

**TITLE 1 - CHAPTER 9
COUNTY PERSONNEL**

1-9-1: PERSONNEL POLICY; EMPLOYEE HANDBOOK

The Green County Employee Handbook, effective January 1, 2014, adopted in Resolution No. 11-3-13, is adopted by reference as though fully set forth herein as are any amendments hereafter adopted by the Personnel and Labor Relations Committee and the Green County Board of Supervisors. Any amendments to the Green County Employee Handbook shall be provided promptly to each department head by the Department of Human Resources. Department heads assume responsibility for notice to department employees and compliance within their respective departments.

The responsibility for interpretation and enforcement of the Green County Employee Handbook shall be made by the department heads with advice from the Department of Human Resources and Corporation Counsel when needed. The Administrative Coordinator or the Director of Human Resources shall act as a liaison between the department heads and the Personnel and Labor Relations Committee in regards to the handbook. The Personnel and Labor Relations Committee shall remain the County committee in charge of personnel matters.

This ordinance applies to all County employees. Employees represented by labor unions shall be covered by this ordinance only to the extent that this ordinance does not conflict with the pertinent labor contract. In the event of conflict between the labor contract and this ordinance, the labor contract shall control. In the event of conflict between this ordinance and state or federal law, state or federal law shall control. This ordinance does not create a contract of employment and may be amended at any time by the County Board.

(Ord. 18-0101, 1/9/2018)

1-9-2: EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Discrimination against any person in recruitment, examination, appointment, promotion, retention, discipline or any aspect of personnel administration because of political and religious opinions or affiliations, race, national origin or other discriminatory factors is prohibited. Discrimination on the basis of age or sex or physical disability is also prohibited, except when a specific age, sex or physical requirements constitute a bona fide occupational qualification requirement. In all future external recruitment sources utilized (newspapers, professional journals, etc.) a statement "This County is an Equal Opportunity Employer" shall appear in that advertisement.

1-9-3: JOB POSTING

- A. All job openings which are not filled from within the particular department are to be posted in all County facilities for a minimum of seven working days. All positions subject to this posting requirement may be simultaneously advertised for and filled from outside of the County employment system. In the case of equally qualified candidates preference may be given to the County employee. This Section shall apply to all vacancies in existing positions within the County as well as for newly created positions.
- B. All departments, at their discretion, may maintain and keep an applicant's application and/or resume in a job posting file for a maximum of 12 months. Future vacancies not filled from within the particular department may be filled from said file with or without the need for further interviews at the discretion of the department head.

1-9-4: EMPLOYEE JOB POSITIONS AND WAGES

The Personnel and Labor Relations Committee is delegated the responsibility to continually review the Employee Handbook, compensation wage scales, number of authorized job positions and all other employee and wage related matters in the County.

- A. Job Position Creation or Elimination – All job position creation or elimination shall be made by the Green County Board of Supervisors upon the recommendation of the Personnel and Labor Relations Committee.
- B. Amendments to the Employee Handbook – Amendments to the Employee Handbook may be made by the Personnel and Labor Relations Committee. The Personnel and Labor Relations Committee may, in its sole discretion, submit the proposed amendments to the Green County Board of Supervisors for consideration.
- C. Cost of Living Adjustments – Any annual across the board cost of living adjustment shall be determined by the Personnel and Labor Relations Committee and included in the annual budget for consideration by the Green County Board of Supervisors.
- D. Job Position Wage Grade Reclassifications – All job position wage grade reclassifications shall be made by the Personnel and Labor Relations Committee on its own initiative or upon recommendation of the job position’s department oversight committee, if any. The Personnel and Labor Relations Committee may, in its sole discretion, submit the proposed job position wage grade reclassification(s) to the Green County Board of Supervisors for consideration.
- E. Wage Grade Step Increases – The Personnel and Labor Relations Committee may move an employee along the minimum and maximum steps in that employee’s wage grade on its own initiative or upon recommendation of the employee’s department oversight committee, if any.
- F. Shift Differential Pay – The Green County Sheriff’s Department and Pleasant View Nursing Home traditionally offer shift differential pay to encourage employees to work certain shifts and certain days of the week. Any modifications to the amounts paid shall be made by the Personnel and Labor Relations Committee upon recommendation of the department oversight committee. The Personnel and Labor Relations Committee may, in its sole discretion, submit the proposed shift differential amount change to the Green County Board of Supervisors for consideration.
- G. Modification of Job Position Descriptions – The Personnel and Labor Relations Committee may modify an employee’s job position description on its own initiative or upon recommendation of the employee’s department oversight committee, if any.

