 53. Appendix I. Disposal of Electronic Media Policy Green Lake County IT Department, Disposal of media, is amended to read:

Disposal of media: Prior to disposal, operable media must be overwritten in accordance with the procedures above. Once done, the equipment should have a label affixed stating that the media has been properly sanitized. Any electronic media that will undergo permanent disposal, not repair or replacement, should be first approved for disposal by the **County Administrator Information Technology Committee**.

Section 54. Appendix J. Green Lake County Grievance Procedure, Grievance Procedure for Discipline and Termination, Definitions is amended to create the following definitions:

5. **“Calendar Days” means all days in a month, including weekends and holidays with each day running from midnight to midnight. The employer and grievant may mutually agree to waive time limits, in writing. If the last day on which a grievance is to be filed or a decision is to be appealed is a Saturday, Sunday or day in which the Office of the Administrator is closed, the time limit is the next day which is not a Saturday, Sunday or day the Office of the County Administrator is closed.**
6. **“Other Interim Earnings” for purposes of this procedure, includes any source of income which replaces the wages lost as a result of a suspension, termination or other reduction.**

Section 55. Appendix J. Green Lake County Grievance Procedure, Grievance Procedure for Discipline and Termination, Section A. Filing Procedure, paragraphs 2 and 3 are amended to read:

2. **Initiating a Grievance.** An employee may initiate a grievance relating to Discipline or Termination by presenting a written grievance on the form attached to this policy as Attachment A (which is incorporated with this appendix) to the office of the County Clerk within ten (10) calendar days of the event giving rise to the grievance or the date upon which the employee should have reasonably known the facts giving rise to the grievance. The office of the County Clerk shall upon receipt of a grievance **immediately assign a case number** and forward a copy of the grievance to the **appropriate Department Head and County Administrator Executive Committee**. The employee must sign and date the grievance. A grievance will not be considered filed until the employee signs the grievance and the grievance is received by the Office of the County Clerk. Failure to timely file a grievance with the County Clerk shall constitute a waiver of the right to use the grievance procedure and an abandonment of the grievance.
3. **Incomplete Grievance; Failure to Provide Complete Information.** If a timely filed grievance is incomplete, the County Clerk shall issue a written request to the employee identifying the information needed to complete the grievance form and proceed with the grievance procedure. The County Clerk must issue the request for additional information within ten (10) calendar days. If no written request is issued by the County Clerk within ten (10) calendar days, the grievance shall move forward under this procedure.

In the event that the County Clerk timely issues a request for additional information, the employee shall have three (3) calendar days from receipt of the written request to provide the Office of the County Clerk with the additional information. Upon receipt of the employee's written response, the County Clerk shall notify the employee and County Administrator as to their determination as to whether the response is sufficient. The decision of the County Administrator Clerk as to the sufficiency of the grievance shall be final and binding. Failure of the employee to timely provide the requested information or a finding by the County Clerk and County Administrator that the employee has failed to provide sufficient information to allow the grievance to move forward shall constitute a waiver of the right to use this grievance procedure and an abandonment of the grievance.

Section 56. Appendix J. Green Lake County Grievance Procedure, Grievance Procedure for Discipline and Termination, Section B, Decision by County Administrator is hereby created as follows:

B. Decision by County Administrator

The County Administrator shall have fourteen (14) calendar days to review the grievance and determine if resolution can be reached. If the grievance cannot be resolved, the County Administrator or their designee shall deliver a written response to the Grievant with a brief explanation as to why the grievance is denied. The employee shall have fourteen (14) calendar days following receipt of the Administrator's denial of a grievance to file a written request on form Attachment D with the County Administrator for a Hearing. A \$50 administrative fee must accompany all Hearing requests. Failure of the County Administrator's office to receive a written request accompanied by the required administrative fee for a Hearing from the employee within fourteen (14) calendar days shall constitute a waiver of the employee's right to use the grievance procedure and an abandonment of the grievance.

Section 57. Appendix J. Green Lake County Grievance Procedure, Grievance Procedure for Discipline and Termination, Section B. Hearing Procedure is recreated as Section C and shall read:

C B. Hearing Procedure.

