

Series: 000 General Provisions	§ .001
	Effective Date: December 15, 2022
Title: Purpose, General Provisions and Definitions	Adoption/Revision Date: December 15, 2022
Custodian: Personnel Manager	Approving Body: Personnel Committee

1. Authority

- a. Wis. Stat. 59.02, 59.03, 59.51, 59.52, 101, 103, and 111
- b. Clark County Code of Ordinances, Section 2-48 2.

2. References

- a. Adopting Resolution/Ordinance/Motion: 52-12-22
- b. Other Resolution/Ordinance/Motion: N/A

3. PURPOSE

Clark County has established orderly, efficient and uniform procedures for the handling of personnel matters which apply to all employees unless stated otherwise.

4. GENERAL POLICY STATEMENT

It is the policy of Clark County to provide **equal opportunity in employment** to all qualified employees and applicants for employment. Positive action is required from all employees to help ensure that Clark County complies with its obligations under state and federal law. **This Handbook is not a contract of employment.** Employees of the County are employed at-will unless a different employment relationship is created with an employee pursuant to a collective bargaining agreement.

Office of Personnel, or its designee, shall provide the policies, now found online on the County Website under Departments/Personnel/Employee Handbook (<https://www.clarkcountywi.gov/admn-employee-handbook-1>) to each newly hired county employee and to each newly elected county supervisor.. All employees are expected to be aware of the policies and to abide by them. All employees must sign and return the attached signature page within two (2) weeks of orientation. (Appendix A, Clark County Employee Acknowledgement). The signature page will be filed in the employee's personnel file.

5. POLICY INITIATION AND REVISION

The Personnel Committee will review the policies periodically for continued accuracy and appropriateness. Department Heads, County Board committees, individual employees, or their union representatives may make requests for revision or initiation of new policies. The request must be in writing directed to the Office of

Personnel. The review may also include information regarding complaints initiated via the county or external grievance procedures to determine the effectiveness of these policies.

6. DEPARTMENT SPECIFIC WORK RULES

Individual departments may have needs which are not specifically addressed through the countywide personnel policies. Those departments may develop work rules to address those needs so long as those work rules do not conflict with county policies or with a union contract that applies to that department. Any work rules developed under this section must be in writing, approved by a supervising committee and the county Personnel Committee, distributed to all affected employees and filed in the Office of Personnel. These Department specific Work Rules will be located online on the County Website under Departments/Personnel/Employee Handbook (<https://www.clarkcountywi.gov/admn-employee-handbook-1>)

7. DEFINITIONS

- 7.1 Purpose.** To provide clarity and consistency when referencing terminology utilized throughout employment.
- 7.2 Definitions.** The following words and phrases as utilized in this policy manual will be the definitions set forth, unless a different meaning is specifically afforded to the word or phrase via definition established in the policy.
 - a. **Anniversary date.** The date an employee begins regular employment.
 - b. **Classification.** The job title assigned to a position.
 - c. **Compensatory time.** Hours worked in excess of the normal work week which may be used as time off from a regular work schedule in accordance with specified guidelines.
 - d. **Committee.** A group of people appointed for a specific function, typically consisting of members of the larger County Board, however not required. Each committee will have a chair and will consist of a minimum number of members in accordance with Policy Clark County Governing Bodies – Roles and Structures found https://www.clarkcountywi.gov/files/ugd/fc6b42_35a4b7fd0e0447909b18522fd895f273.pdf
 - e. **Department head.** Any county official who has the responsibility for the operation of a county department.
 - 1. The Role of Department Heads** - Certain rights and responsibilities are imposed by state and federal laws and regulations. Many of these rights and responsibilities have implications for policies and procedures governing employment. For this reason, the Employer reserves any and all management rights regarding employees' employment status.
 - 2. General Guidelines:** The role of management includes, but is not limited to, the right to:
 - i. Manage and direct the employees;
 - ii. Hire, promote, schedule, transfer and assign employees;
 - iii. Lay off and recall employees;
 - iv. Discharge employees or take disciplinary action;

