

**SUMMARY OF CHANGES TO THE
DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES**

TO BECOME EFFECTIVE JANUARY 1, 2012

Item #

THROUGHOUT THE DOCUMENT

1. Except for Policy 109 – Grievance Procedure, Policy 309 – Social Media and a quotation in Policy 210.4 – Family Leave of Absence (FMLA) for Family Member’s Serious Health Condition or Military Exigency: replaced the word “shall” with “will”.
2. Generally removed language that referenced Union labor agreements covering non-public safety employees as well as references to seniority rights, union dues and fair share payments, and a just cause standard.
3. Moved existing policies and/or specific language, and renumbered the policies as necessary, so that they can be found under the proper category and in alphabetical order.
4. Wherever reference was made to protected classes under federal or state non-discrimination law added the statement: “or any other characteristic protected by state or federal law.”

POLICY 101 - INTRODUCTION

5. Added the statement: “Unless otherwise specified by law employees of Dodge County are at-will.”

POLICY 104 - DEFINITIONS

6. Added language regarding part-time employees’ eligibility for benefits.
7. Added language to include seasonal and limited-term employees in the definition of temporary employees. Also added language regarding benefit eligibility for those employees.

POLICY 105 - DISCIPLINE

8. New language that defines counselings and steps of discipline consistent with Policy 109 – Grievance Procedure.

POLICY 109 – GRIEVANCE PROCEDURE

9. The grievance procedure was modified to be in compliance with §66.0509 (1m), Wis. Stats. The statutes now require certain elements be included in the grievance procedure.

POLICY 110 – HIRING PROCEDURES

10. Language was changed to allow consideration of external candidates along with current employees who request consideration for a position.

POLICY 111 – HOURS OF WORK

11. New language acknowledges that different work schedules may be in existence in different departments.
12. Allows for a Department Head to approve flex schedules (adjusting weekly work schedule as needed) to accommodate for work related adjustments as well as requests based on personal needs, i.e., doctor appointment.
13. Changes break periods to two 10 minute breaks per day versus current two 15 minute breaks per day for those employees who receive two breaks.
14. Addresses current language in Health Facilities Union contract regarding ability to “trade” work days.

15. Incorporates language that Highway Department employees may be scheduled to start work at a time other than 7:00 a.m.
16. Eliminates any requirement to retain Highway Department employees beyond an 8 hour workday regardless of start time.
17. Makes changes to Highway Department summer hours including:
 - the four day work week may begin before the first full week of May and may end later than the last full week preceding Labor Day,
 - during the weeks that holidays occur the employees will work four 8 hour days and receive holiday pay, and
 - deletes language prohibiting employees from taking vacation in day increments.
18. Reaffirms that employees of the Highway Department must be available on a call-in basis 24 hours a day, seven days a week during specified periods of the year. Further details procedures for requesting exception from call-in, and measures to address failure to respond.

POLICY 111.1 – JOB SHARING

19. Describes considerations currently used when allowing a job share arrangement that is mutually beneficial to the County and to the employees, i.e., two employees holding the equivalent of one full-time position, with shared responsibilities and shared benefits.

POLICY 113 – JOB POSTINGS

20. Changes current job posting procedures to allow consideration of any current qualified employees and also allows for concurrent consideration of outside candidates if the Department Head so desires. Acknowledges that familiarity with the job and department/county operations which is normally characteristic of current employees is a valuable asset to be given consideration.

POLICY 114 – JOB PROGRESSION REQUIREMENTS

21. Adds a policy with a generalized statement regarding the fact that certain positions have progressive levels of skill, knowledge and ability, i.e., Social Worker I, Social Worker II, Senior Social Worker. Details regarding the requirements for advancement to a higher level are contained in the respective job descriptions.