1. **Selection of an Impartial Hearing Officer.** As soon as reasonably possible following the receipt of a timely request for a Hearing and complete grievance, the County Corporation Counsel shall appoint an Impartial Hearing Officer and provide the employee Grievant and County Administrator with the name of the individual appointed.
2. **Hearing Date.** Upon notification of their selection, the Impartial Hearing Officer shall schedule a hearing within a period of not less than twenty-one (21) calendar days nor as soon as reasonably possible but not greater than forty-five (45) calendar days from the appointment of the Impartial Hearing Officer. Within fourteen (14) five (5) calendar days of the date of the appointment of the Impartial Hearing Officer, the Impartial Hearing Officer shall conduct a pre-hearing conference with the employee and the County Clerk Grievant and County Administrator to select the date for the hearing. Once a hearing date is scheduled, it may be adjourned only upon written request by the

employee **Grievant** or the County **Administrator** 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 appeal.

3. **Discovery; Grievance Amendment; Witnesses and Documents; Pre-Hearing Statement; Impartial Hearing Officer as Mediator.** There shall be no formal pre-hearing discovery. The Impartial Hearing Officer shall set a deadline for the exchange of witnesses and documents prior to the hearing. The Impartial Hearing Officer shall determine whether amendments to the grievance may be allowed and the deadline for any amendments.

The parties shall provide a copy of the witness list, documents and exhibits to the Impartial Hearing Officer. No witness, exhibit or document which was not identified or exchanged by a party may be introduced absent a written finding by the Impartial Hearing Officer that there was good cause for the failure of the party to identify a witness or document within the deadline for exchanging witnesses or documents. Each party may file a pre-hearing statement of no more than two (2) type written single space pages outlining their position relative to any issues related to the grievance. The Impartial Hearing Officer may attempt to mediate the dispute prior to the hearing.

4. **Hearing.**

- a. **Recording; Closed Hearing.** The hearing before the Impartial Hearing Officer will not be digitally recorded ~~and a copy of the recording shall be provided at no cost to the employee, the County and the Impartial Hearing Officer. The digital recording of the hearing shall be maintained by the County for the period required by law.~~ The hearing shall be closed to the public ~~unless both parties mutually agree that it will be open.~~
- b. **Representation; fees and costs.** The employee and the County may be represented by an attorney of their choice. Neither party shall be responsible for the attorneys' fees, witness fees or costs of the other.
- c. **Order Of Case; Cross-Examination; opening and closing statements.** The Employee shall call witnesses and present testimony and exhibits that are relevant to the grievance. 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 this time period is extended by the Impartial Hearing Officer. The Impartial Hearing Officer may allow for opening or closing statements at the discretion of the Impartial Hearing Officer, such statements are not to exceed ten (10) minutes in length.
- d. **Rules of Evidence; Exclusion of evidence.** The Impartial Hearing Officer is not bound by rules of evidence and may admit all evidence that the Impartial Hearing Officer determines is relevant and may exclude immaterial, irrelevant or unduly repetitious testimony or evidence. The Impartial Hearing Officer shall recognize the rules of privilege. The Impartial Hearing Officer may not base any finding or conclusion solely on hearsay evidence.

- e. **Right Of Impartial Hearing Officer To Question.** During the hearing, the Impartial Hearing Officer may ask questions as the Impartial Hearing Officer deems necessary.
- f. **Close of the Hearing; no briefs; position statements.** After the employee and the County have finished introducing evidence, the Impartial Hearing Officer shall close the hearing. The parties shall have no right to file briefs. The Impartial Hearing Officer shall make a decision based solely on the evidence and arguments presented at the hearing. The Impartial Hearing Officer may request position statements from the parties following hearing. Any position statements may not exceed two (2) type written single space pages in length and must be filed with the Impartial Hearing Officer within five (5) calendar days following the close of the hearing.

Section 58. Appendix J Green Lake County Grievance Procedure, Grievance Procedure for Discipline and Termination, Section C, Burden of Proof; Impartial Hearing Office's Decision; Remedies, is recreated as Section D and shall read:

D C. Burden of Proof; Impartial Hearing Officer's Decision; Remedies

- 1. **Burden of Proof; Standard of Review.** Unless specifically required by another statute or code, the employee bears the burden of proof to persuade the Impartial Hearing Officer by clear and 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 their burden of proof, the Impartial Hearing Officer shall deny the grievance.