- v. Schedule overtime as required;
 - vi. Develop job descriptions;
 - vii. Assign work duties;
 - viii. Introduce new or improved methods or facilities/locations or change existing methods or facilities/locations;
 - ix. Contract out for goods and services;
 - x. Discontinue certain operations; and
 - xi. Direct all operations of Clark County.
 - xii. Partner with other counties, agencies, or organizations
- f. **Emergency.** A sudden and unforeseen combination of circumstances which calls for immediate action and leaves no time for deliberation.
- g. **Employee Status**
 - 1. **Exempt.** Employees in exempt positions are generally paid on a salary basis and are excluded from specific provision of federal and state wage and hour laws and are not eligible for overtime pay. Exempt employees are expected to work the hours necessary to perform the duties and responsibilities of their positions. However, Clark County recognizes that exempt employees work beyond their normal workday/workweek and will be given flexibility in regard to absences during normal work hours.
 - 2. **Non-Exempt.** Employees who are paid on an hourly basis. Non-exempt employees are entitled, under FLSA to time and ½ regular rate of pay for each hour actually worked above and beyond the applicable FLSA overtime threshold or compensatory time.
- h. **Introductory Employees.** The initial 6 month employment period is generally referred to as “introductory period.” The County may extend the introductory period for individual employees.

Introductory employees may use paid time off benefits during the initial 6 month employment period.

An initial one-year employment period will be referred to as “introductory period” for all supervisory individuals and individual employees in the following position titles: Correctional Officer and Economic Support Specialist.

- 1. **Full-time Employees.** Individuals hired for regular full-time positions, normally scheduled to work a minimum of 1,560 annual hours, will be eligible for the employee benefits identified in this Manual.
- 2. **Part-time Employees.** Individuals hired for regular part-time positions, normally scheduled to work less than 1,560 annual hours.
- 3. **Seasonal Employees.** Employment in a position for which annual work is six (6) months or less. Seasonal employment begins at approximately the same time of the year, such as summer or winter.

4. **Temporary Part-time Employees.** Employment is a short-term position not exceeding twelve (12) months.
5. **Casual Employees.** Casual employees are not regularly scheduled and work on an on-call basis. Casual Employees are not eligible for regular employment benefits. At a minimum, casual employees must have worked hours on at least two occasions every six-months, but not more than 19 hours in a pay period.
- i. **Hiring Authority:** Hiring Authority means the department head or designee when hiring/selecting applicant(s) for a vacant position except for a department head. For the hiring/selection of a department head, the hiring authority means the department's supervisory committee.
- j. **Immediate family.** The employee's spouse, child, parent, brother, sister, grandparent or grandchild. This includes step and in-law relationships of the employee in the same degree.
- k. **Job Reclassification.** The (re)assignment of a job to a higher or lower pay grade or pay range in the salary structure due to a job content (re)evaluation and/or significant change in the average market rate in the external labor market.
- l. **Promotion.** The (re)assignment of an employee to a position in a higher pay grade or range in the organization's salary structure.
- m. **Protected class.** A group whose members possess factors or characteristics specifically identified through legislation, regulations, and executive orders as constituting prohibited basis for discrimination in service delivery and employment.
- n. **Reorganization.** An alteration in a department's operations has occurred that:
1. Adds new duties requiring creation of new position titles; or Eliminates existing responsibilities resulting in staff reduction; or Substantially modifies existing positions.
- o. **Step Schedule:** Standardized progression pay rates that are established within a pay range.
- p. **Supervisor.** The department head or designee which is responsible for the work product, control, direction of work assignments and the evaluation of subordinate County employees.
- q. **Wage Range.** The range of pay that has been established within a pay grade.
- r. **Wage Rate.** The grade, or placement of a position within the salary structure.
- s. **Wage Rate Adjustment:** An adjustment to the salary structure; the increase or decrease of a pay range, minimum – maximum. This is a method to maintain the salary range in relation to external market conditions.

- t. **Wage Rate Schedule**: The hierarchy of job grades and pay ranges established within an organization.
- u. **Work Rules**: See this document at #6 above