POLICY 115 – LAYOFF AND RECALL

22. New policy that redefines how decisions are made when it is necessary to consider a reduction in the work force. Decisions will be made based on critical services, funding, and employees most qualified for continuity of operations. Determination of whether an effected employee will be retained in another position will be based on multiple factors rather than “bumping rights.” Gives long-term employees the potential of be retained in active status rather than automatically going on layoff.
23. Retains the fifteen month period during which an employee may be recalled to work. Defines procedures related to recall.

POLICY 116 – LENGTH OF SERVICE

24. The concept of length of service, which is used to determine benefit eligibility and consideration under certain policies and procedures, replaces the contractual “seniority” provisions. Policy language addresses how length of service is calculated.

POLICY 118 – ORIENTATION PERIOD

25. Rather than undergoing a “probationary” period upon hire or transfer, this revised policy provides for an orientation period for employees. “Probationary” period can be construed to be a period beyond which an employee has a right to be retained in employment except for “just cause” dismissal, whereas “at will” employees are retained based on other considerations.

POLICY 119 – OVERTIME HOURS

26. Defines when overtime is paid and provides measures to assure Department Head or Supervisor approval. Specifies the use of alternative FLSA overtime calculations for non-exempt nursing home employees and law enforcement employees.
27. Changes Highway Department overtime applicability to hours earlier than 5:00 a.m. and/or in excess of 8 hours paid per day at the employee’s regular rate of pay.
28. Incorporates language from other labor contracts (Sheriff’s Sworn, Sheriff’s Non-sworn, and Nurses) unique to those employees.

POLICY 119.1 – ASSIGNMENT OF OVERTIME

29. Changes overtime eligibility to give consideration to employees most qualified to perform the work needed. Includes language to allow for equal consideration to similarly situated employees.

POLICY 119.2 – COMPENSATORY TIME

30. Provides for an added benefit for Sheriff’s Department employees affected by the elimination of the practice of allowing holiday bank carryover into a succeeding year, by allowing carryover of an additional 16 hours of compensatory time into the succeeding year.
31. Incorporates language from Sworn and Non-sworn labor agreements relating to employees switching hours and payback from accumulated compensatory time.

POLICY 120 – PAY PERIOD / PAY DAY

32. Makes a change to Clearview pay procedures that results in uniformity in when employees are paid, i.e., although Clearview remains on an alternate week schedule compared to other payrolls, those employees will now receive their pay on Fridays. Clearview’s payperiod still begins on a Thursday and ends on the second Wednesday thereafter.

POLICY 120.1 – MANDATORY DIRECT DEPOSIT

33. Effective January 1, 2012 all non-public safety employees will have their earnings deposited into an account at a U.S. financial institution of their choosing. Currently direct deposit is voluntary.

POLICY 121 – PERFORMANCE EVALUATIONS

34. Continues the current procedure for conducting performance evaluations for newly hired employees and employees who have transferred to a different position.
35. Establishes annual performance evaluations for all employees. The Sheriff’s Department, Clearview and Human Services and Health currently conduct annual performance evaluations.

POLICY 123 – RESIGNATIONS AND DISCHARGES

36. Establishes that an employee who engages in “no-call/no-show” for a three day period is considered to have voluntarily terminated his/her employment. Provides for an appeal process if unusual circumstances warrant such consideration.

POLICY 125 – UNION BUSINESS DURING WORKING HOURS

37. Specifies that Union business is limited to what is authorized in labor agreements or as required under applicable laws and regulations.

POLICY 126 – UNLAWFUL HARASSMENT

38. Current policy language states that, when circumstances warrant, an employee who is being investigated for unlawful harassment may be placed on a suspension without pay. The following language has been deleted: “and shall generally be for no longer than two weeks in duration.” Investigations may exceed the two week period.

POLICY 127 – WAGES

39. Incorporates language and/or concepts from several labor agreements relating to wage adjustment upon transfer, unpaid time, and temporary re-classification pay.

