

Approved 1/21/13
by Pers. Comm.

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Clark County Planning and Zoning Department Work Rules

These work rules define the privileges and responsibilities for Clark County Planning and Zoning Department employees while on duty. These work rules are in addition to and supplement the County Personnel Policy (effective January 1, 2013). They are designed to provide a framework that will allow each employee to maximize their productivity and efficiency while meeting county guidelines and departmental policies.

The following department work rules have been approved by the Clark County Planning and Zoning Committee and the Clark County Personnel Committee and became effective upon approval:

Office Hours

The departmental office shall operate from 8:00 am to 4:30 pm, Monday through Friday excepting those days identified in the Employee Handbook as paid holidays.

Except under extenuating circumstances at least one departmental employee shall be on site during business hours to attend to walk-in traffic, operate the phone system, and conduct departmental business.

Work Schedules

The standard work schedule for the department employees shall be from 8:00 am to 4:30 pm.

The County Surveyor and Land Information Technician shall have an alternate standard work schedule of four (4) ten-(10) hour days.

The positions of Administrative Assistant, GIS Analyst, Surveyor, Land Information Technician, and Land Use Technician will be allowed to schedule work outside of their prescribed work schedule- including weekend days - to achieve 40 hours of actual work. No out-of-office or field work is permitted on weekends. No overtime or comp time can be accrued on weekends. Any weekend work must be approved by the department head.

Holiday work is prohibited.

Employee Work Rules

All employee time shall be kept using the Clark County Employee Attendance System (time clock).

The Administrative Assistant, GIS Analyst, Land Information Technician, and Land Use Technician shall use the time clock to record their hours of work.

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. 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.

Only actual hours worked are considered in a weekly calculation of comp or paid overtime.

Employees are to receive two ten (10) minute paid breaks, one during the A.M. and one during the P.M. Any changes to these scheduled times must be authorized by your immediate supervisor.

Note: The Clark County Planning and Zoning Committee approved the Planning and Zoning Department Work Rules on January 8, 2013.