

**Clark County Child Support Agency  
517 Court Street, Room 505  
Neillsville, WI 54456  
Telephone: 715-743-5213 and FAX: 715-743-5290**

**Child Support Agency Work Rules**

These work rules define the privileges and responsibilities of Clark County Child Support Agency employees while on duty. These work rules are in addition to and supplement the Clark County Employee Handbook and Administration 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.

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 the Child Support Agency.

The following work rules shall be implemented effective July 1, 2022.

**Office Hours:**

The Child Support Agency's hours of operation are 8:00 a.m. to 4:30p.m., Monday through Friday with the exception of those days identified in the Employee Handbook as paid holidays.

Except under extenuating circumstances at least two (2) departmental employees shall be on duty during business hours to attend to walk-in traffic, provide customers service and conduct departmental business.

**Work Hours:**

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

Approval of a flex schedule shall be at the discretion of the department head. Any approved flex schedule may not interfere with the operational needs of the department.

**Employee Work Rules:**

The Clark County ExecuTime (time clock) shall be used to record employee time.

Department employees will receive an unpaid meal break of thirty (30) minutes. Meal breaks will be on a schedule set by the department head.

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. Breaks are to be taken not less than 30 minutes prior to the end of the work day.

Department employees are not required to work overtime. Prior approval of the department head is required in the event overtime becomes necessary. All work performed in excess of 40 hours during a week shall, by default, be accrued as comp time.

Exempt staff working (including benefit time such as PTO, holidays, etc) in excess of eighty (80) hours in a pay period, may accrue comp time on an hour-for hour basis only after working a minimum of one (1) hour in excess of eighty (80) hours. Once the minimum of (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. 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 this 1st day of July 2022

Clark County Executive Committee:

Wayne Hendrickson  
Wayne Hendrickson, Chairman

Jerome Krempasky  
Jerome Krempasky

Joe Waichulis  
Joe Waichulis

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Duane Boon

Chuck Rueth  
Chuck Rueth

**EMPLOYEE ACKNOWLEDGEMENT**

**Child Support Agency Work Rules**

I have received a copy of the Clark County Child Support Agency Work Rules. It is my responsibility as an employee-at-will to read and become familiar with the contents of these rules and to keep up-to-date with any subsequent changes. I understand that the county may add to, delete, modify, correct or update any or all of the material in these work rules in order to respond to changing circumstances. I understand that it is my responsibility to ask for clarification if I do not understand a particular section of these work rules.

I acknowledge receipt of and understand I have the responsibility to read and follow the Clark County Child Support Agency Work Rules as written.

Employee name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_