

Clark County, WI



Founded in 1853

Clark County Office of Personnel

517 Court Street, Room 205

Neillsville, WI 54456

Telephone: 715.743.5298

Office of Personnel Work Rules

These work rules define the privileges and responsibilities for the Clark County Office of Personnel 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 September 12, 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.
- Approval of a flex schedule shall be at the discretion of the Personnel Manager. Any approved flex schedule may not interfere with the operational needs of the department.

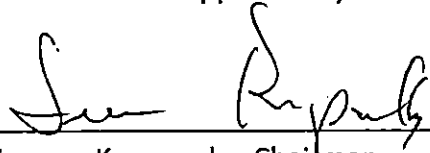
Compensatory Time (Comp Time)

Non-exempt positions: Shall accrue comp time per the Administrative Compensation Policy.

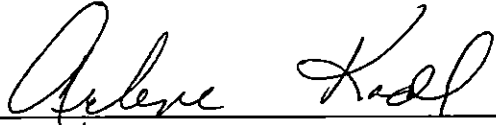
Exempt positions: The following conditions apply to comp time accrual for excess hours worked:

- For employees working (including benefit time such as PTO, holidays, etc) in excess of eighty (80) hours in a pay period, employees may accrue comp time on an hour-for-hour basis only after working 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 eight (80) hours equates to 1.25 hours of comp time: however, employees working only .75 hours beyond the employee's eight (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.

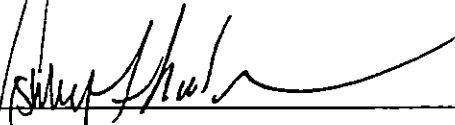
Reviewed and Approved by Office of Personnel _____



Jerome Krempasky, Chairman



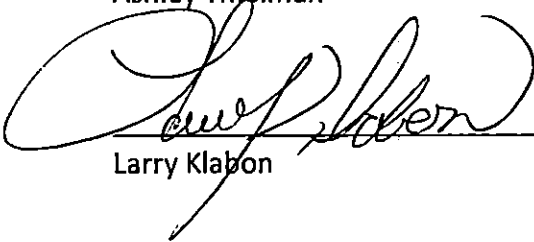
Arlene Kodl



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Ashley Thielman



Larry Klabon