POLICY 127.1 – SHIFT PREMIUM

40. Incorporates language currently found in labor agreements defining shift premiums.

POLICY 127.2 – ON-CALL PAY

41. Adds language from Professional Union labor agreement and Nurses Union labor agreement relating to on-call pay. Modifies Professional Union language to address how on-call duties are assigned.

POLICY 127.3 – CALL-IN PAY

42. Highway employee emergency call-in pay is revised such that call-ins that result in work performed after 5:00 a.m. are paid at the employee’s regular rate of pay. This creates uniformity with employees whose schedules are adjusted to start times earlier than normal.
43. Call-in provisions found in other labor agreements or memorandums of agreement and memorandums of understanding are incorporated into policy.

POLICY 201.1 – BENEFIT PAYOUT UPON DEATH OF EMPLOYEE

44. Revises policy language to specify exactly which accrued benefits and compensation is paid to the employee’s heirs or estate. Creates uniformity in a provision that provides for continuation of income to the surviving spouse/estate, the regular earnings the deceased would have received for the balance of the month in which he/she passes away.

POLICY 203 – EDUCATION REIMBURSEMENT / CONTINUING EDUCATION

45. Recognizes the existence of policies in the Sheriff’s Department, Human Services and Health, and Clearview relating to continuing education that is work related and mutually beneficial to the County and the employee.

POLICY 204 – EMPLOYEE ASSISTANCE PROGRAM

46. The existing Employee Assistance Benefit available to Clearview employees is extended to all other employees.

POLICY 207 – HOLIDAYS

47. Additional language from labor agreements is incorporated.
48. The payment of holiday pay for work performed on a holiday by Sheriff’s Department employees or employees of the Building Maintenance Department is changed to provide for payment of time-and-

one-half for work performed on the holiday, and an additional 8 hours of pay or compensatory time. Currently these employees are compensated for 8 hours at their regular rate of pay and have the choice of 1½ times additional pay or 12 hours of compensatory time.

POLICY 208 – INSURANCE

49. Added language confirms the Human Resource and Labor Negotiation Committee’s responsibility for oversight and decision-making regarding benefit plans offered to eligible employees.

POLICY 208.1 – HEALTH INSURANCE

50. Language was added to describe the enrollment opportunities for Clearview employees.
51. Language about health insurance continuation options available to retirees is moved to this section.

POLICY 210.6 – BEREAVEMENT LEAVE OF ABSENCE

52. There is not currently uniformity in the bereavement leave benefit among all employee groups. The change to this policy creates uniformity by providing one day of bereavement leave in the event of the death of a spouse’s grandchild or grandparent (who is not also the grandchild or grandparent of the employee).

POLICY 210.7 – MILITARY LEAVE OF ABSENCE

53. Language changes have been made to this policy to assure compliance with Federal and State laws and regulations.

POLICY 211 – LONG TERM DISABILITY

54. A more detailed explanation of this benefit is provided in the amended language. There are no changes to the benefit itself.

POLICY 212 – LONGEVITY PAY

55. This benefit continues to exist without change for most employees; however the longevity pay benefit for employees of the Sheriff’s Department Non-sworn Union, Clearview and the Nurses Union is changed to conform to what is in place for all other employees.
56. Longevity pay is no longer paid out to employees of Clearview if they terminate employment, other than retirement.

POLICY 213 – RETIREMENT ANNUITY

57. Recent statutory changes necessitated a change of language to address new eligibility requirements, etc.

POLICY 214 – SICK LEAVE

58. Existing contract language states that an employee is required to provide medical documentation for absences of more than three days and documentation may also be required for absences of shorter duration. The policy is updated to include this language.
59. Language that previously referred only to Clearview employees and which requires medical documentation from employees who have been notified by management that, due to their prior record of absences or other reason, they are required to obtain a physician’s certificate for absences has been extended to all employee groups.