In determining whether an employee has proved by clear, convincing and satisfactory evidence that the County's decision to Discipline/Terminate did not have a rational basis, the Impartial Hearing Officer may only consider the evidence introduced at the hearing and the weight of that evidence. The Impartial Hearing Officer may not overturn the County's decision to Discipline/Terminate based upon their own personal judgment or opinion regarding the matter. Moreover, the Impartial Hearing Officer may not determine a decision to Discipline/Terminate did not have a rational basis based on the County's failure to implement or follow concepts of progressive discipline or just cause, in whole or in part, in making the decision to Discipline/Terminate the employee. Finally, the Impartial Hearing Officer must recognize all County policies, rules, procedures and regulations and may not modify or disregard the same in determining whether the County's decision to Discipline/Terminate has a rational basis.

- 2. **Decision.** The Impartial Hearing Officer shall issue a written decision no later than thirty (30) calendar days from the date of the hearing, with a copy provided to the Grievant and County Administrator. The written decision shall contain the following: the case number and caption describing the parties; the final decision and reasoning; and if the County's decision is overturned, the remedy for the Grievant.

The Impartial Hearing Officer shall issue a written decision within seven (7) calendar days of the close of evidence. The decision of the Impartial Hearing Officer shall, at a

~~minimum, contain a statement of issues, standard of review, findings and a remedy for the employee if appropriate. If the Impartial Hearing Officer sustains the grievance, in whole or in part, the Impartial Hearing Officer's decision must include a detailed explanation as to why the Impartial Hearing Officer found the County's decision to Discipline/Terminate has no rational basis as well as a detailed description of the Impartial Hearing Officer's reasons for reducing or modifying the Discipline/Termination imposed by the County.~~

3. **Remedies.** If the grievance is sustained, the Impartial Hearing Officer may only award the employee one or more of the following remedies, if reasonable, under the totality of the circumstances:

If the grievance involves employee discipline other than termination, the Impartial Hearing Officer may award any of the following or combination of the following: lesser adverse employment action than the discipline imposed by the County such as a reduced period of suspension, reduction in base pay, reduction in rank, demotion, oral or written reprimand or performance improvement plan, documentation of employee acts and/or omissions in an employment file, and/or waive cost share of Impartial Hearing Officer or that no adverse employment action be taken by the County. If the Impartial Hearing Officer reduces an unpaid suspension, the Impartial Hearing Officer may award back pay, less other interim earnings, to the employee for any period of unpaid suspension served by the employee that was reduced.

If the grievance involves employee termination, the Impartial Hearing Officer may award any of the following or combination of the following: reinstatement, a lesser adverse employment action than termination such as, suspension of employment, reduction in base pay, reduction in rank, demotion, oral or written reprimand or performance improvement plan, documentation of employee acts and/or omissions in an employment file, and/or waive cost share of Impartial Hearing Officer. If reinstatement is awarded, the Impartial Hearing Officer may award back pay to the employee reduced by any other interim earnings and unpaid suspension imposed by the Impartial Hearing Officer.

~~(a) reinstatement; (b) a lesser adverse employment action consisting of a suspension, reduction in the length of a suspension, written reprimand or documentation of employee acts and/or omissions in an employment file; (c) back pay; and (d) In the event of a reinstatement following termination, reimbursement of the County's applicable percentage of any payments made by the employee for continuation of health insurance under the Consolidated Omnibus Budget Reconciliation Act (COBRA).~~

Section 59. Appendix J. Green Lake County Grievance Policy, Grievance Procedure for Discipline and Termination, Section D is recreated as Section E and shall read:

D.E. Cost of Impartial Hearing Officer.

The Grievant shall pay a \$50 non-refundable administrative fee to the County at the time the Hearing is requested. The Grievant and County shall share pay for the cost of the Impartial Hearing Officer in a grievance involving Discipline or Termination. The total cost

to the Grievant shall not exceed \$400.

Section 60. Appendix J. Green Lake County Grievance Policy, Grievance Procedure – Workplace Safety, Section A. Preconditions to Filing, is amended to read:

A. Preconditions to Filing

1. **Report of An Unsafe Condition.** Any employee who personally identifies, or is given information about a workplace safety issue or incident, must notify his/her supervisor of the issue or incident as soon as reasonably practicable. All safety issues, no matter how insignificant the situation may appear to be, must be reported. An earnest effort shall be made to resolve the issue informally between the aggrieved employee and the employee's immediate supervisor.

If the matter is not resolved informally, 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 County Clerk as soon as reasonably practicable, in writing to the County Administrator on the attached form, Attachment B which is incorporated with this appendix.

