

Aging and Disability Resource Center of Clark County (ADRC)

517 Court Street, Room 201

Neillsville, WI 54456

Telephone: (715) 743-5166

ADRC Office Work Rules

These work rules define the privileges and responsibilities for the Clark County Aging and ADRC Office 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.

Office Hours:

The Aging and Disability Resource Center office hours of operation are 8:00 a.m. to 4:30 p.m. , Monday through Friday with the exception of those days identified in the employee handbook as paid Holidays or days determined by the County Board that the Courthouse would be closed.

Work Hours:

The standard work hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday with ½ hour lunch break to taken between the hours of 11:00a.m. and 1:00p.m. Employees also receive two (2) break periods of no more than fifteen (15) minutes, one during morning hours and one in the afternoon. No break or lunch period can be used to shorten standard work hours.

Flexible Schedule

A flexible or "Flex" schedule is allowable at the discretion of the ADRC Director and his/her designee to meet the operational success of the department. The Flexible schedule allows the employees to maintain their forty (40) hour week and adjust work hours to meet customer's needs.

A flexible schedule is approved by advisory committee for ADRC Director. The Director shall accrue compensatory time earned over 80 hours in a pay period, including benefit time (i.e. PTO, Holiday, etc.) per Admin Compensation Policy.

Paid time off

Paid time off will be handled on a case by case basis and at the discretion of the ADRC Director as it impacts the operational needs of the department.

Wage Policy Exceptions

Professional staff requiring certifications needed to bill MA services that are hired in at entry level steps 1 or 2 will receive a one-step increase once certifications have been issued. This will allow incentive to complete the exams in a timely manner so that the department can draw down additional funding needed to budget the department. Per job descriptions, if an employee does not successfully complete the certification within six months, their position would then be terminated.

Overtime Bank


No employee should be working overtime unless pre-approved by ADRC Director. Any time over 40 hours will accrue as comp time earned per the Admin Compensation Policy.

Implementation and Regulation

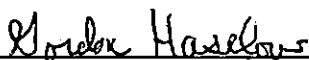
All of the above work and regulations become effective immediately June 30, 2022. Application and implementation of these rules shall be uniform throughout the department.

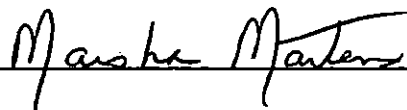
Approved June 30, 2022

Aging and Disability Resource Center of Clark County

 Doris Bakker, Chairperson

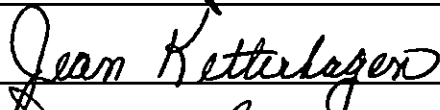
 Frieda Rollins

 Gordon Haselow

 Marsha Martens

_____ Rosalie Bryan

 Len Lipinski

 Jean Ketterhagen

 Diane Perko