

**CLARK COUNTY MAINTENANCE DEPARTMENT
517 COURT STREET
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TELEPHONE 715-743-5221**

MAINTENANCE DEPARTMENT WORK RULES

These work rules have been prepared to set forth the privileges and responsibilities of Clark County Maintenance Department employees while on duty.

These work rules are in addition to and supplement the County Personnel Policy, they are not intended to limit the rights of employees but rather to define those rights so the Department can attain its' objectives in an orderly manner.

Each County employee represents this Department. Therefore, the manner in which each employee works, the manner in which they conduct themselves, and their general behavior and appearance reflect upon the Department.

These work rules are intended to encourage all employees to perform an hour of work for each hour of pay.

Failure to obey any of the work rules listed shall be sufficient grounds for disciplinary action. In all cases, the Department considers discipline as a corrective action necessary to the overall improvement of Maintenance Department operations.

The following work rules shall be implemented effective December 18, 2023:

1. Normal hours of work during the 5-day workweek for all workers shall be
 - Monday through Friday 7:00 am to 3:30 pm (with ½ hour lunch break
 - Normal hours of work for the night shift is 3:00 pm to 11 pm with a paid (½ hour lunch break).
 - Hours of work may be altered at any time, by the Maintenance Engineer or the Maintenance Supervisor.

2. Call In Times:
 - Employees called in outside of their regular scheduled shifts will receive compensation at 1 ½ times their regular rate of pay for a minimum of two hours.
 - Employee required to remain on-site due to unforeseen workload increases (i.e. snow removal, plumbing issues) will receive compensation equal to 1 ½ times rate for hours worked in excess of 8 that day

3. Usage of PTO and Comp Time

- Employees wishing to schedule time off will have an option of using Comp or PTO.
- Requests may be denied based upon the operational needs of the department.

4. Punctuality is expected and required; each employee shall report each day in sufficient time to be ready to commence work promptly after receiving their work assignments from their supervisor. If an employee is tardy or absent without permission, the employer shall exercise its judgement in the evaluation of given excuses and unexcused absences. Habitual tardiness and/or absence without permission are grounds for discharge.

5. Employees are expected to follow all safety rules and regulations. In case of emergency, maintenance staff will assist visitors and employees in complying with courthouse safety guidelines regarding evacuation/tornado.

6. Exempt positions: the following conditions apply to comp time accrual for excess hours worked:

For employees working (including benefit time such as PTO, holidays, ETC.) more than 80 hours in a pay period, employees may accrue comp time on an hour-for-hour basis only after working a minimum of one (1) hour more than eighty (80) hours. Once the minimum of one (1) hour of comp time accrues, employees may accrue comp time at the rate of hours worked (i.e. working 1.25 hours beyond the employee's eighty (80) hours equates to 1.25 hours of comp time; however, employees working only 0.75 hours beyond the employee's eighty (80) hours do not accrue comp time). If an employee is entitled to comp time but has the maximum 40 hours banked. The employee shall not accrue additional compensatory time and shall not be paid additional compensation for hours worked.

| Updated | Section | Notes |
|---|-------------------|------------------|
| 12/7/2023 approved by Public Properties Committee | 2 – Call In Times | Snow Removal TCT |
| 12/18/2023 approved by Personnel Committee | | |