2. **County Response.** Upon receiving notice of an alleged Workplace Safety violation from an employee, the County shall have fourteen (14) ten (10) calendar days in which to investigate the condition and advise the employee in writing that the County: (a) has determined that the condition does not constitute a Workplace Safety violation and will not be taking corrective action; or (b) is taking corrective action in accordance with law to address the condition.
3. **Grievance Filing Limitation.** If the County advises the employee in writing within fourteen (14) ten (10) calendar days that it is taking corrective action in accordance with law and has commenced corrective action within this period, an employee may not initiate a Workplace Safety grievance.
4. **Dissatisfaction With the County's Corrective Action.** If, at completion of the County's corrective action, the employee believes a Workplace Safety violation continues to exist, the employee must resubmit a new Unsafe Condition or Hazard Report and follow the procedures in this paragraph prior to proceeding with a Workplace Safety grievance.

Section 61. Appendix J. Green Lake County Grievance Policy, Grievance Procedure – Workplace Safety, Section B. Filing Procedure, is amended to read:

B. Filing Procedure.

1. **Who May File a Workplace Safety Grievance.** 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. Initiating a Grievance.** An employee may initiate a grievance relating to Workplace Safety by presenting a written grievance on the form attached to this policy as Attachment C to the office of the County Administrator Clerk within fourteen (14) ~~ten (10)~~ calendar days of: (a) the employee's receipt of written notice from the County that the County will not be taking corrective action with respect to an alleged Workplace Safety violation; (b) the County's failure to begin corrective action within fourteen (14) ~~ten (10)~~ calendar days of the employee's report of the Workplace Safety violation as provided in section 1.04(A) (2)(b) and (3) above; (c) the failure of the County to respond to a report of a Workplace Safety violation within fourteen (14) ~~ten (10)~~ calendar days. The employee must sign and date the grievance. A grievance will not be considered filed until the employee signs the grievance and the grievance is received by the County Administrator Clerk.
- 3. Extensions of Time; Impact of Untimely Filing.** The County Administrator Clerk may, in their sole and absolute discretion, agree to extend the time for filing a Workplace Safety grievance up to an additional fourteen (14) ~~five (5)~~ calendar days based upon a written request for an extension received from the employee prior to the expiration of the fourteen (14) ~~ten (10)~~ calendar day deadline to file the grievance. Any written request for an extension of time must explain the reasons why the employee cannot meet the grievance filing deadline. The decision of the County Administrator Clerk regarding a request for an extension of time shall be final, binding and not subject to appeal. Failure to timely file a grievance with the County Administrator Clerk within fourteen (14) ~~ten (10)~~ calendar days or any period of extension granted by the County Administrator Clerk shall constitute a waiver of the right to use the grievance procedure and an abandonment of the grievance.

- 4. Incomplete Grievance; Impact of Failure to Provide Complete Information.**

If a timely filed grievance is incomplete, the County Administrator Clerk shall issue a written request to the employee identifying the information needed to complete the grievance form and proceed with the grievance procedure. The County Administrator Clerk must issue the request for additional information within fourteen (14) ~~ten (10)~~ calendar days. If no written request is issued by the County Administrator Clerk within fourteen (14) ~~ten (10)~~ calendar days, the grievance shall move forward under this procedure.

In the event that the County Administrator Clerk timely issues a request for additional information, the Grievant shall have fourteen (14) ~~three (3)~~ calendar days from receipt of the written request to provide the Office of the County Administrator Clerk with the additional information. Upon receipt of the employee's written response, the County Administrator Clerk will determine whether the response is sufficient. The decision of the County Administrator Clerk shall be final and binding. Failure of the employee to timely provide the requested information or a finding by the County Administrator Clerk that the employee has failed to provide sufficient information to allow the grievance to move forward shall constitute a waiver of the right to use this grievance procedure and an abandonment of the grievance.

- 5. Grievance Verification.**

By signing the grievance, the employee is verifying and affirming that the statements contained in a grievance relating to Workplace Safety are true and accurate to the best of

the employee's knowledge. Any employee who files a grievance that is false or misleading or for the purposes of intimidation, annoyance or harassment or who otherwise files a grievance in bad faith is subject to disciplinary action.