1-9-4-1: AUTHORITIES OF ADMINISTRATION

Except as provided by law, Green County reserves any and all management rights regarding department oversight and department head employment status. The Administrative Coordinator, along with consultation and advice of the Corporation Counsel and Human Resources Director whenever reasonably possible, is granted the authority to:

- A. Initiate workplace investigations within Green County departments, offices and properties;
- B. In collaboration with the oversight committee chair, place department heads and employees on and off administrative leave during investigations;
- C. Restrict and reinstate access to County properties and equipment during investigations; and
- D. Report findings and make recommendations to oversight committees, the Personnel and Labor Relations Committee and County Board as necessary.

The Personnel and Labor Relations Committee may appoint someone other than the Administrative Coordinator to carry out the above listed duties.

(Ord. 19-0601, 6/11/19)

1-9-5: ELECTED OFFICIALS/DEPARTMENT HEADS

- A. State Statute requires the establishment of the salaries of all elected officials prior to April of each year in which such officials shall run for election to their respective offices in the fall.
- B. Said salaries shall be set for each year of the elected official's term of office.
- C. Said salaries shall be published and made known to prospective candidates in time for them to make a decision regarding their entry into the race.
- D. Most fringe benefits shall be subject to change as determined by the Personnel and Labor Relations Committee in line with County policy, except that provisions for paid time off do not apply to elected officials.

(Ord. 19-0601, 6/11/19)

1-9-5-1: HIRING AND REMOVAL OF DEPARTMENT HEADS

At-will department heads may be hired, disciplined and/or removed upon action from the appropriate oversight committee or by action of the Personal and Labor Relations Committee. Elected and appointed officials may be hired, disciplined and/or removed in accordance with governing law.

(Ord. 19-0601, 6/11/19)

1-9-6: COUNTY BOARD PER MEETING SALARIES

- A. The per meeting rate for County Board meetings and committee meetings is \$40.00. Committee meetings beginning within one hour before or one hour after a County Board meeting shall be exempt from any payment.
- B. The Green County Board Chairperson shall receive a monthly salary of \$200.00 in addition to regular per diem and mileage allowed other County Board members.

1-9-7: CONDEMNATION COMMISSIONERS:

Pursuant to §32.08(4), Wis. Stats., condemnation commissioners shall receive compensation for the actual time spent in rendition of services at a rate of \$10.00 per hour. Further, the Commissioner shall also receive a mileage reimbursement at the then effective County mileage reimbursement rate. Further, the Chairperson of the County Condemnation Commission shall receive such reasonable sum, computed at the hourly rate, as is allowed by the Circuit Judge having jurisdiction over the hearing for his/her administrative work in selecting and notifying the Commissioners to serve on the condemnation hearing and his/her necessary out-of-pocket expenses in connection with said hearing. All such compensation and expenses shall be paid by the condemnor upon an order approved by the Circuit Judge.

1-9-8: SALARIES AND EXPENSES

- A. Officers and Employees: In order to provide an equitable base for expenses incurred by Green County officers and employees while engaged in matters pertaining to the County or their respective offices, for all qualifying personnel, the following rules shall prevail:
 - 1. No meals or lodging shall be paid within Green County.
 - 2. Mileage reimbursement for travel on County business, attendance at meetings, seminars and conventions by officers, employees, elected officials, appointed officials, and Supervisors in privately owned vehicles shall be at the per mile rate as

from time to time established by the Personnel and Labor Relations Committee. Mileage reimbursement shall only be authorized for the person who actually drives his or her privately owned vehicle on County business, attendance at meetings, seminars, and conventions.

