

Clark County Clerk of Circuit Court
517 Court Street, Room 405
Neillsville, WI 54456
Telephone: (715) 743-5181

Clerk of Circuit Court Office Work Rules

These work rules define the privileges and responsibilities for the Clark County Clerk of Circuit Court employees while on duty. These work rules are in addition to and supplement the Clark County Employee Handbook. They are designed to provide the framework that will allow each employee to maximize their productivity and efficiency while meeting county guidelines and departmental policies.

The following department work rules shall be implemented effective January 1, 2013:

Office Hours

The Clerk of Circuit Court office hours of operation are 8:00 a.m. to 4:30 p.m., Monday through Friday with the exception of those days identified in the Employee Handbook as paid holidays.

Except under extenuating circumstances at least three (3) departmental employees shall be on duty during business hours to attend to clerk court proceedings, attend to walk-in traffic, operate the phone system and conduct departmental business.

Work Hours

The standard work schedule for department employees shall be from 8:00 a.m. to 4:30 p.m.

Employee Work Rules

The Clark County Employee Attendance System (time clock) shall be used to record employee time.

Department employees will receive an unpaid meal break of thirty (30) minutes.

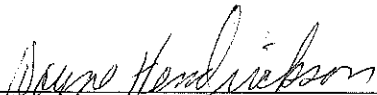
Employees are to receive two (2) break periods of ten (10) minutes or less, one during the A.M. and one during the P.M.

Employee Work Rules (cont.)


Requests for time off will be handled on a case-by-case basis.

All work performed in excess of 40 hours during a work week shall, by default, be accrued as comp time. Approval by the department head is required in the event overtime is necessary. An employee can request overtime be paid or be accrued as comp time. The department head shall have final authority to establish method of compensation.

Approved by Clark County Executive Committee:


Wayne Hendrickson

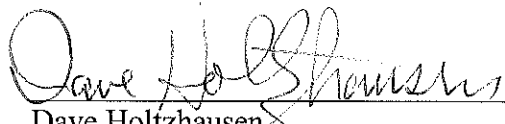
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Joe Waichulis

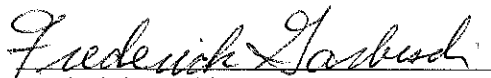
Date: 3/18/13


Marcia Hochhalter

Date: 3/18/13


Dave Holtzhausen

Date: 3/18/2013


Frederick Garbisch

Date: 3-18-13