Section 62. Appendix J. Green Lake County Grievance Policy, Grievance Procedure – Workplace Safety, Section C. Decision by County Administrator, is created to read:

C. Decision by County Administrator

The County Administrator shall have fourteen (14) days to review the grievance and determine if resolution can be reached. If the Grievance cannot be resolved, the County Administrator shall deliver a written response to the Grievant with a brief explanation as to why the Grievance is denied. The Grievant shall have fourteen (14) calendar days following receipt of the Administrator's denial of a Grievance to file a written request on the attached form Appendix D with the County Administrator for a Hearing. Failure of the County Administrator's office to receive a written request for Hearing from Grievant within fourteen (14) calendar days shall constitute a waiver of the Grievant's right to use the Grievance procedure and an abandonment of the grievance.

Section 63. Appendix J. Green Lake County Grievance Policy, Grievance Procedure – Workplace Safety, Section C. Hearing Procedure, is recreated as Section D. and shall read:

D. C. Hearing Procedure.

The selection of an Impartial Hearing Officer and hearing on a Workplace Safety violation shall be conducted in accordance with the Hearing Procedure in section C.1. (above)

Section 64. Appendix J. Green Lake County Grievance Policy, Grievance Procedure – Workplace Safety, Section D. Burden of Proof; Impartial Hearing Officer's Decision; Remedies, is recreated as Section E and shall read:

D-E. Burden of Proof; Impartial Hearing Officer's Decision; Remedies

1. **Burden of Proof; Standard of Review.** The employee bears the burden of proving by a preponderance of the evidence that the condition identified by the employee constitutes a Workplace Safety violation and that corrective action is required. If the employee does not meet their burden of proof, the Impartial Hearing Officer shall deny the grievance.
2. **Decision.** The Impartial Hearing Officer shall issue a written decision **no later than 30 within seven (7) calendar days** of the close of evidence, **with a copy provided to the Grievant and County Administrator.** The decision of the Impartial Hearing Officer shall, at a minimum, contain a statement of: (a) the standard of review; (b) the particular provisions of Wis. Admin. Code Chapter SPS 332 that are implicated by the Workplace Safety grievance; (c) findings; and, (d) if the grievance is sustained, an order of corrective

action.

3. **Remedies.** If the grievance is sustained, the Impartial Hearing Officer may order the County take corrective action in accordance with law 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.

Section 65. Appendix J. Green Lake County Grievance Policy, Grievance Procedure – Workplace Safety, Section E Costs of Impartial Hearing Officer is recreated as Section F, and shall read:

E. F. Costs of Impartial Hearing Officer. The County shall pay all costs for the Impartial Hearing Officer associated with a Workplace Safety grievance.

Section 66. Appendix J. Green Lake County Grievance Policy, County Board Appeal of Discipline, Termination and Workplace Safety Matters, is amended to read:

- A. **Who May File an Appeal.** An appeal of the Impartial Hearing Officer's decision may be filed by the grievant employee or the County.
- B. **Requesting an Appeal.** An appeal may be initiated to the County Board by filing an appeal with the County Administrator Clerk on the form attached as Attachment D within fourteen (14) ten (10) calendar 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.
- C. **County Board Appeal.** When the County Administrator Clerk receives a timely request for appeal, the County Administrator Clerk shall forward the appeal to the Chairperson of the County Board along with a copy of the hearing record including any exhibits introduced at the grievance hearing. The Chairperson shall schedule the appeal at a meeting of the County Board for purposes of reviewing the hearing record, the Impartial Hearing Officer's decision and rendering a decision on appeal. The County Board shall not take testimony, accept additional evidence, accept briefing, accept oral argument or otherwise conduct a hearing of any sort in relation to an appeal.
- D. **Standard of Review.** ~~The Board may overturn or otherwise modify the Impartial Hearing Officer's decision if the decision of the Impartial Hearing Officer is found to be clearly erroneous.~~
If the County Board finds that the request for review was timely, the County Board shall review the written decision of the Hearing Officer as set forth below. If the County Board finds that the request for review was untimely, the Hearing Officer's written decision will be affirmed by the County Board without further review.

To review the written decision of the Hearing Officer, the County Board shall review the written decision of the Hearing Officer, the reasons for the appeal and the reply. The County Board may receive additional evidence or conduct a hearing only if an issue is

raised under paragraph 2 below. The role of the County Board, in reviewing the decision of the Impartial Hearing Officer, is to address the following questions:

1. Did the Impartial Hearing Officer fail to follow a fair and impartial process such that the award should be rendered invalid?
2. Is there evidence of corruption, fraud or misconduct by the Impartial Hearing Officer such that the award should be rendered invalid?
3. Did the Impartial Hearing Officer make an error of fact and/or law which renders makes his/her award invalid?

