



# Clark County Land Conservation Department

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## Land Conservation Department Work Rules

These work rules define the privileges and responsibilities for the Clark County Land Conservation Department employees while on duty. These work rules are in addition to and supplement the Clark County Employee Handbook and the Administrative Compensation Policy. 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 May 19, 2022 (date of adoption of amended Administrative Compensation Policy):

### Work Hours

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

### Employee Work Rules

- The Clark County ExecuTime program should be used to record employee time.
- Department employees will receive an unpaid meal break of thirty (30) minutes. Except for advance approval, employees will not work through the lunch period to make up lost work time or to leave early without department head approval.
- Employees are to receive two (2) break periods of fifteen (15) minutes or less, one during the A.M. and one during the P.M.
- Requests for time off will be handled on a case-by-case basis.
- Flex scheduling will be allowed at the discretion of the department head to meet the operational success of the department.
- All work performed in excess of 40 hours during a work week shall, by default, be accrued as comp time for non-exempt staff at a rate of time and one-half (1 ½) pay. PTO pay and/or Holiday pay is not applicable toward accumulating hours toward the 40 hours

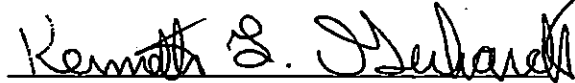
worked week. Approval by the department head is required in the event overtime is necessary. The department head shall have the final authority to establish the method of compensation.

- All full-time employees are expected to work 40 hours per week, Monday – Friday, except in special circumstances that may require working after hours.
- Exempt staff will earn comp time for hours worked in excess of eighty (80) hours in a pay period. Accrual will be earned as defined in the Administrative Compensation Policy. The maximum amount of comp time allowed to be banked at any time is forty (40) hours and such bank of time may be replenished as comp time is used and further accrued.

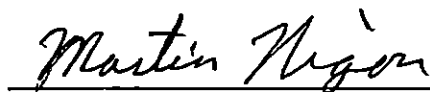
Approved by Clark County Land Conservation Committee July 5, 2022:

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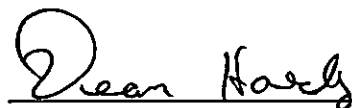
Fritz Garbisch, Chairman



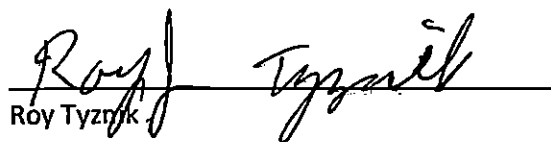
Kenneth Gerhardt



Marty Nigon



Dean Hoesly



Roy Tyznik