POLICY 214.1 – POST-EMPLOYMENT HEALTH PLAN

60. Correct typographical error by changing “120 hours” to “120 days.”

POLICY 215 – TOOL ALLOWANCE

61. This is a new policy that incorporates language found in the current Highway Department labor agreement.

POLICY 217 – UNIFORM ALLOWANCE

62. This is a new policy that incorporates language found in the current Highway Department labor agreement and in the Sheriff's Department Non-sworn labor agreement. The language has been updated to reflect what is currently in effect.

POLICY 218 – VACATION

63. Added language grants newly hired employees two weeks of vacation in the first year of employment, which cannot be taken within the first six months. The County Administrator has the authority to approve a greater benefit if appropriate for newly hired management employees in Labor Grade 16 and above. If an employee leaves Dodge County employment within the first year and has used any of this vacation benefit, it must be repaid. This will be accomplished through payroll deduction when possible.
64. Language from the Health Facilities Union labor agreement and Highway Employees Union labor agreement is incorporated into the policy.

POLICY 219 – VOLUNTEER FIRE AND EMS – ABSENCE FROM WORK

65. This is a new policy that was written to comply with statutory requirements. (§103.88, Wis. Stats.)

POLICY 220 – VOTER LEAVE LAW

66. This is a new policy that was written to comply with statutory requirements. (§6.76 and §12.07, Wis. Stats.)

POLICY 221 – WORKERS COMPENSATION

67. Dodge County currently provides a supplemental Workers Compensation benefit to its employees. This supplement is in addition to payments mandated by Workers Compensation law and regulations. Changes to this policy eliminate the supplemental benefit. The language now found in this policy describes the effected employee's entitlement to Workers Compensation and benefit continuation.

POLICY 301 – ALCOHOL AND DRUG ABUSE

68. Offers of employment will now be contingent on the candidate passing a pre-hire drug screen.

POLICY 303 – COMMERCIAL DRIVERS LICENSE – HIGHWAY DEPARTMENT

69. This new policy incorporates language that is currently in the Highway Employees Union labor agreement. The language has been updated to reflect its application to some non-represented employees as well.
70. Changes have been made to the language found in the labor contract to allow management to refill a position that becomes vacant due to an employee losing his/her CDL, and to clarify that the Highway Commissioner, when considering an accommodation for an additional employee, will make the decision relative to the employee who most recently lost his/her CDL.

POLICY 304 – COMPUTER USE

71. Changes have been recommended by the Information Technology Department and the Information Technology Committee and are included in this revision.

POLICY 305 – ETHICS

72. This is a new policy that includes both a draft originally considered by the HR Committee and a departmental policy currently in existence at Clearview. Numerous scenarios are addressed with directives on what is and is not permissible.

POLICY 308 – PERSONAL APPLIANCES

73. This is a new policy that incorporates language previously approved by the Building Committee and communicated to all Department Heads.

POLICY 309 – SOCIAL MEDIA

74. Social media and social networking are forms of information sharing that have become prevalent in recent years. The popularity of this method of communication is now recognized as having an impact on an employer as a means of communicating with its clientele. At the same time it is necessary to assure that employees when using either an employer sponsored site or using their own personal site do not adversely impact the interests of the employer. The employees' First Amendment rights to free speech must be given consideration, but not all types of statements are protected. This new policy addresses the complexities of this issue.

POLICY 310 – USE OF TELEPHONES AND OTHER COMMUNICATION EQUIPMENT

75. Changes have been recommended by the Information Technology Department and the Information Technology Committee and are included in this revision.

POLICY 311 – WEAPONS IN THE WORKPLACE

76. This new policy addresses in a general fashion restrictions, if any, that may be placed on Dodge County employees in relation to weapons in the workplace. As Dodge County gives further consideration to how this issue will be handled with the general public this policy may be subject to revision.

POLICY 313 – WORK RULES

77. A statement was added to acknowledge that employees are required to be in compliance with departmental work rules in addition to those found in the Personnel Policies and Procedures.