If the answer to each of the above questions is “No” the County Board will uphold the decision of the Impartial hearing Officer. If the answer to any of the questions above is “Yes” the County Board shall reverse the decision of the Impartial Hearing Officer.

- E. **Decision.** The County Board shall deliver a written decision to the employee and the County no later than fourteen (14) ten (10) calendar days from the date of the County Board meeting. The written decision shall contain: (1) a statement of the issues; (2) findings, along with an explanation as to why any findings differ from the hearing examiner; and (3) a remedy, if appropriate, along with an explanation as to why any remedy differs from the remedy granted by the Impartial Hearing Officer.
- F. **Remedies on Appeal; Discipline and Termination.** The County Board may award one or more of the following remedies to the employee on appeal in a matter involving Discipline or Termination: (a) reinstatement; (b) a lesser adverse employment action consisting of a suspension, reduction in the length of a suspension, written reprimand or documentation of employee acts and/or omissions in an employment file; (c) back pay, less other interim earnings; and (d) in the event of a reinstatement following termination, reimbursement of the County’s applicable percentage of any payments made by the employee for continuation of health insurance under the **Consolidated Omnibus Budget Reconciliation Act (COBRA)**.
- G. **Remedies on Appeal; Workplace Safety.** If the County Board determines on appeal that a violation of Workplace Safety has occurred, the County Board may order that corrective action be taken by the County according to law.
- H. **Final Decision.** 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.

TIME

When the last day for taking any action under this Grievance Procedure falls on a day when the County Courthouse is closed (e.g., a Saturday, Sunday or holiday), the action may be taken on the next day the County Courthouse is open.

Section 67. Appendix J. Green Lake County Grievance Policy, County Board Appeal of Discipline, Termination and Workplace Safety Matters, Attachment A of Appendix J Form, Instructions, Paragraph 4., is amended to read:

4. **ASSISTANCE:** All information on the grievance form *must* be provided. If you have

any questions regarding the information required by the form, please contact the office of the Green Lake County **Administrator** Clerk at, 920-294-**4166**. Employees in the Clerk's **Administrator's** office may only offer assistance in identifying the information required in the grievance form. Employees in the Clerk's **Administrator's** office cannot provide you with legal advice in connection with your grievance. Employees, using the grievance procedure, are encouraged to consult an attorney of their choice with any legal questions.

Section 68. Appendix J., Green Lake County Grievance Policy, Attachment A of Appendix J Instructions, paragraph 4, is amended to read:

4. ASSISTANCE: All information on the grievance form *must* be provided. If you have any questions regarding the information required by the form, please contact the office of the Green Lake County **Administrator** Clerk at, 920-294-**4166**. Employees in the Clerk's **County Administrator's** office may only offer assistance in identifying the information required in the grievance form. Employees in the Clerk's **County Administrator's** office cannot provide you with legal advice in connection with your grievance. Employees, using the grievance procedure, are encouraged to consult an attorney of their choice with any legal questions.

Section 69. Appendix J. Green Lake County Grievance Policy, Attachment B. of Appendix J Form, is amended to read:

GREEN LAKE COUNTY
Unsafe Working Condition Or Hazard Report
Attachment B of Appendix J Form

Instructions:

- Use this form to report an unsafe working condition that does not require immediate action.
- This form should NOT be used to *initially* report immediate and dangerous working conditions.
See page 2 of this form for instructions on such conditions.
- This form should be completed, fully and legibly, with as much detail as possible. If additional space is needed, print information on a separate piece of paper and attach. If you need assistance in filling out the form, please contact the Office of the **County Clerk** **County Administrator at** (920) 294-4147.
- Submit completed forms to the Office of the **County Clerk-Administrator**.

Employee's Name: <hr/>	DATE AND TIME RECEIVED (for County use only)
Job Title: <hr/>	
Date of Report: <hr/>	

1. Location Of Condition Believed To Be Unsafe Or Hazardous (specify exact location where alleged unsafe or hazardous condition exists, the type of work performed and the approximate number of employees in the location. Use a separate form for each unsafe or hazardous condition).

