

Community Services Work Rules

These work rules define the privileges and responsibilities of Clark County Community Services employees while on duty. These work rules are in addition to and supplement the Clark County 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 December 8, 2022.

Work Hours

- The standard work schedule for the department employees shall be from 8:00 a.m. to 4:30 p.m. Monday through Friday.
- Approval of a flex schedule shall be at the discretion of the Director. Any approved flex schedule may not interfere with the operational needs of the department.

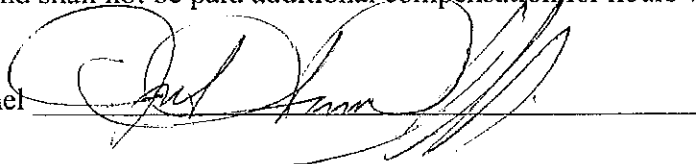
Compensatory Time (Comp Time)

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 in excess of eighty (80) hours in a pay period (including benefit time such as PTO, holidays, etc.), employees 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 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.

Reviewed and Approved by Office of Personnel



Clark County

Mental Health, Substance Abuse, & Developmental Disabilities

COMMUNITY SERVICES

517 COURT STREET, ROOM 503
NEILLSVILLE, WI 54456-1976
PHONE: 715/743-5208
FAX: 715/743-5209
SUE VOIGT, DIRECTOR

Approved December 2, 2022

Clark County Community Services Board

Frieda Rollins, Chairperson Frieda Rollins

Arlene Kodl Arlene Kodl

Bonnie Matkovich Approved - attended via telephone

Diane Mattes _____

Nancy Amacher Nancy J. Amacher

Ann Molitor _____

Fred Schindler Fred Schindler

Anthony Ring _____

Scott Jalling Scott Jalling

24 HOUR CRISIS LINE IN PARTNERSHIP WITH

715/743-3400



800/863-3560