- a. When carpooling in privately owned vehicles is authorized and utilized for travel on County business, attendance at meetings, seminars and conventions, reimbursement for mileage shall be granted to the vehicle owner only.
 - b. The purpose of this subsection is to eliminate duplication of mileage costs to the County.
3. County officers and employees shall be reimbursed for meals while on County business outside of Green County as follows: breakfast - \$10.00; lunch - \$15.00; dinner - \$20.00. (Ord. 19-0901, 9/10/2019)
 4. Meal reimbursement in the amounts indicated shall be made regardless of actual cost of meals, and will be made based upon the following times of departure and return to Green County: for breakfast, departure prior to 6:30 A.M. and return after 10:00 A.M.; for lunch, departure prior to 10:00 A.M. and return after 2:00 P.M.; for dinner departure prior to 4:30 P.M. and return after 7:00 P.M. For meetings, seminars and conventions extending 24 hours or longer, reimbursement will be made at the rate of \$30.00 for each full day the officer or employee is out of the County.
 5. Receipts or sales slips for meals shall not be required, but individuals claiming reimbursement must indicate on their reimbursement claim dates and hours of departure from Green County and dates and hours of return to Green County.
 6. In the event that the cost of a meeting, workshop, seminar, or convention includes the cost of a meal in the registration fee, no separate reimbursement for that meal shall be made, but rather the total cost of the registration shall be reimbursed by the County if otherwise authorized.
 7. Reimbursement for salary, registration, meals, mileage and lodging for attendance at meetings, seminars and conventions which occur outside of Green County shall be issued only upon approval and authorization by the appropriate department oversight committee.
 8. Payment for lodging shall be authorized only for distances of 50 miles or more, with the starting point established as the City of Monroe, seat of Green County government.
 9. Attendance at seminars, training sessions, conventions, conferences, and similar functions relating to the duties and responsibilities of County officers, officials and employees may be authorized, and reimbursement for mileage and expenses relating thereto may be allowed, only for functions at distances not exceeding 150 miles beyond the borders of the State. Attendance at such functions on County time may be authorized for such functions located at distances in excess of 150 miles from the Wisconsin State border with approval of the employee's department oversight committee, if any, and the Personnel and Labor Relations Committee, but no County reimbursement for travel and expenses will be allowed.
- B. Jurors: Pursuant to §756.25, Wis. Stats., jurors' fees and the fee for the bailiff are hereby fixed at \$20.00 per day; if permitted by law, such fees are fixed at \$10.00 per one-half day or fraction thereof. Mileage is established at the current County mileage rate.

1-9-9: NEPOTISM PROHIBITED

Members of immediate families shall not be hired or transferred into any department, or promoted within a department where a direct superior-subordinate relationship between such family members would result. Immediate families shall be interpreted as spouse, child, parent, son- or daughter-in-law, mother- or father-in-law, brother or sister. Nothing in this policy shall affect persons so hired, transferred or promoted before January 1, 2014.

1-9-9-1: FRATERNIZATION PROHIBITED

Fraternization is a situation when two employees of Green County are in both a supervisory-subordinate relationship and an intimate relationship with each other at the same time.

Fraternization can cause conflicts of interest, perceptions of favoritism and have negative impacts on employee morale and service operations.

Except as otherwise provided by law, department heads, elected officials, appointed officials, employees and applicants shall not be employed, hired, or transferred into any position where fraternization exists.

- A. A "superior-subordinate relationship" exists when one employee is in the direct chain of command of another employee; or can make decisions over the other employee's job status, promotion, assignment, disciplinary action or retention.
- B. An "intimate relationship" exists when two employees are dating, cohabiting, engaged, married, domestic partners or in a romantic or sexual relationship with each other.

Fraternization shall result in discipline, transfer and/or termination of either or both employees. (Ord. 19-0501, 5/14/19)

1-9-10: PERSONAL USE OF COUNTY VEHICLES

1-9-10-1: PURPOSE

The purpose of this Ordinance is to regulate the County Employees' personal use of County vehicles and to subject the use to the provisions of the Internal Revenue Code and regulations as set forth in 26 C.F.R. §1.274-6(T) and any subsequent modifications thereon.

1-9-10-2: DEFINITIONS

COMMUTING TRIP: Commuting trip means a one-way trip from the residence of an employee to his/her normal and regular location of work or office. A commuting trip is not a round-trip.

PERSONAL USE: Personal use means any use which is for the benefit or enjoyment of the employee and which is not in the pursuit of business or in the interests of the County, or is in the pursuit of a business or trade other than that of the County as provided in 26 C.F.R. §1.274-6T and any subsequent modifications thereon.

1-9-10-3: PERSONAL USE PROHIBITED

No County employee may make use of any County-owned or County-operated vehicles except as provided herein.

1-9-10-4: PERSONAL USE PERMITTED

The following employees are permitted to operate a County-owned vehicle to commute to and

from work:

- A. Courthouse Maintenance Supervisor
- B. Highway Commissioner
- C. Highway Department Supervisors
- D. Sheriff and on-call law enforcement staff members as determined by the Sheriff.

The above-enumerated employees are permitted to make stops and minimally deviate from their normal commuting routes for personal business. (Ord. 0902, 9/8/2015)

1-9-10-5: PERSONAL USE VALUATION

- A. Each employee, except as provided below, authorized to operate a County vehicle for the purpose of commuting shall be charged and required to pay the lesser of \$1.50 per one-way commute or the County mileage rate for mileage actually driven.
- B. By action of IRS regulations, law enforcement is exempted from payment of the personal use valuation.

1-9-10-6: RECORD-KEEPING

- A. The employees authorized to operate County vehicles to commute to and from work shall maintain a log showing all the personal miles or commuting trips by the vehicle.
- B. The log shall be maintained on a daily basis and a copy thereof shall be returned to Accounting or their designee with each payroll.
- C. The personal use amount, and any applicable sales taxes, shall be deducted from the employee's payroll each payroll period.