2. Detailed Description Of Unsafe Or Hazardous Condition And Its Cause:

3. Date And Time Unsafe Or Hazardous Condition First Observed By Employee:

4. Are there any employees or other individuals who you believe have been injured or

become ill from the unsafe or hazardous condition? If so, please identify the employee or individual, the nature of the illness or injury and the date on which the employee or individual was injured or became ill.

5. To your knowledge, has the unsafe or hazardous condition previously been reported to a person in management? If so, to whom was the condition reported and on what date or dates?

6. To your knowledge, has the unsafe or hazardous condition previously been inspected? If so, who inspected the condition, when was the inspection and what was the result of the inspection?

7. What changes would you recommend to correct the unsafe or hazardous condition?

8. Certification.

By my signature below, I certify that I have read the above report and declare that the information in the report is true and correct.

Signature of Employee: _____

Date Signed: _____

Immediate and Dangerous Working Conditions

1. This form should not be used to *initially* report immediate and dangerous working conditions. If a dangerous working condition exists that requires immediate corrective action, the employee must notify their Supervisor at once. If the situation involves serious injury and/or the need for rescue, fire, or other emergency response, call 9-1-1 immediately.

2. Upon being advised of an immediate and dangerous working condition, the Supervisor shall evaluate the condition take any immediate action necessary to correct or minimize the hazard to a reasonable standard of safety. The Supervisor shall notify the Department Head and the County **Administrator Clerk** of the employee's report of an immediate and dangerous working condition and the corrective action, if any, taken by the Supervisor.

3. If corrective action is not taken immediately by the Supervisor, or the employee believes that action taken by the Supervisor does not minimize the hazard to a reasonable standard of safety, the employee shall immediately report the hazard to the Department Head and fill out and file this Unsafe Condition or Hazard Report with the Office of the County **Administrator Clerk**.

4. The Department Head will designate the appropriate individual to go to the scene immediately, evaluate the situation, make a judgment, and document and communicate the decision on appropriate action to the employee, the Supervisor and the County **Administrator Clerk**.

5. The County **Administrator Clerk** will review the information related to the dangerous working condition and determine whether the situation has been satisfactorily resolved or if additional investigation and corrective actions are necessary. The County **Administrator Clerk** will advise the employee in writing of the results of the investigation and any corrective action that the County intends to take within **fourteen (14) ten (10)** calendar days of the date of receipt of this Unsafe Condition or Hazard Report from the employee.

Section 76. Appendix J. Green Lake County Grievance Policy, Attachment C. of Appendix J Form, Instructions, Paragraphs 2 and 4, are amended to read:

INSTRUCTIONS

2. FILING DEADLINE: In accordance with section 1.04(B)(2) of the Grievance Procedure, this grievance form must be completely filled out, signed and filed by an employee with the Office of the County **Administrator Clerk** within **fourteen (14) ten (10)** working days of: (a) the employee's receipt of written notice from the County that the County will not be taking corrective action with respect to an alleged Workplace Safety violation previously reported by the employee; (b) the County's failure to begin to take corrective action of a Workplace Safety violation as outlined in a written report by the County **Administrator Clerk** to the employee within **fourteen (14) ten (10)** calendar days of the employee's report of a Workplace Safety violation; or (c) the County's failure to respond to a report of a Workplace Safety violation within **fourteen (14) ten (10)** calendar days of receipt of a reported Workplace Safety violation by an employee. An employee may obtain an extension of time to file a grievance for a Workplace Safety violation. Please refer to the grievance Procedure for the rules governing extensions. The failure of an employee to timely file a grievance with the office of the County **Administrator Clerk** within **fourteen (14) ten (10)** calendar days or any period of extension granted by the County **Administrator Clerk** shall constitute a waiver of the employee's right to use the grievance procedure and an abandonment of the grievance. Please refer to the Grievance Procedure for further details regarding the initiation of a Workplace Safety grievance.

4. ASSISTANCE: All information on the grievance form *must* be provided. If you have any questions regarding the information required by the form, please contact the office of the Green Lake County **Administrator's Office Clerk** at 920-294-**4166**. Employees in the **Administrator's Clerk**'s office may only offer assistance in identifying the information required in the grievance form. Employees in the **Administrator's Clerk**'s office cannot provide you with legal advice in connection with your grievance. Employees, using the grievance procedure, are encouraged to consult an attorney of their choice with any legal questions.

Section 70. Appendix J. Green Lake County Grievance Policy, Attachment D. of Appendix J Form, Green Lake County Grievance Procedure Appeal Form, is repealed and recreated as follows:

GREEN LAKE COUNTY GRIEVANCE PROCEDURE APPEAL FORM

NOTICE OF RIGHT TO APPEAL WRITTEN DECISION OF COUNTY ADMINISTRATOR:

Employees will receive a written response to the grievance within 14 calendar days after the County Administrator has made a determination regarding the grievance. If the employee wishes to appeal the decision of the County Administrator, the **employee shall request a hearing before an impartial hearing officer and submit a \$50 administrative fee within 14 calendar days of the written decision.** **Grievant will be responsible for paying half of the hearing cost up to a maximum of \$400, inclusive of the \$50 administrative fee.** To request a hearing, the employee must make a copy of the original grievance form, attach a copy of the County Administrator's written decision, check the box below and submit this form Attachment B along with the \$50 administrative fee to the Personnel Coordinator.

YOU MUST ATTACH A DETAILED EXPLANATION OF THE REASON(S) FOR THE APPEAL.

(Insert Date)

† I want to appeal the County Administrator's grievance decision
and request a hearing before an impartial hearing officer.

(Name of Grievant)

(Signature of Grievant)

NOTICE OF RIGHT TO APPEAL WRITTEN DECISION OF IMPARTIAL HEARING OFFICER:

The Impartial Hearing Officer must render a written decision within 30 calendar days from the date of the hearing. The employee (or employer) **may appeal the decision of the Impartial Hearing Officer to the Green Lake County Board of Supervisors within 14 calendar days of the written decision of the Impartial Hearing Officer.** This form Attachment B shall be used to request an appeal of the decision of the Impartial Hearing Officer. The appellant must make a copy of the original grievance form, attach a copy of the Impartial Hearing Officer's written decision, check the box below and submit this form Attachment B to the County Administrator. **YOU MUST ATTACH A DETAILED EXPLANATION OF THE REASON(S) FOR THE APPEAL AND EXPLAIN WHY YOU BELIEVE: (CHECK ONE)**

- 1. The Impartial Hearing Officer failed to follow a fair and impartial process such that the award should be rendered invalid.
- 2. There is evidence of corruption, fraud or misconduct by the Impartial Hearing Officer such that the award should be rendered invalid.
- 3. The Impartial Hearing Officer made an error of fact and/or law which renders his/her award invalid.

(Insert Date)

I want to appeal the Impartial Hearing Officer's grievance decision
and request a hearing before the County Board of Supervisors.

(Name of Appellant)

(Signature of Appellant)

Section 71. Appendix L. Green Lake County Career Shadow Policy,
Procedure is amended to read:

PROCEDURE

- The interested party will contact the County Administrator's Office Clerk's Department or may contact a specific department head/manager/supervisor about the Job Shadow Program. In each instance the individual will be directed to our external website to obtain a Job Shadow Application, or to the County Administrator's Office Clerk's Department. The application is to be submitted to the County Administrator's Office Clerk's Department with all appropriate signatures.

Section 72. Appendix M. Green Lake County Communications Policy,
Procedure is amended to read:

PROCEDURE

- A. Media Releases.
 1. The County Administrator shall be the chief spokesperson subject to coordination and direction of the County Board Chairperson.
 2. Media releases may be prepared by the Sheriff, Chief Deputy, Health Officer, appropriate Department Heads or their designees as approved by the County Administrator.
 3. Immediate postings to the County website by the designated department with assistance as needed from the IT Department.
 3. If a non-designee employee receives request for information, obtain a name and call back number of the representative, and advise the appropriate Department Head and County Administrator.
- B. Preparing Media Releases and Speaking with the Media (Staff as Authorized by the County Administrator Authorized Staff).
 1. Physically and mentally prepare for the encounter.
 2. Look and act professionally.
 3. Speak or write in short, easy to understand sentences.
 4. Address the event directly.
 5. Avoid drawing conclusions on events you are not certain about. If you don't know the answer state, "I do not know", ask to answer the question later.
 6. Do not mislead the media, be honest, polite, and courteous; remain composed.
 7. Be sensitive to media needs and deadlines.
 8. Specifics on department staff matters may be subject to "open records" or employment law.

Section 73. Appendix . Green Lake County Employee Recognition Policy, Veterans Day, is amended to read:

On Veterans Day, an email will be sent to all employees **and County Board members** recognizing all County employees **and County Board members** who are veterans.